



Washington State  
Department of  
**Commerce**

**Washington State Capital Budget  
2024 Local and Community Projects  
Working Papers**

**Grantee: City of Tacoma**  
**Project Title: Affordable Housing Land Acquisition (Tacoma)**  
**Net Grant Amount: \$1,455,000.00**

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**Instructions:**

Before you can receive funds, a contract will need to be executed between your organization and the state. Contract development generally takes four to six weeks once you have met all pre-contracting requirements. Please follow these steps to get the process started:

1. Completely fill out the survey questions by typing your responses in the electronic version of this form;
2. Have the Grantee Certification (last page) signed by the person authorized to sign contracts for your organization;
3. Attach documentation for committed funds (copies of award letters, council appropriations, etc.), if applicable;
4. Fill out and have the *LEED Certification Declaration* form (attached) signed;
5. Compile and email these documents to your Grant Manager, Chuck Hunter at [chuck.hunter@commerce.wa.gov](mailto:chuck.hunter@commerce.wa.gov).

If you have any questions or need additional information, please contact me at:  
(360) 764-3312 or [chuck.hunter@commerce.wa.gov](mailto:chuck.hunter@commerce.wa.gov).

All grantees are required to set up an SWV number so funds may be sent electronically. Please find detailed instructions here: [Office of Financial Management](#). It may take up to three weeks after you submit this information for an electronic transfer account to be set up. You may immediately submit your working papers survey to us; we will automatically receive your SWV number from the office that sets them up.

Thank you for your assistance in making this contract-writing process as quick and easy as possible!

## SECTION 1. GENERAL INFORMATION

<b>1.1</b>	Grantee (Complete Legal Name)	<b>City of Tacoma</b>	
<b>1.2</b>	Type of Organization	<input checked="" type="checkbox"/> Publicly-Owned	<input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Tribal
<b>1.3</b>	Statewide Vendor Number (if available)	<b>SWV0000318-02</b>	
<b>1.4</b>	UBI# (if available)	<b>278-012-338</b>	
<b>1.5</b>	Federal Tax ID Number	<b>91-6001283</b>	
<b>1.6</b>	Project Street Address	<b>1143, 1145, 1147, 1149 Tacoma Avenue, Tacoma WA 98402</b>	
<b>1.7</b>	Project Mailing Address	<b>747 Market Street rm 900, Tacoma WA 98402</b>	
<b>1.8</b>	County	<b>Pierce County</b>	
<b>1.9</b>	Project GPS Coordinates (approximate center of where you will be working)	Latitude (e.g., 45.3530)	Longitude (e.g., 120.4510)
<b>1.10</b>		Project Jurisdiction (county, city, town)	
<b>1.11</b>	Legislative District		
<b>1.12</b>	Congressional District		
<b>1.13</b>	Which legislator(s) took the lead in introducing your appropriation?	<b>Sen. Yasmin Trudeau</b>	
<b>1.14</b>	Authorized Person to Sign Contract	<b>Elizabeth Pauli</b>	
	Title	<b>City Manager</b>	
	Mailing Address (if different from project mailing address above)	<b>Same as above</b>	
	Telephone		
	Email	epauli@cityoftacoma.org	
<b>1.15</b>	Person Administering the Grant (once contract is signed)	<b>Felicia Medlen</b>	
	Mailing Address (if different from project mailing address above)	<b>Same as above</b>	
	Telephone	<b>253-591-5238</b>	
	Email	fmedlen@cityoftacoma.org	

## SECTION 2. PROJECT INFORMATION

### PROJECT DESCRIPTION

<b>2.1</b>	Please describe the project's anticipated use and public benefit. The purchase of this land will ensure it is available to an affordable housing developer for the development of much-needed affordable housing through the acquisition of the property and the removal of structures that have exceeded their useful life span.	
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<b>2.2</b>	Is this project part of a larger, phased project? If YES, explain how this phase fits in the overall project. n/a	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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### SITE CONTROL

<b>2.3</b>	Do you have control of the project site either through ownership or through a long-term lease ( <b>at least 10 years</b> )? If NO, please explain and include the date you expect to meet this condition. <b>IMPORTANT: Site control is required before we can begin writing the contract.</b> The funds under this contract will be used to obtain site control.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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### GOVERNOR EXECUTIVE ORDER 21-02 (EO 21-02) CULTURAL & HISTORICAL RESOURCES REVIEW (OR SECTION 106)

<b>2.4</b>	All projects with state and local funds will need to go through the EO 21-02 review process for archaeological and cultural resources.	
<b>2.4a</b>	Does your project include federal funds? If YES, you will need to go through the Section 106 review process. <b>IMPORTANT: If EO 21-02 (or Section 106) applies to your project, you will need to complete this review before we can execute the contract.<sup>1</sup></b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

### LEED (LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN) CERTIFICATION

<b>2.5</b>	Does your project include new construction or renovation of a building or facility? If YES, indicate if you entered the LEED certification process with the goal of your facility obtaining the Silver standard. <b>IMPORTANT: As part of your contracting process, you are required to complete a LEED Certification Declaration form.<sup>2</sup></b>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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<sup>1</sup> The EO 21-02 requires recipients of state funds to consult with interested parties, i.e., Department of Archaeology and Historic Preservation, and Indian Tribes, prior to starting project construction. If your project funding includes federal funds, Section 106 (National Historic Preservation Act) will be required, which supersedes the EO 21-02 review. These consultations should take place as early as possible in order to avoid delays in starting your project. If you have questions regarding the cultural and historic resources process, please contact your project manager.

<sup>2</sup> LEED is a certification program run by the U.S. Green Building Council. In 2005 the Washington State Legislature passed a law requiring all capital projects grant recipients to comply with the LEED standards (RCW 39.35D). The goal is for major construction or renovation projects receiving state funds to be built to the LEED silver standard where "practicable." Projects that fall under certain facility types and projects demonstrating that it would not "be practicable" to meet the LEED silver standard may qualify for a LEED exemption. Please refer to the attached *LEED Certification Declaration* form for more details. If you have questions regarding the LEED process, please contact your project manager.

## PREVAILING WAGE

<b>2.6</b> If your project includes new construction or renovation, do you understand and acknowledge that you are required to pay state prevailing wages for all construction-related work as of May 16, 2023 (for the 23-25 biennium).	<input type="checkbox"/> YES
n/a	

## SCOPE OF WORK

<b>2.7</b> Describe all the activities and deliverables needed to accomplish this project. <b>IMPORTANT: Provide a description of the project along with the estimated start and end date. Your Scope of Work must correspond with your application or member request and will become part of your contract.</b>
This is for acquisition only. Property being acquired is 1143, 1145, 1147, 1149 Tacoma Avenue, Tacoma WA 98402. This will enable the property to be made available for affordable housing development without acquisition costs substantially impacting the development budget for the subsequent project(s).

## PROJECT COSTS

<b>2.8</b> Only complete the Project Costs table below <i>if your budget is finalized</i> . A list of eligible and ineligible costs is attached at the end of this survey.  <b>IMPORTANT: Your Total Project Costs must equal your Total Funding in Question 2.9. The cost categories must correspond with the activities listed on your Scope of Work. The Project Cost table will become part of your contract. Please note that this is a reimbursement grant; only costs incurred after July 1, 2020 will be reimbursed.</b>  <b>IMPORTANT: A finalized budget is required before we can begin writing the contract.</b>  <b>IMPORTANT: Internal project management is NOT an eligible cost for reimbursement.</b>
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Cost Category	Amount	
Site Acquisition	2,000,000	
Architecture and Engineering	0	
Construction	0	
Construction Management	0	
Capitalized Equipment	0	
Other:		
<b>TOTAL PROJECT COSTS (must match 2.8 Total Project Funding)</b>	<b><u>\$2,000,000</u></b>	

## PROJECT FUNDING

- 2.9** Complete the table below listing the amounts and funding sources for this project. State the status of your funding sources as follows:
- **Committed:** funds are considered committed if a formal notice of approval for the funds is in place from the funding source. Local Revenue must be in an approved budget or be appropriated by your council or commission to be considered committed. Attach documentation such as copies of award letters, council appropriations, etc.
  - **In-Hand:** funds are considered in-hand if you have already received the funds.
- IMPORTANT:** Your Total Project Funding must equal your Total Project Costs in Question 2.8. The Project Funding table will become part of your contract. You are required to have full funding for your project by either having the funds in-hand or by showing that the funds are committed.
- IMPORTANT:** All project funding is required before we can begin writing the contract.

Type of Funding	Identify Source	Amount	Status (Committed or In-Hand)
State Grant	Department of Commerce	\$1,455,000.00	Committed
<b>Other Funds (e.g. State, Federal, Local, Grants, Private, Loans)</b>			
City Funds	Local	\$545,000	In Hand
<b>Total Other:</b>			
<b>TOTAL PROJECT FUNDING (must match 2.8 Total Project Costs)</b>		<b>\$2,000,000</b>	

## CONTINGENCIES

- 2.10** Are there contingencies that could change your answers to any of the questions above? If so, please briefly explain. For example: Project description, site control, scope of work, financing, etc.
- None

## GRANTEE CERTIFICATION

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The Grantee certifies that:

- The information and financial data provided in this document are true and correct to the best of their belief and knowledge and it is understood that Commerce staff may independently verify information, and that the discovery of incomplete, false, and/or misleading information is grounds for withholding awarded funds or termination of grant contract;
- Records supporting the information provided in this document are on file and will be made available by the Grantee upon request;
- There are no outstanding liens against this project;
- There is currently no litigation in existence seeking to enjoin the commencement or completion of the above-described project; and
- The Grantee intends to enter into a grant contract with the Department of Commerce, provided that the terms and conditions for a Department of Commerce grant are satisfactory to both parties.

Signed: *Felicia Medlen*  
Name: Felicia Medlen  
Title: Division Manager, Housing  
Phone Number: 253-732-0252  
Date: 3/1/2024

## Eligible Costs

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Capital Budget funds may generally be used to pay for the following project expenses incurred as far back as **July 1, 2020**:

- design, architectural, and engineering work;
- building permits/fees;
- archeological/historical review;
- construction labor and materials;
- demolition/site preparation;
- capitalized equipment;
- information technology infrastructure (cables and wiring);
- construction management and observation (from external sources only)\*;
- initial furnishings\*\*;
- landscaping;
- real property when purchased specifically for the project, and associated costs.\*\*\*

\* **Construction management and observation** is on-site management and/or supervision of the work site and workers thereon. This is an eligible project cost. Construction management does not include work typically performed by off-site consultants or consultant organizations, grant writers, project managers, or employees of the grantee, unless the employee is hired solely and specifically to perform on-site construction management as defined above and in accordance with the Office of Financial Management's Ten Year Capital Plan.

\*\* **Furnishings and equipment** are considered eligible project costs as long as the average useful life of the item purchased is 13 years or more.

\*\*\* **Costs directly associated with property** acquisition include appraisal fees, title opinions, surveying fees, real estate fees, title transfer taxes, easements of record, and legal expenses.

\*\*\*\* **In no way shall funds be used to supplant or subsidize operating costs such as ordinary maintenance or administrative staff expenses**

**Note: Please do not include operating costs in your project scope and budget.**

## Ineligible Costs

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The following costs are not eligible for reimbursement under this program:

- internal administrative activities and staffing costs;
- mortgage or loan payments;
- **project management (from any source)\*\*\*\*;**
- fundraising activities;
- feasibility studies;
- computers or office equipment;
- rolling stock (such as vehicles);
- lease payments for rental of equipment or facilities;
- any maintenance or operating costs;
- property leases (including long-term leases)
- the moving of equipment, furniture, etc., between facilities.