



Federally Funded Grant Agreement
Between
Washington State
Department of Archaeology and Historic Preservation
and
Washington Trust for Historic Preservation

Grant Number: FFY25-FEDSUPPRT-WTHP

Grant Title: Washington Trust for Historic Preservation, Support Grant

Effective Date: October 1, 2024

Expiration Date: September 30, 2025

Grant Amount: \$80,000.00

Federal Grant Number: tbd

CFDA Number: 15.904

Grant Purpose

To fulfill historic preservation outreach and education objectives for the annual Historic Preservation Funding (HPF) State Historic Preservation Officer (SHPO) federal grant.

This agreement is made between The Department of Archaeology and Historic Preservation (WTHP) hereinafter referred to as the DEPARTMENT, and the Washington Trust for Historic Preservation hereinafter referred to as the GRANTEE.

Parties' Contact Information

DAHP Contacts:

Allyson Brooks | Executive Director

Phone: 360-890-2617 | Email: allyson.brooks@dahp.wa.gov

Marivic Quintanilla | Contract & Grants Manager

Phone: 360-870-6383 | Email: marivic.quintanilla@dahp.wa.gov

GRANTEE Contact:

Chris Moore | Executive Director

Phone: 206-624-9449 | Email: chris@preservewa.org

State of Washington • Department of Archaeology & Historic Preservation
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www.dahp.wa.gov



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Section 1. Responsibilities of the Grantee

- A.** The GRANTEE will perform or cause others to perform the work described in the “Scope of Work” (Attachment 2). Additional special conditions or specifics about the work required by this agreement, if any, are in attachments as enumerated and described in Section 2. The GRANTEE agrees to perform the work in accordance with any such special conditions or specifics.
- B.** The GRANTEE understands that the work called for under this agreement must conform to state administrative requirements as they relate to the DEPARTMENT, and the GRANTEE agrees to comply with such requirements.
- C.** The GRANTEE agrees to comply with the restrictions of lobbying with appropriated funds: No part of the money appropriated by any enactment of State Legislation shall, in the absence of express authorization by such, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner an elected official, to favor or oppose, by vote or otherwise, any legislation or appropriation by legislation, whether before or after the introduction of any bill or resolution.
- D.** The GRANTEE agrees to maintain records in a manner which will provide an audit trail to all expenditures reported to the DEPARTMENT. The GRANTEE agrees to keep these records for at least six years following the ending date of the grant. If an audit of the GRANTEE or of the DEPARTMENT should take exception to any expenditure by the GRANTEE, the GRANTEE agrees to refund to the DEPARTMENT on demand the amount determined by the audit as due. If the DEPARTMENT is required to institute legal proceedings to enforce this repayment provision, the DEPARTMENT shall be entitled to its costs thereof, including reasonable attorney’s fees. When arranging for an audit, the DEPARTMENT should contact:
- Chris Moore
phone: 206-624-9449
email: cmoore@preservewa.org
- E.** The GRANTEE agrees to pay all the costs involved in carrying out the terms of this agreement prior to seeking reimbursement as provided for in Section 2. A. When seeking reimbursement, the GRANTEE will submit a



completed reimbursement form in writing to the DEPARTMENT and provide such supporting documents as an affidavit of publication for newspaper advertising soliciting bids, contracts, photocopies of canceled checks and invoices, and other documents as may be requested by the DEPARTMENT. The DEPARTMENT will provide the GRANTEE with the reimbursement form and guidelines for financial reporting procedures. The GRANTEE agrees to submit its request for reimbursement within thirty (30) days following completion of the work.

- F. The GRANTEE agrees to provide the DEPARTMENT with a completion/project report acceptable to the DEPARTMENT. The GRANTEE will submit this on or before the end date of this grant. The GRANTEE agrees that the DEPARTMENT shall have the right to withhold all or part of the funds under this grant pending receipt of an accepted completion/project report. Allyson Brooks, DEPARTMENT Executive Director shall have acceptance approval or denial of the completion/project report.
- G. The GRANTEE agrees that the “Budget” (Attachment 1) shall be a financial guide for the work called for by this agreement. The GRANTEE may not request reimbursement for funds greater than the Grant Amount unless both the GRANTEE and DEPARTMENT execute an Amendment. The GRANTEE agrees to maintain records which will render an accurate accounting of each element or object in the Budget. The actual expenditures for the amounts reflected in the Budget may vary by 15 percent without requiring an amendment to this grant agreement, so long as it does not exceed the maximum amount payable under this contract (\$80,000).
- H. For any expenses or expenditures that pertain to travel, the GRANTEE must adhere to Washington State guidelines found on the Office of Financial Management’s website and in accordance with the table below. <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel>

| | |
|--|---|
| Mileage (Vehicle). Reimbursement shall be for mileage to and from the Contractor’s primary work place. | State OFM- approved Rates |
| Transportation Costs (fares, parking, tolls, reimbursed with receipt & preauthorization only) | Reimbursed at Cost up to maximum amount allowed under contract. |

- I. The GRANTEE agrees that the DEPARTMENT shall have the right to terminate this agreement if the GRANTEE shall fail to fulfill in a timely and



proper manner its obligations under this agreement or if the GRANTEE shall violate any of the covenants, conditions, or stipulations of the agreement. In case of such termination by the DEPARTMENT, the GRANTEE agrees to return to the DEPARTMENT within thirty (30) days of the effective date of termination, any payments made by the DEPARTMENT to the GRANTEE under the terms of this agreement or any portion of such payments as may be directed by the DEPARTMENT.

The GRANTEE agrees to submit evidence of completion of all work elements identified in the Scope of Work on or before the grant end date. GRANTEE acknowledges and understands that final work elements which do not conform to the terms and conditions of this agreement will not be reimbursed.

- J.** The GRANTEE will maintain regular contact with the DEPARTMENT regarding the progress of the grant project. The GRANTEE agrees that the DEPARTMENT shall have the right to monitor the work called for by this agreement.
- K.** The GRANTEE agrees to use competitive negotiation procedures (or small purchase procedures for under \$30,000) for procurement of professional services and subcontracts. GRANTEE agrees to maintain records sufficient to detail the significant history of a procurement and to forward evidence of competitive procurement to the DEPARTMENT prior to reimbursement of funds under this agreement.
- L.** The GRANTEE agrees that it, its agents, officers and employees, and any other person or entity performing any work under this agreement, are independent contractors and not employees of the State of Washington ("State").
- M.** State funds are the basis for this agreement. The GRANTEE certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any State department or agency. Should for any reason the State funds which are the basis for this agreement become withdrawn, reduced, or not appropriated by legislation the agreement may be terminated without penalty to the DEPARTMENT.
- N.** To the fullest extent permitted by law, Grantee shall indemnify, defend and hold harmless the State, agencies of the State and all officials, agents and employees of State, from and against all claims for injuries or death arising out of or resulting from the performance of the Contract. Grantee's obligation to indemnify, defend, and hold harmless includes



any claim by Grantees' agents, employees, representatives, or any subcontractor or its employees.

Grantee expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to Grantee's or any subgrantee's performance or failure to perform the Grant.

Contractor's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

The parties shall make every effort to resolve disputes arising out of, or relating to, this contract through discussion and negotiation.

Should discussion and negotiation fail to resolve a dispute arising under this contract, the parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by each party and a third party mutually agreed upon by the parties. The team shall attempt, by majority vote, to resolve the dispute.

- O. The GRANTEE agrees to provide or purchase industrial insurance coverage, as applicable, prior to performing work under this agreement. The DEPARTMENT will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this GRANTEE, or any sub-grantee or employee of the GRANTEE, which might arise under the industrial insurance laws during performance of work under this agreement. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result to work performed under this agreement, those payments shall be made by the GRANTEE; the GRANTEE shall indemnify the DEPARTMENT and guarantee payment of such amounts.
- P. The GRANTEE agrees to include written acknowledgment of The Department of Archaeology and Historic Preservation support for all grant-related publications and public information materials including audio-visual and workshop materials.
- Q. The GRANTEE agrees to any additional conditions as may be identified in amendments under Section 3 and attached to this agreement.
- R. Nondiscrimination Requirement. During the term of this Grant, GRANTEE, including any subgrantee, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, GRANTEE, including any subgrantee, shall give written notice of this nondiscrimination requirement to any labor organizations with which GRANTEE, or subgrantee, has a collective bargaining or other agreement.



Obligation to Cooperate. GRANTEE, including any subgrantee, shall cooperate and comply with any Washington state agency investigation regarding any allegation that GRANTEE, including any subgrantee, has engaged in discrimination prohibited by this Grant pursuant to RCW 49.60.530(3).

Default. Notwithstanding any provision to the contrary, DEPARTMENT may suspend GRANTEE, including any subgrantee, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until DEPARTMENT receives notification that GRANTEE, including any subgrantee, is cooperating with the investigating state agency. In the event GRANTEE, or subgrantee, is determined to have engaged in discrimination identified at RCW 49.60.530(3), DEPARTMENT may terminate this Grant in whole or in part, and GRANTEE, subgrantee, or both, may be referred for debarment as provided in RCW 39.26.200. GRANTEE or subgrantee may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Grant termination or suspension for engaging in discrimination, GRANTEE, subgrantee, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original grant and

the replacement or cover grant and all administrative costs directly related to the replacement grant, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. DEPARTMENT shall have the right to deduct from any monies due to Contractor or subgrantee, or that thereafter become due, an amount for damages Contractor or subgrantee or will owe DEPARTMENT for default under this provision.

During the performance of this agreement, the GRANTEE shall comply with all federal and state nondiscrimination laws, regulations and policies.

- S. In accordance with legislative findings and policies set forth in Chapter 39.19 RCW the GRANTEE is encouraged in the participation and use of Minority and Women's Business Enterprise firms certified by OMWBE.

Section 2. Responsibilities of the DEPARTMENT

- A. The DEPARTMENT agrees to reimburse the GRANTEE one hundred (100) percent of its actual authorized expenditures for the purpose of this agreement, provided:



- (1) The total paid by the DEPARTMENT shall not exceed the amount stipulated in the "Budget" (Attachment 1) as DEPARTMENT share.
 - (2) All expenditures were incurred between the beginning and ending dates of the grant.
 - (3) No expenditures have been previously claimed in any other grant from any agency of the state or federal government.
 - (4) The DEPARTMENT has authority to expend the funds required to meet the obligations contained herein.
 - (5) The GRANTEE has met all requirements in Section 1 of this agreement.
 - (6) The DEPARTMENT will certify that specific scope of work items have been performed during each monthly reporting period prior to issuing reimbursement payments.
- B.** The DEPARTMENT agrees to consider requests from the GRANTEE for progress payments if, in the DEPARTMENT'S judgment, the public interest will be served by doing so and if such payments are administratively practical and provided appropriated funds are available for which to issue a progress payment.
- C.** The DEPARTMENT may unilaterally terminate all or part of this contract, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this contract.
- D.** The provisions of Chapter 39.26 RCW require the DEPARTMENT to file this sole source contract with the Department of Enterprise Services (DES) for approval. The effective date of this contract is upon DES approval of the contract, the tenth (10th) working day after it is filed with DES, or as agreed between the parties, whichever is later.

The following attachments are hereby incorporated into and made a part of this agreement.

| | |
|--------------|--|
| Attachment 1 | Budget - <i>consisting of one page</i> |
| Attachment 2 | Scope of Work - <i>consisting of five pages</i> |
| Attachment 3 | Performance Measures - for deliverables and outcomes, <i>consisting of two pages</i> |



| | |
|--------------|--|
| Attachment 4 | State Form A19-1 Invoice Voucher (attached) - used as basis for billing, <i>consisting of one page</i> |
| Attachment 5 | Civil Rights Assurance – <i>consisting of one page</i> |
| Attachment 6 | Statement of Understanding for Grant Management Requirements – <i>consisting of one page</i> |
| Attachment 7 | Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – <i>consisting of two pages</i> |

Section 3. Amendments

This grant agreement may be amended if such amendment is in writing, agreed to, and signed by all the parties, and attached hereto.

Section 4. Termination for Cause

- A. In the event the DEPARTMENT determines the GRANTEE has failed to comply with the conditions of this contract in a timely manner, the DEPARTMENT has the right to suspend or terminate this contract. Before suspending or terminating the contract, the DEPARTMENT shall notify the GRANTEE in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.
- B. In the event of termination or suspension, the GRANTEE shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original grant and the replacement or cover grant and all administrative costs directly related to the replacement grant, e.g., cost of the competitive bidding, mailing, advertising and staff time.
- C. The DEPARTMENT reserves the right to suspend all or part of the grant withhold further payments, or prohibit the GRANTEE from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the GRANTEE or a decision by the DEPARTMENT to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the GRANTEE: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.
- D. The rights and remedies of the DEPARTMENT provided in this grant are not exclusive and are in addition to any other rights and remedies, provided by law.



DEPARTMENT:
Department of Archaeology and
Historic Preservation

GRANTEE:
Washington Trust for
Historic Preservation

By: Allyson Brooks Ph.D.
Its: Executive Director

By: Chris Moore
Its: Executive Director

Date

Date



**Attachment 1
BUDGET**

| <u>GOODS & SERVICES</u> | State Dollars | Hard Match | Soft Match | Total |
|--|----------------------|-------------------|-------------------|-----------------|
| <i>Statewide Youth Heritage Program</i> | \$25,000 | | | \$25,000 |
| <i>This Place Magazine</i> | \$20,000 | | | \$20,000 |
| <i>Maritime Washington National Heritage Area</i> | \$20,000 | | | \$20,000 |
| <i>Statewide Outreach, Engagement, and Education</i> | \$15,000 | | | \$15,000 |

| | | | | |
|------------------------------------|-----------------|--|--|-----------------|
| Total Goods & Services: | \$80,000 | | | \$80,000 |
|------------------------------------|-----------------|--|--|-----------------|

| | State Dollars | Hard Match | Soft Match | Total Project Cost |
|------------------------------|----------------------|-------------------|-------------------|---------------------------|
| Total Funding Request | \$80,000 | \$0.00 | \$0.00 | \$80,000 |

Attachment 2

SCOPE OF WORK

- **Youth Heritage Project - \$25,000**

- Advance 2021-26 Washington State Historic Preservation Plan: Inhabiting Our History (PLAN) Goal 1: *Recognize the protection of cultural resources as key to fostering civic engagement, local identity, and community pride; promote historic preservation as the “preferred alternative” when it comes to implementing programs, policies and projects that shape how our communities look, thrive and change;* and Goal 3: *Share, with ever larger and diverse audiences, our rich and valuable stories in innovative formats and engaging ways* and Plan and execute Youth Heritage Project (YHP), an interactive, multi-day educational program that engages high school youth from across Washington’s ethnically and socioeconomically diverse populations in hands-on learning activities focused on historic preservation and cultural resource management. GRANTEE will coordinate and plan YHP in partnership with the DEPARTMENT and the National Park Service (NPS).

In July 2025, YHP is anticipated to be held within the Mountains to Sound Greenway National Heritage Area. Activities will include tours of local historic resources and cultural landscapes significantly associated with each location. Program content will be developed in partnership with the NPS and DEPARTMENT staff, with collaboration from staff at Mountains to Sound Greenway NHA. Additional partners will include local nonprofit organizations involved in conveying the themes and regional history within the NHA, private property owners willing to make their own sites accessible, and local Tribes invited to discuss issues around sovereignty and traditional cultural properties (visiting Snoqualmie Falls is anticipated). Program themes will center on shared management of regional-based landscapes, balancing recreational and tourism use with land conservation and sensitivity to cultural landscapes, and the links (or lack thereof) between competing narratives working to tell the story of the NHA.

Specific activities in support of PLAM Goals 1 and 3 include:

- Goal 1: *Recognize the protection of cultural resources as key to fostering civic engagement, local identity, and community pride; promote historic preservation as the “preferred alternative” when it comes to implementing programs, policies and projects that shape how our communities look, thrive and change.*
 - YHP 2025 will engage high school students in on-site, activity-based learning activities intended to introduce them to the field of cultural resource management.
 - Policy and regulatory elements will be introduced, such as the National Register of Historic Places, National Heritage Areas, Cultural Landscapes, Traditional Cultural Properties, and the role of public consultation when projects impact historic resources.
 - On-site engagement enables students to analyze the content presented, applying it to on-the-ground situations stewards of historic resources grapple with.
- Goal 3.A, subaction III: *Convene a working group of teachers and cultural resource professionals to draft K-12 curricula meeting Community Based Assessment requirements and post on Open Educational Resources Commons.*
 - YHP 2025 will bring preservation and cultural resource professionals (including GRANTEE staff, Tribal representatives and NPS liaisons) together with participating teacher-mentors, in order to immerse high school youth in the history, management, interpretation and experience of historic landscapes. Students engage in hands-on activities designed to introduce them to historic preservation concepts and practices, including fieldwork, treatment, and interpretation of cultural resources.
 - While drafting of K-12 curricula is not designed to be an outcome of YHP, the direct engagement of student-participants with resources in the field constitutes hands-on learning informed by content experts. Thus, the lessons students learn at YHP are able to be applied to further studies in the areas of preservation and cultural resource management.

- Goal 3.B, subaction I: *Organize regional workshops on a regular basis providing information and training on cultural resource management issues to professionals and students.*
 - Students are the primary audience of YHP, although each year high school teachers attend the program as well.
 - YHP is held at a different location each year, supporting regional programming across the state.

- ***This Place Magazine - \$20,000***

- Advance 2021-26 PLAN Goal 2: *Expand historic preservation to embrace intangible cultural heritage, that is, to include a broader spectrum of places, persons and experiences that have shaped our communities;* and Goal 3: *Share, with ever larger and diverse audiences, our rich and valuable stories in innovative formats and engaging ways;* and Goal 4: *Invest our energy, expertise and passion in preservation in the places, people and organizations where decisions are made that affect our heritage.* Curate and produce content for, design, publish, and distribute a quarterly printed magazine, *This Place*, which is circulated to approximately 800 subscribers and followers statewide. Provide increased viewership and visibility through the publication of select articles on the GRANTEE’s website. Topics to be addressed within the magazine include many of the PLAN’s core themes: Main Street as an economic development driver, preservation’s role in sustainability, recognition of intangible cultural heritage sites, recognition of heritage sites related to underrepresented communities, and emergency preparedness. Thus, *This Place* can address many of the following specific activities:

Specific activities in support of PLAN Goals 2, 3 and 4 include:

- Goal 2.A: *Increase efforts to identify, document, or commemorate places associated with diverse communities.*
- Goal 2.B, subaction I: *Engage with and facilitate discussions with members of underrepresented communities to identify and commemorate the places and resources deemed to have significance and are important to pass along to future generations.*
 - *This Place* regularly explores topics of representation in preservation, including articles from preservation organizations founded by and for people of color, like the African American Community, Cultural & Educational Society (AACCES) in Pasco, and Wa Na Wari, a Seattle-based collective using preservation and art to connect community. Features include cultural sites and projects related to Black heritage, Latino heritage, Japanese American heritage, underrepresented stories focused on Maritime Heritage, and more.
- Goal 3.A, subaction I: *Convene a working group of media specialists and the historic preservation community to create and sustain opportunities for innovative means to share the stories of cultural and historic properties.*
 - *This Place* creates and promotes a statewide platform through which to share the stories of cultural and historic properties, as well as the processes, organizations, and people who work to save them.
- Goal 3.B: *Support existing and launch new outreach efforts by agencies and organizations to educate others about cultural resource management policies and practices.*
 - Education around cultural resource management policies and practices is a core thread running throughout *This Place* content.
- Goal 3.B, subaction IV: *Develop a multimedia approach that promotes the Main Street program as a bridge between economic development and other local issues (housing, social equity, sustainability, etc.)*
 - With articles regularly contributed by Main Street staff and a recurring “Main Street Matters” feature spotlighting Main Street Communities across the state, *This Place* content (both in print and digitally) consistently promotes the important role Main Street can and does play in bridging preservation, economic development, placemaking, diversity and equity, sustainability, and more.
- Goal 4.A, subaction IV: *Disseminate the “Impact of Main Street in WA State” report and its findings to*

broad audiences and decisionmakers and promote the Main Street program as the most effective economic development, historic preservation, and place-making tool.

- With the regular Main Street articles mentioned above, *This Place* consistently promotes Main Street as an economic development, preservation, and placemaking tool. The publication draws on data and findings from a variety of studies to illustrate the program’s economic benefits, including the DEPARTMENT’S “Impact of Main Street in Washington State.”
- Goal 4.C: *Share data and information to wider audiences to demonstrate the benefits of preservation and cultural resource management decision-making.*
 - With in-print distribution of 800 statewide and a digital reach larger still, *This Place* offers an opportunity to promote the benefits of preservation and cultural resource management to a broad audience. In doing so, it can also serve as a means of promoting Washington State’s pioneering preservation work and community to other states across the country.

- **Maritime Washington National Heritage Area - \$20,000**

- Advance 2021-26 PLAN Goal 2: *Expand historic preservation to embrace intangible cultural heritage, that is, to include a broader spectrum of places, persons and experiences that have shaped our communities;* and Goal 3: *Share, with ever larger and diverse audiences, our rich and valuable stories in innovative formats and engaging ways;* and Goal 4: *Invest our energy, expertise, and passion for preservation in the places, people, and organizations where decisions are made that affect our heritage.* Implement the goals and programs included in the Management Plan for the Maritime Washington National Heritage Area (MWNHA). The National Park Service and the Department of the Interior officially approved the Management Plan in fall 2023. GRANTEE will utilize support to continue implementing Year 2 and Year 3 elements of the plan.

Specific activities in support of PLAN Goals 2, 3 and 4 include:

- Goal 2.A: *Increase efforts to identify, document, or commemorate places associated with diverse communities.*
 - Sharing diverse maritime stories is a primary goal of the MWNHA. Initiatives such as our Working Waterfronts series highlights the trades and crafts associated with the maritime industry. Similarly, our Women on the Waterfront series features trailblazers who have created space for women in all aspects of maritime culture. We specifically work with partner organizations to increase visibility of stories reflecting cultures and communities underrepresented in the traditional maritime narrative.
 - Continue utilizing the MWNHA website as a platform for connecting stakeholders with stories, news, and experiences within the NHA.
- Goal 3.B: *Support existing and launch new outreach efforts by agencies and organizations to educate others about cultural resource management policies and practices.*
 - One of the primary goals of the MWNHA is to build a network of cross-sector partners dedicated to advancing, honoring, and stewarding Washington’s maritime stories and resources. This includes distribution of information regarding the protection and preservation of resources to partner organizations. To this end, MWNHA convened its first gathering of the area-wide partner network in FY24 for a day-long workshop. Subsequent partner events include field trips to sites within the MWNHA to further understanding and learning on a variety of topics related to maritime heritage.
 - Program staff are able to engage in tabling activities at a variety of maritime-based events held throughout the NHA, including Olympia Harbor Days, Port Townsend Wooden Boat Festival, and Bellingham Seafeast.

- Goal 4.A, subaction V: *Draft and implement management plans for the Maritime Washington and Mountains to Sound Greenway NHAs.*
 - As the local coordinating entity for the MWNHA, GRANTEE completed a robust management planning process, engaging numerous stakeholders across multiple committees, working groups, and outreach activities. Approval of the Management Plan followed, and GRANTEE activities now focus on implementation of the plan. This includes hiring the MWNHA program director, communication specialist and part-time grants coordinator, all of whom are presently on staff. A standing advisory board established to provide strategic guidance continues to meet regularly, as does a Tribal working group. Both work to lead the plan's implementation and to carry the NHA's momentum forward.

- **Statewide Outreach, Engagement, and Education - \$15,000**

- Advance 2021-26 PLAN Goals 1-5. The Washington Trust for Historic Preservation is Washington's only statewide, nonprofit advocacy organization dedicated to preserving places that matter. The organization utilizes a variety of tools providing information on policies, practices, incentives and examples of how historic preservation provides a cultural as well as an economic benefit to the state. These tools include workshops, webinars, tours, conferences, print and social media content and others, all intended to provide preservation education and information.

Specific activities in support of PLAN Goal 1 include:

- Goal 1.A: *Engage with organizations and local units of government to integrate historic preservation into state and local land use and growth management policy.*
 - Work to improve preservation policies by engaging with local governments and advocacy groups and facilitate more informed decision-making about existing processes. Work to integrate historic preservation in a wider variety of planning and regulatory conversations at the federal, state, and local levels.
 - Continue to distribute policy statement on the alignment of historic preservation and the development of affordable housing. Build out case studies highlighting housing projects utilizing preservation incentives.
- Goal 1.A, subaction VI: *Promote the use of preservation tools such as financial incentives, zoning overlays, design guidelines, local historic register protection, etc., to preserve historic character of neighborhoods.*
 - Educate partners and the general public about available preservation tools and strategies through extensive communications and informational events.
 - Support legislative recommendations to continue strengthening statewide preservation incentives.
 - Continue to market and manage an easement program to pursue preservation of the historic built environment in perpetuity.
- Goal 1.B, subaction V: *In consultation with stakeholders, identify and disseminate recommended "best practices" or treatments for cultural resources impacted by climate change, emergencies, and sea level rise.*
 - Work to incorporate emergency preparedness and climate change into preservation communications, resources, and public education.

Specific activities in support of PLAN Goal 2 include:

- Goal 2.A: *Increase efforts to identify, document or commemorate places associated with diverse communities.*
 - Work to create a more inclusive preservation movement celebrating Washington State's diverse

heritage sites. Showcase examples of preservation which highlight intangible cultural heritage through programs including Most Endangered Places and Revisiting Washington.

Specific activities in support of PLAN Goal 3 include:

- Goal 3.B, subaction I: *Organize regional workshops on a regular basis providing information and training on cultural resource management issues to professionals and students.*
 - Utilize in-person and virtual formats to educate and inspire audiences across Washington State with preservation resources and stories. Expand reach of existing promotional channels via social media, magazine, and e-newsletters. Where capacity allows, experiment with new formats (video, podcasts) to engage new followers.
 - Continue providing preservation strategies, “best practices,” and other resources to professionals and the general public via workshops and other educational events.

Specific activities in support of PLAN Goal 4 include:

- Goal 4.A, subaction III: *Work to implement new or enhance existing financial incentive programs to support the rehabilitation of privately-owned historic buildings for affordable housing and for seismic retrofits of URM buildings.* Work to support policy aimed at encouraging and/or incentivizing unreinforced masonry buildings in a manner that does not adversely impact historic character.
- Goal 4.A, subaction IV: *Disseminate the “Impact of Main Street in Washington State” report and its findings to broad audiences and decisionmakers and promote the Main Street program as the most effective economic development, historic preservation, and placemaking tool.* Work to not only disseminate impact report but to consistently message the economic development benefits of the Main Street Approach. Strengthen communication between State Main Street Program and local governments, state agencies, and nonprofits. Broaden collaborations to include other economic development partners and supporters.
- Goal 4.C: *Share data and information to wider audiences to demonstrate the benefits of preservation and cultural resource management decision-making.* Through ongoing communications and public programs, work to educate stakeholders and the general public about preservation and cultural resource management strategies, benefits, and community impact.
- Goal 4.C, subaction I: *Update the 2006 Economic Impact Analysis of Historic Preservation on Washington’s Economy to a broad audience.* Work to consistently message the impact of historic preservation and Main Street upon our state’s economy, upon job creation, and upon community revitalization.

- Specific activities in support of PLAN Goal 5 include:

- Goal 5.A, subaction II: *Continue effort to identify and establish incentives to encourage property owners to undertake work to retrofit historic properties for earthquake, flood, wildfire, and other emergencies.* Support incentives for and education around preservation of unreinforced masonry buildings. Work to incorporate other areas of emergency preparedness more fully into preservation communications and education.

Attachment 3
PERFORMANCE BASED MEASURES

| DELIVERABLE | MEASURABLE OUTCOME | DELIVERY DATE(S) |
|--|--|---|
| Youth Heritage Project | Annual Summer 4 Day Youth Field School Monthly meetings Final Report | July 2025 November 2024 December 2024 January 2025 February 2025 March 2025 April 2025 May 2025 June 2025 July 2025 August 2025 September 2025 September 2025 |
| This Place Magazine | <u>Published Quarterly</u> Winter Spring Summer Fall | January 2025 April 2025 July 2025 October 2025 |
| Maritime Washington National Heritage Area | Monthly reports | November 2024 December 2024 January 2025 February 2025 March 2025 April 2025 May 2025 June 2025 July 2025 August 2025 |


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| | | September 2025 |
| Statewide Outreach, Engagement, and Education | <u>Quarterly reports</u> Oct - Dec 2025 Jan - Mar 2025 Apr – Jun 2025 Jul – Sep 2025 | January 2025 April 2025 July 2025 September 2025 |

DRAFT

Attachment 4
STATE FORM A-19 INVOICE VOUCHER (ATTACHED)

DRAFT

FORM
A 19-1A
(Rev. 5/91)



STATE OF WASHINGTON
INVOICE VOUCHER

| AGENCY USE ONLY | | |
|-----------------|---------------|-------------------|
| AGENCY NO. | LOCATION CODE | P.R. OR AUTH. NO. |
| 355 | | |

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| AGENCY NAME |
| Department of Archaeology and Historic Preservation PO Box 48380 Olympia WA 98504-8343 |
| VENDOR OR CLAIMANT (Warrant is to be payable to) |
| |

INSTRUCTIONS TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

Vendor's Certificate: I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY _____
(SIGN IN INK)

(TITLE) (DATE)

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| FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For reporting Personal Services Contract Payments to I.R.S.) | RECEIVED BY | DATE RECEIVED |
|---|-------------|---------------|

| DATE | DESCRIPTION | QUANTITY | UNIT | AMOUNT | FOR AGENCY USE |
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| PREPARED BY | TELEPHONE NUMBER | DATE | AGENCY APPROVAL | DATE |
|-------------|------------------|------|-----------------|------|

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|-----------|--------------|------------------|----------|---------------|----------------|------------|
| DOC. DATE | PMT DUE DATE | CURRENT DOC. NO. | REF DOC. | VENDOR NUMBER | VENDOR MESSAGE | UBI NUMBER |
|-----------|--------------|------------------|----------|---------------|----------------|------------|

| REF DOC SUF | TRANS CODE | M O D | FUND | MASTER INDEX | | SUB OBJ | SUB SUB OBJECT | ORG INDEX | WORKCLASS ALLOC | COUNTY BUDGET UNIT | CITY/TOWN MOS | PROJECT | SUB PROJ | PROJ PHAS | AMOUNT | INVOICE NUMBER |
|-------------|------------|-------|------|--------------|---------------|---------|----------------|-----------|-----------------|--------------------|---------------|---------|----------|-----------|--------|----------------|
| | | | | APPN INDEX | PROGRAM INDEX | | | | | | | | | | | |
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| ACCOUNTING APPROVAL FOR PAYMENT | DATE | WARRANT TOTAL | WARRANT NUMBER |
|---------------------------------|------|---------------|----------------|

Attachment 5

U. S. DEPARTMENT OF THE INTERIOR
CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

| | |
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| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE Executive Director |
| APPLICANT/ORGANIZATION Chris Moore Washington Trust for Historic Preservation | DATE SUBMITTED |
| APPLICANT/ORGANIZATION MAILING ADDRESS 1201 Minor Ave Seattle WA 98101 | BUREAU OR OFFICE EXTENDING ASSISTANCE State of Washington Department of Archaeology and Historic Preservation |

DI-1350
(REV 6/91)

Attachment 6

STATEMENT OF UNDERSTANDING FOR GRANT MANAGEMENT REQUIREMENTS

- Subrecipient grantees receiving HPF grant assistance must fulfill the terms of their grant agreement with the state and adhere to all requirements of the National Register Programs Manual. This requirement includes compliance with Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of age, race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- Local financial management systems shall be in accordance with the standards specified in OMB Uniform Guidance 2 CFR Part 200.
- Indirect costs may be charged as part of the subrecipient grant only if the subrecipient grantee meets the requirements of the manual. Unless the subrecipient grantee has a current indirect cost rate approved by the cognizant federal agency, only direct costs may be charged.
- Grant subrecipients must maintain auditable financial records in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.
- The subrecipient grantee will provide, with request for reimbursement, documentation to support billings (time sheets, front and back canceled checks, etc.) for federal and non-federal share claimed.
- Repayment will be made to the SHPO organization if terms and conditions of the subgrant agreement are not followed or costs claimed are disallowed following audit.

Chris Moore | Washington Trust for Historic Preservation

SUBRECIPIENT GRANTEE

SIGNATURE OF APPLICANT

Executive Director

TITLE

DATE

ATTACHMENT 7

U.S. Department of the Interior Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.500, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Chris Moore | Washington Trust for Historic Preservation

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered and erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Tel.#).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.