



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: REGULATIONS FOR RENOVATION/
FURNISHING GRANTS POLICY 6.21

Authority: RCW 71A.

PURPOSE

This policy allows grants to non-profit vendors for renovation and furnishing of residential programs.

SCOPE

This policy applies to contracted residential programs funded by the Division of Developmental Disabilities.

POLICY

This policy establishes regulations for the granting of renovation/furnishing funds. Renovation which exceeds 60 percent of the value of the facility at the time of the grant request will be considered as new construction.

A. Eligibility

Only incorporated non-profit organizations will be eligible to receive renovation/furnishing grants.

B. Match

1. A minimum match of 15 percent will be required for any future renovation project grants. The building on which renovation is being made may be considered as match to the extent of the owner's equity.

2. Partial in-kind match is acceptable but must include a dollar match. Generally speaking, grantee employee salaries and travel expenses are not eligible for reimbursement from a construction grant but, if allowed, must be substantiated. All dollar expenditures for which reimbursement is requested must be accompanied by receipts, paid invoices, time cards, etc. Utility charges are not eligible for charging against grant funds.

C. Leased Facilities

If renovations are to be made on a leased building, the term of the lease must be for seven to fifteen years, dependent on the size of the grant. In the case of lease which has been partially completed, it must be extended for a full seven-year period.

D. Allowable Expenditures

Grant Funds may be expended for equipment to include major household appliances and furniture (i.e., refrigerator, freezer, range, washer, dryer, dishwasher, trash compactor, davenport, beds, mattresses, etc.).

E. Non-allowable Expenditures

Grant funds may not be expended for office equipment, consumable supplies (i.e., typewriters, cleaning items, silverware, linens, etc.). As a general rule of thumb, if it has a life less than three years, it is not eligible.

F. Approvals

1. Renovation or new construction will require plans acceptable to the appropriate fire marshal and building department, as well as the licensing authority. In addition to compliance with all applicable local and state building codes, the construction contract or contracts will require compliance with the provisions of the following codes in effect on the date of the construction contract:
 - a. The National Fire Code, Volume 1-10, inclusive, issued by the national Fire Protection Association
 - b. The National Building Code, American Insurance Association, 85 John Street, New York, N.Y. 10038

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- c. The National Electrical Code
 - d. The American National Standards Institute, Standards for Safety
 - e. The Boiler Presser Vessel Code, issued by the American Society of Mechanical Engineers
 - f. The National Plumbing Code
- 2. Plans and specifications are to be approved by appropriate authorities, in writing, prior to commencing work.
 - 3. Criteria for approval will be based on the Division of Developmental Disabilities' perceived needs and availability of funds.

G. Sales Tax

State sales tax must be paid on all eligible charges that would, under the current law, require payment. Sales tax is eligible for reimbursement.

H. State's Interest in Facility

The Department of Social and Health Services retains an interest in the renovated facility for a period of seven to fifteen years from the date of the grant award. The length of time of this interest is dependent upon the size of the grant. Legal action may be taken to recover the amount of the grant plus interest if the facility ceases to function as intended at the time of the grant award.

SUPERSESSSION

Division Policy Directive: 116
Issued April 20, 1982

Approved: /s/ Norm Davis
Director, Division of Developmental Disabilities

Date: 2/14/1994