



## Washington State Capital Budget Public Facility Improvement Fund Working Papers

**Grantee:** City of Everett  
**Project Title:** Everett Memorial Stadium  
**Net Grant Amount:** \$7,400,000.00  
**Contract #:** 24-96531-002

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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 these 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. Compile and email these documents to your Grant Manager, Lena Moore.

If you have any questions or need additional information, please contact me at:

lena.moore@commerce.wa.gov, (360) 764-0632.

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 to us.

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

## SECTION 1. GENERAL INFORMATION

Contract #: **24-96531-002**

<b>1.1</b>	Grantee Name (and DBA if applicable)	<b>City of Everett</b>		
<b>1.2</b>	Type of Organization	<input type="checkbox"/> Publicly-Owned	<input checked="" type="checkbox"/> Private Non-Profit	<input type="checkbox"/> Tribal
<b>1.3</b>	Statewide Vendor Number	<b>SW40000348-00</b>		
<b>1.4</b>	UBI#	<b>313-000-656</b>		
<b>1.5</b>	Federal Tax ID Number	<b>91-60000549</b>		
<b>1.6</b>	Fiscal Year End (mm/dd)	<b>12/31</b>		
<b>1.7</b>	Grantee Mailing Address	<b>2930 Wetmore Avenue, Everett, WA, 98201</b>		
<b>1.8</b>	Project Street Address	<b>2115 Pacific Avenue, Everett, WA 98201</b>		
<b>1.9</b>	County	<b>Snohomish</b>		
<b>1.10</b>	Legislative District	<b>38th</b>		
<b>1.11</b>	Congressional District	<b>2nd</b>		
<b>1.12</b>	Authorized Person to Sign Contract	<b>Cassie Franklin</b>		
	Title	<b>Mayor</b>		
	Mailing Address (if different from grantee mailing address above)	<b>Same</b>		
	Telephone	<b>425-257-7115</b>		
	Email	<b>cfranklin@everettwa.gov</b>		
<b>1.13</b>	Person Administering the Grant (once contract is signed)	<b>Scott Pattison</b>		
	Title	<b>Executive Project Manager – Mayor's Office</b>		
	Mailing Address (if different from grantee mailing address above)	<b>Same</b>		
	Telephone	<b>425-257-7111</b>		
	Email	<b>spattison@everettwa.gov</b>		

## SECTION 2. PROJECT INFORMATION

### PROJECT DESCRIPTION

<b>2.1</b>	<p>Please describe the project's anticipated use and public benefit.</p> <p><b>This project will develop the design and construction of a new multipurpose outdoor event center in downtown Everett. Immediate benefits to the public will provide increased jobs and local business revenues. Long term benefits will reflect significant economic activity and downtown public amenities like parks, walking paths, improved transit and encourage housing options.</b></p>
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<b>2.2</b>	<p>Is this project part of a larger, phased project? If YES, explain how this phase fits in the overall project.</p> <p><b>Commerce Funds will be used for Phase 1A of this project. Phase 1A of the project will include SEPA/EIS/Permitting, Consulting Project Management, Property Appraisal and Deposit Fees, and Property Acquisition.</b></p> <p><b>Phase 1B of the project will include demolition, site preparation and early work package construction.</b></p> <p><b>Phase 2 of this project is the construction phase.</b></p>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
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<b>2.3</b>	<p>Has this project previously received Commerce funds for grant activities related to this project? If yes, please provide any related programs and grant contract numbers.</p>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
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### SCOPE OF WORK

<b>2.4</b>	<p>Describe all the activities and deliverables needed to accomplish this project.</p> <p><b>IMPORTANT: Provide a description of what the funds will be used for 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></p> <p><b>Phase 1A of the project will include SEPA/EIS/Permitting, Consulting Project Management, Property Appraisal, Deposit Fees, and Property Acquisition.</b></p> <p><b>\$7.4M Awarded Commerce Grant Funds will be used to support Phase 1A.</b></p> <p><b>Phase 1A work started January 2024 through March 2026.</b></p>
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### PREVAILING WAGE

<b>2.5</b>	<p>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 <b>March 27, 2018 (for the 2018 Supplemental), May 21, 2019 (for the 19-21 biennium), April 3, 2020 (for the 2020 Supplemental), May 18, 2021 (for the 21-23 biennium), March 31, 2022 (for the 2022 Supplemental), May 16, 2023 (for the 23-25 biennium) March 29, 2024 (for the 2024 Supplemental), May 20, 2025 (for the 25-27 biennium).</b></p>	<input checked="" type="checkbox"/> YES
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## PROJECT COSTS

**2.6** Complete the Project Costs table below ***when your budget is finalized with estimates or bids from subcontractors***. A list of eligible and ineligible costs is attached at the end of this survey.

**IMPORTANT:** Your Total Project Costs must equal your Total Funding in Question 2.7. 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 eligible costs incurred after **July 1, 2016 (for the 19-21 biennium), July 1, 2018 (for the 21-23 biennium), July 1, 2020 (for the 23-25 biennium), July 1, 2022 (for the 25-27 biennium)** will be reimbursed.

**IMPORTANT:** A finalized budget is required before we can begin writing the contract. The budget should be based off estimates or bids received from subcontractors.

**IMPORTANT:** Internal project management is NOT an eligible cost for reimbursement.

Cost Category	Amount
Acquisition	\$8,250,000
Consultant Fees related to environmental analysis, project management, site preparation.	\$950,000
Design Services	\$3,000,000
<b>TOTAL PROJECT COSTS (must match 2.7 Total Project Funding)</b>	<b><u>\$12,200,000</u></b>

## PROJECT FUNDING

<b>2.7</b>	<p>Complete the table below listing the amounts and funding sources for this project. State the status of your funding sources as follows:</p> <ul style="list-style-type: none"> <li><b>Committed:</b> 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.</li> <li><b>In-Hand:</b> funds are considered in-hand if you have already received the funds.</li> </ul> <p><b>IMPORTANT:</b> Your Total Project Funding must equal your Total Project Costs in Question 2.6. 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.</p> <p><b>IMPORTANT:</b> All project funding is required before we can begin writing the contract.</p>
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Type of Funding	Identify Source	Amount	Status (Committed or In-Hand)
State Grant	Department of Commerce	\$7,400,000	Committed
<b>All Other Project Funds (e.g. State, Federal, Local, Grants, Private, Loans)</b>			
Fund 342, Program 052	City of Everett	\$4,800,000	Committed
<b>Total Other:</b>			
<b>TOTAL PROJECT FUNDING (must match 2.6 Total Project Costs)</b>		\$12,200,000	

## GRANTEE CERTIFICATION

The Grantee certifies that:

- The information and financial data provided to Commerce 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.

- The Grantee understands that five percent (5%) of their contracted amount will be withheld pending verification of project completion.



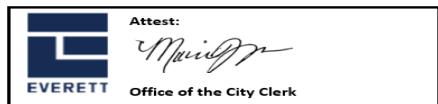
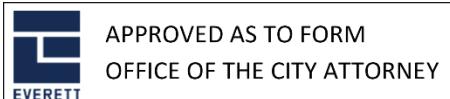
Signed:

Name: Cassie Franklin

Title: City of Everett Mayor

Phone Number: 425-257-7115

Date: 12/03/2025



## Eligible costs

**Grant funds may generally be used to pay for the following construction-related expenses incurred.**

- 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 from external sources only<sup>1</sup>;
- initial furnishings<sup>2</sup>;
- landscaping; and
- real property when purchased specifically for the project, and associated costs.<sup>3</sup>

## Ineligible costs

**Our grants are intended to fund "bricks and mortar" unless otherwise designated in the budget or supporting legislative materials. Therefore, the following costs are not eligible for reimbursement:**

- internal administrative activities;
- mortgage or loan payments;
- labor or project/construction management from internal sources;<sup>4</sup>
- 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);
- the moving of equipment, furniture, etc., between facilities; and
- any in-kind labor.

<sup>1</sup> Construction management and observation is on-site management and/or supervision of the work site and workers therein. This is an eligible project cost. Construction management does not include work 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.

<sup>2</sup> Furnishings and equipment are considered eligible project costs if the average useful life of the item purchased is 13 years or more

<sup>3</sup> 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. Acquisition is not eligible under the Dental Capacity Grant Program.

<sup>4</sup> Local governments may be able to use in-house labor, depending on their individual rules and regulations.

# Stadium Commerce Grant Working Papers\_SD

Final Audit Report

2025-12-03

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