



Board of County Commissioners
Commissioners' Check-in
Monday, March 18, 2024
2:00pm to 4:30pm
3000 Pacific Avenue SE, Room 110

For public virtual attendance, you may follow along on the [Thurston County YouTube Channel](#).

AGENDA

I. Welcome Leonard Hernandez

II. Pending Decisions

- **Executive Session** – RCW 42.30.110 (1)(b): To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. – *Purchase of a Building* – *Approximately 60 minutes-- Commissioners' Action may follow*
- Dept. of Commerce Early Learning Facilities Grant (March 12)

III. Reports on External Boards and Commissions – *Information*

IV. Commissioners Items – *Discussion*

- ARPA Funding: Housing Project Funding Swap – Information
- Carpenter Road Request from Quixote Village – Follow up
- Other Commissioner Items

Disability Accommodations: Room 110 is equipped with an assistive listening system and is wheelchair accessible. To request disability accommodations, call the Reasonable Accommodation Coordinator at least 3 days prior to the meeting at 360-786-5440. Persons with speech or hearing disabilities may call via Washington Relay at 711 or 800-833-6388.



February 21, 2024

Jennica Machado
Thurston County
3000 Pacific Ave SE
Olympia, WA 98501

Dear Jennica:

Congratulations! The Department of Commerce Early Learning Facilities Program is pleased to offer you an award in the amount of \$20,890.00 for the Thurston County Government Pre-Design Project. Grant costs can be used for the reimbursement of eligible expenses.

Prior to contracting for funds, your organization will need to fulfill the program requirements laid out in the [Program Guidelines](#). Please review the program guidelines to ensure you are informed about all requirements. The pre-contracting requirements are also detailed in the body of the email that accompanied this letter.

Three requirements that tend to take organizations the most time to complete are listed below. We advise starting on these items as soon as possible.

- Provide documentation of your organization's financial ability to complete the project.
 - All funds from sources other than the state must be expended, raised, or secured by documented pledges or loans.
- Provide documentation showing that property relevant to the project is owned or secured by a long-term lease that remains in effect for a minimum of ten years following the project completion date.
 - If Commerce funds are needed for acquisition of property, a valid purchase and sales agreement should be provided to comply with this requirement.
- Completion of the Executive Order 21-02 process, including:
 - Review by the Washington State Department of Archaeology and Historic Preservation
 - Coordination with any potentially affected Tribes.

This award offer is subject to the following conditions:

- If this project is not making sufficient progress toward contracting by June 30, 2025, Commerce reserves the right to rescind the award.

The first step in getting under contract is to complete the informational table included in the award letter email. All of the pre-contracting requirements, including links to instructions and documents, are in the second table of the award letter email. In the meantime, if you have any questions or need additional information, please email your Commerce contract manager, Katrina Matson at Katrina.Matson@commerce.wa.gov.

The following free services are available for grantees who have received an award through the Early Learning Facilities Program:

- Language and translation services
 - The Imagine Institute is available to provide language assistance in the applicants preferred language at no cost. Please contact The Imagine Institute at 206-492-5249 or email CCSG@imaginewa.org
- Assistance with grant application, pre-contracting, and reimbursement processes
 - Early Learning Facilities website: <https://www.commerce.wa.gov/building-infrastructure/capital-facilities/early-learning-program/>
 - Early Learning Facilities Toolkit: [Resource Toolkit - Washington State Department of Commerce](#)
 - Local area Chambers of Commerce
 - Referral to a coach through the DCYF licensor

IMPORTANT:

If you choose to pay an independent party for assistance with the grant application, pre-contracting, or reimbursement processes, those costs are not eligible for reimbursement under the grant.

Sincerely,

A handwritten signature in black ink, appearing to read 'Addeline', followed by a long horizontal flourish.

Addeline Craig, Managing Director
Community Capital Facilities, Local Government Division