

2023 Legislative Session

Member Requested Local Community Project Information Online Form

Only requests filled out and submitted at <https://forms.office.com/g/si4EdWghPW> will be accepted.

Request must be submitted by **February 17, 2023**.

If you exit the browser before submitting this form, your work will be lost.

Important Notes: This is not a formal grant program. This form provides information for House and Senate members to request a separate appropriation in the capital budget for this project. Funding any project is at the discretion of the Legislature.

This document may be subject to disclosure under the Public Records Act (Chapter 42.56 RCW).

Funds are available on a reimbursement basis only and cannot be advanced.

Tips: Successful past projects generally are ones in which the requested state funds: (1) are used for a facility providing an important public benefit; (2) are a small portion of the total project funding (25% or less); (3) result in a completed project or phase usable by the public for the intended purpose when the state funds are expended; and (4) are for a project that is ready for construction or renovation and will be completed within the biennium.

*Required

I. Local Community Project Name and Sponsor

Type in a short Project Name. You are **required** to select a Primary Legislative House Sponsor **or** a Primary Legislative Senate Sponsor. You may select both House and Senate Sponsors.

1. Project Name *

Enter a concise, descriptive project name, no longer than 45 characters. If your project is funded, this is what will more than likely be listed in the budget.

Enter your answer

2. Primary Legislative House Sponsor

If applicable, select a House Representative.

Select your answer

3. Legislative House Co-Sponsor

Optional

Select your answer

4. Primary Legislative Senate Sponsor

If applicable, select a Democratic Senator. For Senate Republican sponsored projects, please contact your Senate Republican sponsor for the form. <https://leg.wa.gov/Senate/Senators/Pages/default.aspx>

Select your answer

You must select a
Primarily Legislative **House** Sponsor
or a
Primarily Legislative **Senate** Sponsor
or both.

Your submission will be sent to the selected
House and/or **Senate** member(s) for their approval.

II. Where is the project physically located?

5. Street Address *

If the physical address is unknown, please provide geographic markers, parcel numbers, or other information about where the project will be located.

Enter your answer

6. City *

Enter your answer

7. Zip

Enter your answer

8. County *

Select your answer

9. Primary Legislative District of Project *

Number must be between 1 ~ 49

10. Other Legislative Districts Project is Located in

Enter your answer

11. Primary Latitude

Use <http://www.mapcoordinates.net/en> or <https://www.google.com/maps/> to determine coordinates of the site.

Number must be between 45.5 ~ 48.9

12. Primary Longitude

Use <http://www.mapcoordinates.net/en> or <https://www.google.com/maps/> to determine coordinates of the site.

Number must be between -124.7 ~ -116.9

III. Project Contact

This is the organization in charge of the project and will receive these funds.

13. Organization *

14. First Name *

15. Last Name *

16. Contact Title *

17. Organization Website *

18. Phone *

19. E-mail *

20. Contact Mailing Address *

21. Contact Mailing City *

22. Contact Mailing Zip *

IV. Organization Information

23. Is this a joint project with another organization? *

Yes or No

24. If yes, has a joint operating agreement been signed? *

Yes or No

25. If yes, list the partners for the project. *

Enter your answer

Highlighted questions will only display depending on the answer to the previous question.

The question numbers in the online form may be different than what is listed in this document.

26. Is the organization that will manage the funding different from the project contact organization or joint partner? *

Yes or No

27. If it is different, please provide the name of the organization or fiscal agent that will manage the funding. *

Enter your answer

28. Is the requesting organization or joint partner registered with the state as a non-profit organization?

Yes or No

29. If answered no, is the applicant a local government? *

Yes or No

V. Project Information

30. Project Scope *

Briefly describe the scope of the project. What are the activities, objectives, and outcomes of the project? If this project is a discrete phase of a larger multi-phased project, describe the activities and outcomes that will be achieved with this request. If funded, this information is used for contractual purposes.

Enter your answer

Please note:

The form has a text limit of **200,000 characters total for the entire form**. For example, the 2023 form has 70 questions. Each of the text answers can average about **5,350** characters after allowing 300 characters for the 33 other questions.

Answer Type	Count	Average Characters	Total Characters
Text	37	5,350	197,950
Yes/No	18	3	54
Number	10	12	120
Drop Down	5	25	125
Total			186,244

(as an example, [HB 1008](#), a 3-page bill, contains 5106 characters)

VI. Project Schedule

31. Will the entire project be completed after this funding request? *

Yes or No

32. Describe the estimated cost and schedule for each remaining phase of the project. *

Enter your answer

33. Describe what discrete phase of the project will be completed with the funding from this request. *

Enter your answer

34. Estimated completion dates for each phase of the project. *

Enter your answer

VII. Eligible Project Type or Phase.

Insert requested \$ amount. You must enter the dollar amount of the project in one or more category fields. If funded, the amount entered informs the contract. For example, if you would like to contract for design services, enter an amount in the design row. Entering \$0 in all funding category fields results in a \$0 total, regardless of whether a total was entered in the Total Funding Requested field.

A mandatory Commerce Administrative fee of up to 3% (max of \$50,000) will be added to the total amount.

35. Land Acquisition - Requested Dollar Amount *

Enter whole number (no \$ sign).

The value must be a number

36. Demolition and Site Preparation - Requested Dollar Amount *

Enter whole number (no \$ sign).

The value must be a number

37. Design - Requested Dollar Amount *

Enter whole number (no \$ sign).

The value must be a number

38. New Construction - Requested Dollar Amount *

Enter whole number (no \$ sign).

The value must be a number

39. Renovation - Requested Dollar Amount *

Enter whole number (no \$ sign).

The value must be a number

40. Other - Requested Dollar Amount *

Enter whole number (no \$ sign).

The value must be a number

41. Please describe other project type

Enter your answer

42. Total Funding Requested *

Enter the sum of the values entered above.

The value must be a number

- Enter a whole number for each requested dollar amount.
- Do not include the \$ sign.
- Enter 0 for any categories that are not included in this request.
- At least one category (questions 35-40) must have a non 0 value.

- Enter the sum of the values entered above.
- A mandatory Commerce Administrative fee of up to 3% (max of \$50,000) will be added to the total amount.

VIII. Site Control

43. Is the site owned or being purchased by the project contract? *

Yes or No

44. If no, is the property being leased by the project contact for a term that will meet or exceed 10 years? *

Yes or No

45. If no, please explain how the property will be secured for public use for at least 10 years, including the name of any other organizations that will maintain site control. *

Enter your answer

46. Does the applicant understand and agree that any and all real property owned or under a lease, that is acquired, constructed, or otherwise improved upon using state funds as approved by the Legislature must be held and used for the purposes stated in this application for at least ten years from the date the project is complete and becomes available for public use? *

Yes or No

IX. Project Funding

See <http://fiscal.wa.gov/CapitalGrantLoanPrograms.aspx> for other available grants and loan programs.

47. What type of project is this? *

Select your answer

48. How many beds does this add? What type of services are provided? [Behavioral Health] *

Enter your answer

49. How many chairs would be added or how many additional clients would be served due to this funding? [Dental] *

Enter your answer

50. How many slots would be added with this funding? [ECEAP] *

Enter your answer

51. How many units would be created or preserved with this funding? [Housing] *

Enter your answer

52. Has the applicant applied for other grants or loans listed on the Competitive Capital Budget Grant and Loan Programs? *

<http://fiscal.wa.gov/CapitalGrantLoanPrograms.aspx>

Yes No

53. If yes, was your project funded? If so, how much? *

Enter your answer

54. If no, were you planning on applying for those funds? If not, why not? *

Enter your answer

55. What amount and what percentage of funding has the applicant secured to date? Please list each amount by local, federal, state or private funding source or program. *

Enter your answer

56. Besides the amount being requested, what amount of funding does the applicant need to secure in the future in order to complete the project? Please list how the amount will be raised by local, federal, state or private funding source or program. *

Enter your answer

57. Please list all past efforts to obtain state funding through the member requested local community project form, including the legislative session and the amount of funding obtained. *

Enter your answer

58. Once completed, how will the project fund its ongoing maintenance and operation? *

Enter your answer

X. Project Benefits and Challenges

59. How will the requested phase of the project benefit the public? *

Enter your answer

60. Will this project phase have a revenue-generating component that would have community and state economic benefit? Please describe and quantify. *

Enter your answer

61. Please quantify any long-term job creation that will result from this project phase. *

Enter your answer

62. Are there any existing or anticipated community concerns about this project that would prevent it from moving forward? *

For example, conflict with land use, neighborhood concerns, other.

Enter your answer

XI. Acknowledgements - The undersigned acknowledges and agrees to the following:

If the project is funded, Commerce will require the project contact to meet contractual requirements. More information can be found here: <https://www.commerce.wa.gov/building-infrastructure/capital-facilities/resource-toolkit/>

63. Except for preconstruction activities or purchases of real property that does not lead to construction or renovation, the grantee must have site control of the project before the contracting process can begin. *

Site Control: <https://deptofcommerce.box.com/s/bm22boqyxuo6tyc09a9xm4uihkv6y9tl>

Yes

64. Except for design only requests, the grantee must secure all non-state funds needed to complete the project before receiving the state reimbursement. *

Budget: <https://deptofcommerce.box.com/s/qd0dxqudbbt5at1po52qx9evfh7ohkuf>

Yes

65. The grantee and their contractors must pay applicable state prevailing wages as of the date the 2023-25 Capital Budget is approved and executed. *

Prevailing Wage: <https://deptofcommerce.app.box.com/s/uhr9xjb3dzvunn297p5i7elci81l6kzd>

Yes

66. The project must be built to at least the LEED Silver Standard or receive an exemption. *

LEED FAQ: <https://deptofcommerce.app.box.com/s/lzap35o6b22cwhnb6bq7x69wjlrлуq0b>

Yes

67. Awards over \$250,000 are subject to the securitization process and will need to be securitized. *

Securitization: <https://deptofcommerce.app.box.com/s/rbixyhncmmdi6br7x2jiiqw62xy6fvqs>

Yes

68. The grantee must complete the process outlined in Executive Order 21-02 before the contracting process can begin. This includes both Tribal and DAHP Consultation. *

Tribal Consultation: <https://deptofcommerce.app.box.com/s/33tj3xtsfqno8rnnuudiiv7jphp62f4t>

Yes

69. The grantees must provide insurance to cover the project. *

Insurance: <https://deptofcommerce.app.box.com/s/xikha2i61yv4w25s1nkyx6ovdeepcl96>

Yes

70. This is a reimbursement grant and funds may not be advanced under any circumstances. *

For more info, please see the CCF Toolkit:

<https://www.commerce.wa.gov/building-infrastructure/capital-facilities/resource-toolkit/>

Yes

71. If the project is awarded in the capital budget, the project must meet programmatic requirements in order to contract and receive funds. *

For local community projects: <https://www.commerce.wa.gov/building-infrastructure/capital-facilities/resource-toolkit/>

For housing projects: <https://deptofcommerce.app.box.com/s/f89ytc0qtime7dl6wpqke5h2zl1jwzlm>

Yes