

WSDA Fairs Program Capital Improvement Grants Q & A

Q: Do we have to submit bids with our application?

A: No. In submitting your application, you do need to supply some cost estimates. We recognize that these may only be estimates – we have had projects come in under budget and over budget. You do need to follow your county or other contracting requirements in soliciting and awarding the work if it is not being done by your own staff or volunteers.

Q: There is no match requirement when submitting an application, correct?

A: That is correct. Preference is given when evaluating those applications that indicate there will be some level of support, whether direct dollar-for-dollar or an in-kind match. We view that as an added commitment to the project.

Q: If we are using in-kind volunteer services as part of our match, how do we calculate the value of those services?

A: There is no standard method for calculating the value of volunteer services. The calculation will depend on the type of service being provided. For example, you would value unskilled manual labor differently than professional engineering services. You may want to check with your county to see what their pay scales are for similar work and use that. You may also use the Dept. of Labor and Industries website to find prevailing wage information for your county and the type of work you are having done.

Q: If we determine a match/in-kind cost and fall short of that when the project is completed, does that invalidate our grant?

A: No. In submitting your application, you are providing us with estimates. While we do rely on your estimates – both in terms of overall project cost and match – we realize it is only an estimate. If the match/in-kind cost estimated in the application is considerably different than the actuals, we will likely follow-up with you to determine why there was such a large discrepancy, but it will not invalidate your grant. Remember, the grant is a reimbursement of expenses and you are responsible for any amount above that provided in the grant agreement.

Q: Does the entire project actually have to be completed by May 31, 2025? Or, can we just bill for work completed on the project prior to that date?

A: The goal is to have the project entirely completed by May 31, 2025. However, if there are unforeseen circumstances that delay a project past the end of the biennium – e.g., inclement weather, unavailability of materials or workers, etc. – we can reimburse for expenses even though the project is not completed officially by May 31, 2025. In any case, to be reimbursed for expenses, the materials must have been received or work performed on or prior to May 31, 2025 and invoices must be provided to WSDA not later than June 30, 2025. Please notify the WSDA Fairs Grants Program as early as possible if you experience shortages or difficulty in procuring materials or workers as the Department may need to request a re-appropriation of funds.

Q: What are some examples of projects that meet the ‘safety and health’ parameter?

A: Updating electrical panels and electrical systems, remodeling kitchens and restrooms, building additional restrooms, repairing fairground buildings/structures, reroofing buildings, installing drainage remediation, paving parking lots and walkways, adding fencing, purchasing/installing signage, adding ADA approved walkways and ramps, updating lighting, installing/updating fire suppression systems, replacing livestock panels/pens/stall mats, installing fans, replacing bleachers, replacing dirt floors with gravel or concrete, replacing water or sewer lines, installing security and sound systems, replacing drain fields, installing/replacing HVAC systems, etc. If you have questions regarding whether or not your project meets the safety and health requirement, call or send us an email.

Q: Can I mail in my grant application, project agreement, and other documents?

A: The preference is for you to submit grant applications in PDF format to fairs@agr.wa.gov. The department also prefers to receive all other documents via email in PDF format. You may encounter delays if you send documents through the mail. If you have no other alternative than to submit your application by mail, you may mail your applications to WSDA Fairs Program, PO Box 42560, Olympia, WA 98504-2560. Please note that the application due date is October 2. Any applications received in the mail after that date will not be considered.

Q: Is there a specific form I need to use when requesting reimbursement?

A: We provide you with a copy of an A19 invoice voucher for you to use when requesting reimbursement. In addition to the A19 invoice voucher, you need to include receipts for supplies, equipment, work performed, etc. for which you are requesting reimbursement.

Q: What do I need to provide for full reimbursement?

A: In addition to the A19 invoice voucher, you need to provide a completed Project Completion Report form. This report includes:

- Statement of project completion;

- Before and after photos – if the project lends itself to photos; Receipts for supplies, equipment, work performed, etc. for which you are requesting reimbursement;
- Statement of actual dollars spent and that all project costs have been incurred and accounted for;
- Copy of project receipts;
- If contracted work was performed, a copy of the contractor's Affidavit of Wages Paid that documents they paid prevailing wage;
- A statement of whether or not Department of Archaeology and Historic Preservation was consulted; and
- A statement of community benefits provided.

Q: Do we have to pay prevailing wage?

A: Yes. Projects funded with capital improvement grant money are subject to state prevailing wage and Dept. of Labor & Industries (LNI) requirements. If you are using contractors to complete your project, you should obtain copies of required prevailing wage documents from your contractors.

For prevailing wage information and requirements, click here:

<https://lni.wa.gov/licensing-permits/public-works-projects/awarding-agencies/>

You are responsible for making sure your contractor has filed the appropriate forms:

- Intent to Pay Prevailing Wage (filed prior to beginning work)
- Affidavit of Wages Paid (filed when the work is done)

Q: Who is the awarding agency when it comes to prevailing wage forms?

A: The awarding agency is the end recipient who hires the prime contractor. If you are a county fair, it would be the county. If you are an area fair or a community fair, it would be the ones hiring the contractor, such as your fair board or a city or county. The awarding agency may need to be entered into the system if they are not already there. Instructions for accessing the portal without a current account are contained on page five of the attached *Awarding_Agency_Portal_Step_by_Step_Instructions* document.

Q: Is it true you will be using DocuSign to sign the contracts? Do I need to have special software to use DocuSign? What if I can't figure it out?

A: Yes, WSDA does use DocuSign for contracts. No, you do not need to have any special software. If you are unable to figure out how to add your signature to a contract in DocuSign, please check out this link here for support: <https://support.docusign.com/en/articles/How-do-I-sign-a-DocuSign-document-Basic-Signing>. If you continue to have difficulties, you may sign the documents in ink, then scan them in PDF format and email them to fairs@agr.wa.gov.

Q: Is there ever any unspent money at the end of the biennium?

A: The department often has unspent capital improvement grant funds at the end of the biennium. If you have small, inexpensive projects that can be completed in a short amount of time (for example, two weeks to execute the grant agreement and complete the project), we encourage you to submit an application for these projects so we can use as much of the unspent dollars as possible.

Q: What if we don't have enough money in the bank to pay for the project prior to reimbursement?

A: If you do not have enough money to pay for your project, we suggest you look for other funding opportunities or a donor willing to front the money prior to reimbursement. While you may submit no more than one invoice per month for partial reimbursement, you need to provide the project completion report in order to receive complete reimbursement. The department will not reimburse more than 75 percent of your total request until you email the project completion report to fairs@agr.wa.gov. In addition to the A19 invoice voucher, you need to include receipts for supplies, equipment, work performed, etc. for which you are requesting reimbursement.

Q: Can youth shows or community fairs that operate on county fairgrounds submit a capital improvement grant application? Can a fair foundation apply?

A: Under RCW 15.76.165(1), capital grants are intended to help support capital improvements to agricultural fairgrounds or fair facilities. Because youth shows and some community fairs operate on a county-owned fairground or fair facility and are not legally responsible for said facility or grounds, the commission reserves the right to make awards through a competitive process based upon ownership or lessee status of that fairground or facility. A fair foundation may apply for a grant as long as it has control of the property improved by the grant for a period of three years after project completion.

Q: Is there anything else I need to know?

A: Under Executive Order 21-02, your project may require consultation with the Department of Archaeology and Historic Preservation:
https://www.governor.wa.gov/sites/default/files/exe_order/eo_21-02.pdf