



Washington State Legislative Public Facility Improvement Fund Contract Readiness Form

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

Instructions:

Before you can request reimbursement for eligible grant activities, a contract must be executed between your organization and Commerce. Please follow these steps to complete our pre-contract requirements:

1. Completely fill out this form by typing your responses in the fields on the following pages.
2. Have the Grantee Certification (last page) signed by the person authorized to sign contracts for your organization.
3. Attach completed and signed *LEED Certification Declaration* form.
4. Attach documentation for committed funds (copies of award letters, council appropriations, etc.), if applicable;
5. Compile and email these documents to your Grant Manager, Lena Moore at lena.moore@commerce.wa.gov, or at 360.764.0632.

If you have any questions or need additional information, please contact us.

All grantees are required to have a Statewide Vendor Number (SWV) to receive funds electronically. If you do not have an SWV, contact the [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.

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

SECTION 1. GENERAL INFORMATION

1.1	Grantee (Complete Legal Name)		
1.2	Type of Organization	<input type="checkbox"/> Publicly-Owned	<input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Tribal
1.3	Statewide Vendor Number		
1.4	UBI#		
1.5	Project Street Address	, , WA -	
1.6	Project Mailing Address	, , WA -	
1.7	County (https://www.gps-coordinates.net)		
1.8	Project GPS Coordinates (approximate center of where you will be working)	Latitude (e.g., 45.3530)	Longitude (e.g., 120.4510)
1.9	Project Jurisdiction (county, city, town)		
1.10	Legislative District		
1.11	Congressional District		
1.12	Which legislator(s) took the lead in introducing your appropriation?		
1.13	Authorized Person to Sign Contract		
	Authorized Signatory Title		
	Mailing Address (if different from project mailing address above)	, , WA -	
	Telephone	() -	
	Email		
1.14	Person Administering the Grant (once contract is signed)		
	Mailing Address (if different from project mailing address above)	, , WA -	
	Telephone	() -	
	Email		
1.15	Are you able to utilize DocuSign to sign a contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1.16	Attorney Name, Firm & Address, if required on contract documents		

SECTION 2. PROJECT INFORMATION

PROJECT DESCRIPTION

2.1 Please describe the project's anticipated use and public benefit.

2.2 Is this project part of a larger, phased project? If YES, explain how this phase fits in the overall project.

☐ YES ☐ NO

SITE CONTROL

2.3 Do you have control of the project site either through ownership or through a long-term lease (**at least 10 years**)? If NO, please explain and include the date you expect to meet this condition.

☐ YES ☐ NO

IMPORTANT: Site control is required before we can begin writing the contract.

GOVERNOR EXECUTIVE ORDER 21-02 (EO 21-02) CULTURAL & HISTORICAL RESOURCES REVIEW (OR SECTION 106)

2.4a Does your project involve pre-construction, land acquisition, ground disturbance, or construction or rehabilitation of a building 45 years or older?

☐ YES ☐ NO

If YES, and your project includes only state and local funds, you must complete the EO 21-02 review process.

If NO, please explain below.

2.4b Does your project include federal funds?
If YES, you will need to complete the Section 106 review process.

☐ YES ☐ NO

IMPORTANT: If EO 21-02 (or Section 106) applies to your project, you must complete this review before we can execute the contract.¹

2.4c Will your project take place on state-owned or –leased property?

☐ YES ☐ NO

If yes, identify the agency and explain below.

¹ The EO 21-02 requires recipients of state funds to consult with interested parties, i.e., Department of Archaeology and Historic Preservation, and Indian Tribes, prior to starting project construction. If your project funding includes federal funds, Section 106 (National Historic Preservation Act) will be required, which supersedes the EO 21-02 review. These consultations should take place as early as possible in order to avoid delays in starting your project. If you have questions regarding the cultural and historic resources process, please contact your project manager.

LEED (LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN) CERTIFICATION

2.5	Does your project include new construction or renovation of a building or facility?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If YES, indicate below if you entered the LEED certification process with the goal of your facility obtaining the silver standard.	
	IMPORTANT: As part of your contracting process, you are required to complete a <i>LEED Certification Declaration</i> form even if claiming exemption. ²	

PREVAILING WAGE

2.6	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 the enacted date of the state capital budget including the project's appropriation? (<i>For technical information about prevailing wage, please contact the Dept. of Labor and Industries at (360) 902-5335 or PWI@Lni.wa.gov</i>)	<input type="checkbox"/> YES

SCOPE OF WORK

2.7a	Your Scope of Work must correspond with your approved legislative application or member request and will be used to develop the contract scope of work.
	Describe all the specific activities and deliverables being funding by this grant award.
	IMPORTANT: Any change from your original legislative application may require legislative approval.
	Estimated start and completion dates:

CONTINGENCIES

2.8	Are there issues that might change the answers to any of the questions above? If so, please briefly explain. For example: Project description, site control, scope of work, financing, etc.

² LEED is a certification program run by the U.S. Green Building Council. In 2005 the Washington State Legislature passed a law requiring all capital projects grant recipients to comply with the LEED standards (RCW 39.35D). The goal is for major construction or renovation projects receiving state funds to be built to the LEED silver standard where "practicable." Projects that fall under certain facility types and projects demonstrating that it would not "be practicable" to meet the LEED silver standard may qualify for a LEED exemption. Please refer to the attached *LEED Certification Declaration* form for more details. If you have questions regarding the LEED process, please contact your project manager.

PROJECT COSTS

2.9	<p>Only complete the Project Costs table below <i>if your budget is finalized.</i> A list of eligible and ineligible costs is included at the end of this form.</p> <p><u>IMPORTANT:</u> Your Total Project Costs must equal your Total Funding in Question 2.10. The cost categories must correspond with the activities listed on your Scope of Work. Please note that this is a reimbursement grant; <u>only costs incurred after July 1 of the year project funds were awarded will be reimbursed (July 1 of year appropriated).</u></p> <p>A finalized budget is required before we can begin writing the contract.</p> <p>Internal project management is NOT an eligible cost for reimbursement.</p>	
	<p>Has the project incurred eligible costs prior to receiving the appropriation in the state capital budget?</p> <p>If YES, please provide date costs were incurred and explain below.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

Cost Category	Amount	Funding Source
Archeological/Historical Review		
Site Acquisition		
Architecture and Engineering Design		
Construction/Renovations		
Construction Management		
Demolition and Site Preparation		
Capitalized Equipment		
Other:		
TOTAL PROJECT COSTS (must match 2.9 Total Project Funding)	\$	

PROJECT FUNDING

2.10	<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"> ▪ Committed: 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. ▪ In-Hand: funds are considered in-hand if you have already received the funds. <p>IMPORTANT: Your Total Project Funding must equal your Total Project Costs in Question 2.9. The Project Funding table will become part of your contract. You are required to have full funding for your project (or project phase) by either having the funds in-hand or by showing that the funds are committed.</p> <p>All project funding is required before we can begin writing the contract.</p>		
	Type of Funding	Identify Source	Status (Committed or In-Hand)
	State Grant	Department of Commerce	Committed
	Other Funds (e.g. State, Federal, Local, Grants, Private, Loans)		
Total Other:			
TOTAL PROJECT FUNDING (must match 2.9 Total Project Costs)		\$	

PROJECT AREA

2.11	<p>For project covering a larger area (i.e. utility service area, etc.) – Provide a written description, or map, of the specific roads, streets, neighborhoods, or other bounding information describing the project area with specificity.</p>

PROJECTIONS

3.0	Please estimate how much of your award you plan to request during the upcoming quarters.		
Fiscal Year 2024			
Q1 July 1 - September 30, 2023			
Q2 October 1 - December 31, 2023			
Q3 January 1 - March 31, 2024			
Q4 April 1 – June 30, 2024			
Total			
Fiscal Year 2025			
Q5 July 1 - September 30, 2024			
Q6 October 1 - December 31, 2024			
Q7 January 1 - March 31, 2025			
Q8 April 1 – June 30, 2025			
Total			
Fiscal Year 2026			
Q1 July 1 - September 30, 2025			
Q2 October 1 - December 31, 2025			
Q3 January 1 - March 31, 2026			
Q4 April 1 – June 30, 2026			
Total			

GRANTEE CERTIFICATION

The Grantee certifies that:

- The information and financial data provided in this document 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.

Signature: _____

Name: _____

Title: _____

Phone Number: _____

Date: _____

Eligible Costs

Capital Budget funds may generally be used to pay for the following project expenses:

- 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 and observation (from external sources only)*
- initial furnishings**
- landscaping
- real property when purchased specifically for the project, and associated costs***

Ineligible Costs

The following costs are not eligible for reimbursement under this program:

- internal administrative activities and staffing costs
- mortgage or loan payments
- **project management (from any source)******
- 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 leases)
- the moving of equipment, furniture, etc., between facilities

* **Construction management and observation** is on-site management and/or supervision of the work site and workers thereon. This is an eligible project cost. Construction management does not include work typically 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 and in accordance with the Office of Financial Management's 2017-2027 Capital Budget Instructions, Chapters 1.5 and 4.2.

** **Furnishings and equipment** are considered eligible project costs as long as the average useful life of the item purchased is 13 years or more.

*** **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.

**** **In no way shall funds be used to supplant or subsidize operating costs such as ordinary maintenance or administrative staff expenses**

Note: Please do not include operating costs in your project scope and budget.

2025 Legislative Session

Member Requested Local Community Project Information Form

Important Notes: This is not a formal grant program. This form provides information for House 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 a smaller portion of the total project funding (25% or less);
- (2) Provides project phasing options in the event a whole request will not be funded;
- (3) Are for a project that is ready to go and will be completed within the biennium.

Direct grant program [guidelines](#).

I. Project Name and Sponsor

City of Everett Outdoor Multipurpose Stadium -
Department (Everett)

\$7,450,000

Sponsor(s): Cortes, Rep. Julio

II. Where is the project physically located?

Address: The Everett Downtown Site is bordered by Broadway to the west, Hewitt Avenue to the north, a rail line to the east, and Pacific Avenue to the south.

Everett, 98201 Snohomish

District(s): 38,

Coordinates: 47.978036, -122.200151

III. Project Contact

Organization: City of Everett

Contact: Scott Pattison, Executive Project Manager - Mayor's Office

Website: www.everettwa.gov

Phone: 425-257-7111

E-mail: spattison@everettwa.gov

Address: 2930 Wetmore Avenue

Everett, 98201

Backup: Jennifer Gregerson, jgregerson@everettwa.gov

IV. Organization Information

Is this a joint project with another organization?

Yes

If yes, has a joint operating agreement been signed?

No

If yes, list the partners for the project.

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

No

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

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

No

If answered no, is the applicant a local government?

Yes

V. Project Information

Project Narrative:

Phase 1A of the project will include SEPA/EIS/Permitting, Consulting Project Management, Property Appraisal and Deposit Fees and Property Acquisition. Funding previously received through Department of Commerce - Public Facility Improvement Fund (92001367). Immediate benefits to the public will provide increased local jobs and local business revenues. Long term public benefits will reflect significant economic activity and downtown public amenities like parks, walking paths, improved transit and encourage housing options.

Project Scope:

Phase 1A of the project will include SEPA/EIS/Permitting, Consulting Project Management, Property Appraisal and Deposit Fees and Property Acquisition. Funding previously received through Department of Commerce - Public Facility Improvement Fund (92001367)

VI. Project Schedule

Will the entire project be completed after this funding request?

No

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

Phase 1A = \$7.4M (Public Facility Improvement Fund 92001367) January 2024 - December 2025, Phase 1B = \$21M-\$29M/January 2025 - December 2025, Phase 2 = \$63M - \$86M/January 2026 - April 2027

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

Phase 1A of the project will include SEPA/EIS/Permitting, Consulting Project Management, Property Appraisal and Deposit Fees and Property Acquisition.

Estimated completion dates for each phase of the project.

Phase 1A - December 2025, Phase 1B - December 2025, Phase 2 - April 2027

VII. 2024 Supplemental Capital Budget Request by Project Type or Phase

Land Acquisition	\$5,000,000
Demolition and Site Preparation	\$0
Predesign and Design	\$0
Construction	\$0
Other – Consultant Fees related to environmental analysis, project management and site preparation.	\$2,400,000
<i>A mandatory Commerce administrative fee, for local community projects, of 3% (max of \$50,000) is added to the total amount. Other programs may have a higher fee.</i>	\$50,000
Total Funding Requested	\$7,450,000

VIII. Site Control

Is the site owned or being purchased by the project contract?

Yes

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

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.

Does the applicant understand and agree that any and all real property owned, optioned for purchase, 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 of the final payment made for the project is complete and becomes available for public use?

Yes

IX. Project Funding

What type of project is this?

Other

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

No

If yes, was your project funded? If so, how much? If not, why not?

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

We plan to apply for additional grant program funds in the upcoming legislative session.

Please describe any and all grant programs you have applied for this project and their funding level. If you haven't applied for other programs, why not?

NA

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

City of Everett CIP4 = \$900K, City of Everett CIP3 = \$2M, City of Everett Park Impact Fees = \$1.5M, State Funds = \$7.4M, Snohomish County = \$5M, The project has secured approximately 20-30% funding to date.

Besides the amount being requested, what amount of local, federal or other state 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.

Private Partners = \$25M, Bonds from Net Income and Existing City Bond Capacity = \$37M, Additional Private Partners, City, State and Federal = \$20-\$30M

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.

NA

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

Project ongoing maintenance and operation costs will be funded through lease negotiations and by revenues generated by facility operations.

X. Project Benefits and Challenges

How will the requested phase of the project benefit the public?

Immediate benefits to the public will provide increased local jobs and local business revenues. Long term public benefits will reflect significant economic activity and

downtown public amenities like parks, walking paths, improved transit and encourage housing options.

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

A full Environmental Impact Statement was successfully completed for this project and the City maintains a robust outreach program for public comment.

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/>

- Except for pre-construction 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.
- Except for design only requests, the grantee must secure all non-state funds needed to complete the project before receiving the state reimbursement.
- The grantee and their contractors must pay applicable state prevailing wages as of the date the 2023-25 Capital Budget is approved and executed.
- The project must be built to at least the LEED Silver Standard or receive an exemption.
- Commerce reserves the right to securitize all capital contracts. All awards over \$250,000 will automatically be securitized.
- 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.
- The grantees must provide insurance to cover the project.
- This is a reimbursement grant and funds may not be advanced under any circumstances. For more info, please see the [CCF Toolkit](#).
- If the project is awarded in the capital budget, the project must meet programmatic requirements in order to contract and receive funds.

Archived: Monday, July 28, 2025 3:04:17 PM

From: [Jennifer Gregerson](#)

Sent: Friday, December 1, 2023 1:35:15 PM

To: [Lee, Sheila \(COM\)](#) [Moore, Lena \(COM\)](#)

Cc: [Trevor Justin Scott Pattison](#)

Subject: Everett Memorial Stadium

Importance: Normal

Sensitivity: None

Attachments:

[Four Corner Public Facilities Improvement Fund Letter.pdf](#) 

External Email

Category 2: Sensitive information

Hello Sheila and Lena,

I'm hoping we can connect on the capital budget appropriation for Everett Memorial Stadium. We would love to get started on grant paperwork and/or see what the next steps might be for this allocation. The attached letter has the specific project reference information.

Thanks,
Jennifer

Jennifer Gregerson (she/her)

Government Affairs Director | City of Everett Administration

(m) 425.760.5274 (o) 425.257.8671

2930 Wetmore Avenue, Suite 10-A, Everett, WA 98201

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Note: Emails and attachments sent to and from the City of Everett are public records and may be subject to disclosure pursuant to the Public Records Act.

Category 2: For official use only / disclosure permissible by law.



Washington State Legislature

April 25, 2023

Kendrick Stewart
Acting Director
Washington State Department of Commerce
Olympia, WA 98504

Dear Director Stewart,

The 2023-25 Biennial Capital Budget, Engrossed Substitute Senate Bill 5200, includes an appropriation of \$7,400,000 for the Everett School District: Everett Memorial Stadium as a part of the Public Facility Improvement Fund (92001367) (page 59, line 17).

The project title should read "City of Everett" as provided in the Engrossed Substitute Sente Bill 5200 as it passed off the Senate floor on March 24. In the 2024 supplemental capital budget, the Legislature intends to change the title of the appropriation to the "City of Everett." There will be no net change in the appropriation. We encourage the Department to move forward with the City of Everett as the grantee.

Thank you for addressing this issue. If you have questions, please contact us, or the capital budget staff.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Mullet".

Senator Mark Mullet

A handwritten signature in black ink, appearing to read "Steve Tharinger".

Representative Steve Tharinger

A handwritten signature in black ink, appearing to read "Mark Schoesler".

Senator Mark Schoesler

A handwritten signature in black ink, appearing to read "Mike Steele".

Representative Mike Steele



Washington State Legislature

cc:

City of Everett

David Schumacher, Office of Financial Management

Jennifer Masterson, Office of Financial Management

Dave Pringle, Department of Commerce

Tony Hanson, Department of Commerce

Michael Kendall, Department of Commerce

Michael Bezanson, Senate Ways & Means Committee

Kelci Karl-Robinson, House Capital Budget Committee

Archived: Monday, July 28, 2025 3:04:24 PM

From: [Moore, Lena \(COM\)](#)

To: [Moore, Lena \(COM\)](#)

Subject: FW: Award and Delegation Letters for City of Everett New Stadium

Importance: Normal

Sensitivity: None

Attachments:

[24-96531-002 City of Everett New Stadium Award Letter.docx](#)  [24-96531-002 City of Everett New Stadium Delegation Letter.docx](#) 

Lena

From: Moore, Lena (COM)

Sent: Friday, January 21, 2025 10:27 AM

To: Jennifer Gregerson <jgregerson@everettwa.gov>; Trevor Justin <trevor@tjgovrelations.com>

Subject: Award and Delegation Letters for City of Everett New Stadium

Attached are the Award and Delegation Letters for contract 24-96531-002 City of Everett New Stadium.

You will need to send the delegation letter to DAHP and the tribes when you are ready to proceed with the 21-02 requirements.

Please let me know if you have any questions.

Lena

Lena Moore | Program Manager

Community Capital Facilities | Local Government Division

Cell: 360.764.0632 | Fax: 360.486.8440

Washington State Department of Commerce

1011 Plum St SE | PO Box 42525 | Olympia, WA 98504

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Archived: Monday, July 28, 2025 3:04:26 PM

From: [Moore, Lena \(COM\)](#)

To: [Jennifer Gregerson](#)

Subject: Possible Meeting

Importance: Normal

Sensitivity: None

Good afternoon Jennifer, would it be possible for us to schedule a meeting soon to discuss the project for Everett Memorial Stadium?

We have available times:

Thursday, December 7th, 10am to 1pm and 3pm to 4pm

Monday, December 11th, all day until 3:30pm

Wednesday, December 13th, 9am to 10am and 1pm to 4pm

Thursday, December 14th, 8:30am to 1pm or 2pm to 4pm

Thanks and please let me know if any of these will work for you.

Lena



Lena Moore | Program Manager

Community Development and Assistance Unit | Local Government Division

Cell: 360.764.0632 | **Fax:** 360.486.8440

Washington State Department of Commerce

1011 Plum St SE | PO Box 42525 | Olympia, WA 98504

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Archived: Monday, July 28, 2025 3:04:29 PM

From: [Moore, Lena \(COM\)](#)







To: [Trevor Justin Jennifer Gregerson](#)

Subject: Pre-Contracting Requirements

Importance: Normal

Sensitivity: None

Attachments:

[24-96531-002 Everett Memorial Stadium Contract Readiness Form.docx](#)  [General DA Program Guidelines.pdf](#) 
[Consultation letter template.docx](#)  [Unanticipated Discovery Form Template 2022.docx](#)  [Insurance Requirements Information_FINAL.pdf](#)  [LEED Certification Declaration.docx](#) 

Trevor and Jennifer, below is the list of required documentation that needs to be provided before we can execute a contract:

- **Working Papers Form** – completed and signed (*form attached*)
- **Archaeological and Cultural Resources Review** – required under Governor's [Executive Order 21-02](#) and Section 106 (when federal funds or permitting are present). Projects appropriated funding in the State's biennial Capital Budget must consult with the [Department of Archaeology and Historic Preservation](#) (DAHP) and affected Tribes to afford them the opportunity to review and comment on potential project impacts. *Please find the attached guidance to complete this requirement, as well as example Tribal letter and an unanticipated discovery form.*
- **Site Control** – proof of control for 10+ years from final grant payment, documented by long-term lease or ownership.
- **Commitment of Funds** – Finalized budget and documentation of all funding required to complete project; documented by letters of credit or award, loan documents, board or council resolutions, etc.
- **Insurance** - Grantee must provide insurance coverage naming 'Washington State Department of Commerce' as additional insured certificate holder, that shall be maintained in full force and effect during the term of the contract with \$1 million in general and professional liability, auto (if applicable), and enough fidelity (crime) coverage to cover the net amount of your grant (\$2 million max). *Note: Requirements are currently under review and may change. We will notify Grantees when finalized.*
- **LEED Certification Form** – *Please complete and sign the attached LEED form.* If you believe that your project requires an exemption, please have engineers/architects explain in detail why an exemption is required; make sure to sign and date page three.

Please let me know if you have any questions.

Lena



Lena Moore, Program Manager

Community Capital Facilities | Local Government Division

~~Desk: 360.725.3150~~ | Cell: 360.764.0632 | Fax: 360.486.8440

Washington State Department of Commerce

1011 Plum St SE | PO Box 42525 | Olympia, WA 98504

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Archived: Monday, July 28, 2025 3:04:33 PM
From: [Moore, Lena \(COM\)](#)
To: [Jennifer Gregerson](#)
Subject: RE: [EXTERNAL] Direct Appropriation Guidelines
Importance: Normal
Sensitivity: None

Jennifer, I just heard that we (Commerce) does not have the intent for the stadium project.

Is it possible for you to reach out to your Legislative or Senate Sponsor(s) and ask that they send the intent to Commerce? As soon as we get it, we can move forward.

Thanks,

Lena

From: Moore, Lena (COM)
Sent: Tuesday, October 22, 2024 8:35 AM
To: Jennifer Gregerson <JGregerson@everettwa.gov>
Subject: RE: [EXTERNAL] Direct Appropriation Guidelines

Jennifer, you are correct and the stadium did make it into the last Capital budget. I still do not have the legislative intent and I cannot move forward without it. I know my management has asked for it but have yet to receive it.

I will ask again this morning if they can get it from the legislative staff.

I will reach out as soon as I hear anything.

Lena

From: Jennifer Gregerson <JGregerson@everettwa.gov>
Sent: Wednesday, October 16, 2024 3:55 PM
To: Moore, Lena (COM) <lena.moore@commerce.wa.gov>
Subject: Re: [EXTERNAL] Direct Appropriation Guidelines

External Email

Category 2: Sensitive information

Hi Lena!

I am just realizing that we have let some time pass since our conversation last December! I don't believe we received a communication from Commerce about this youth athletic facility funding for the City of Everett Stadium that did make it into the Capital budget last session. Did we miss that?

Here's where our project appears in the final budget documents:

Page 73-75 at this link: <https://fiscal.wa.gov/statebudgets/2024proposals/Documents/cc/5949-S.SL.pdf>

Thanks!
Jennifer



Jennifer Gregerson

Government Affairs Director | Administration
Office: 425.257.8671
2930 Wetmore Avenue, Suite 10-A, Everett, WA 98201
everettwa.gov | [Facebook](#)

Category 2: For official use only / disclosure permissible by law.

From: Moore, Lena (COM) <lena.moore@commerce.wa.gov>
Sent: Thursday, December 14, 2023 9:15 AM
To: Jennifer Gregerson <JGregerson@everettwa.gov>
Subject: [EXTERNAL] Direct Appropriation Guidelines

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jennifer, attached are the guideline.

Please let me know if you have any questions.

Lena



Lena Moore | Program Manager

Community Development and Assistance Unit | Local Government Division
Cell: 360.764.0632 | Fax: 360.486.8440

Washington State Department of Commerce

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Archived: Monday, July 28, 2025 3:04:35 PM

From: [Trevor Justin](#)

Sent: Fri, 15 Nov 2024 00:23:26

To: [Moore, Lena \(COM\)](#) [Jennifer Gregerson](#)

Subject: RE: Pre-Contracting Requirements

Importance: Normal

Sensitivity: None

External Email

Thanks Lena! We will review and let you know if we have additional questions at this time.

Trevor

From: Moore, Lena (COM) <lena.moore@commerce.wa.gov>

Sent: Thursday, November 14, 2024 4:18 PM

To: Trevor Justin <trevor@tjgovrelations.com>; Jennifer Gregerson <JGregerson@everettwa.gov>

Subject: Pre-Contracting Requirements

Trevor and Jennifer, below is the list of required documentation that needs to be provided before we can execute a contract:

- *** Working Papers Form – completed and signed** (*form attached*)
- *** Archaeological and Cultural Resources Review** – required under Governor's [Executive Order 21-02](#) and Section 106 (when federal funds or permitting are present). Projects appropriated funding in the State's biennial Capital Budget must consult with the [Department of Archaeology and Historic Preservation](#) (DAHP) and affected [Tribes](#) to afford them the opportunity to review and comment on potential project impacts. *Please find the attached guidance to complete this requirement, as well as example Tribal letter and an unanticipated discovery form*
- *** Site Control** – proof of control for 10+ years from final grant payment, documented by long-term lease or ownership.
- *** Commitment of Funds** – Finalized budget and documentation of all funding required to complete project; documented by letters of credit or award, loan documents, board or council resolutions, etc.
- *** Insurance** - Grantee must provide insurance coverage naming 'Washington State Department of Commerce' as additional insured certificate holder, that shall be maintained in full force and effect during the term of the contract with \$1 million in general and professional liability, auto (if applicable), and enough fidelity (crime) coverage to cover the net amount of your grant (\$2 million max). *Note: Requirements are currently under review and may change. We will notify Grantees when finalized.*
- *** LEED Certification Form** – *Please complete and sign the attached LEED form.* If you believe that your project requires an exemption, please have engineers/architects explain in detail why an exemption is required; make sure to sign and date page three.

Please let me know if you have any questions.

Lena



Lena Moore, Program Manager

Community Capital Facilities | Local Government Division

~~Desk: 360.725.3150~~ | Cell: 360.764.0632 | Fax: 360.486.8440

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Archived: Monday, July 28, 2025 3:04:38 PM

From: [Julie DeDonato](#)

Sent: Tue, 25 Feb 2025 18:49:31

To: [Moore, Lena \(COM\)](#)

Subject: Re: [EXTERNAL] Fw: Pre-Contracting Requirements

Importance: Normal

Sensitivity: None

Attachments:

[Outlook-p5mxsj0.png](#) 

External Email

Hi Lena - I am working with Scott Pattison and Jennifer Gregerson on the Everett Stadium Project, and they suggested that my team coordinate the next step questions with you directly. Are you available this week (Wed, Thurs or Friday) for a quick Teams call to discuss?

We are available:

Wednesday, 3/26 - 9-10am or 12-1pm

Thursday, 3/27 - 8:30-9am

Friday, 3/28 - 12-2pm

Let me know if any of these times work and I will send out a Teams invite.

Thank you,

 **Julie DeDonato | SOJ**

1109 1st Ave | Suite 330 | Seattle, WA 98101

T 206.409.8086 | sojsea.com

From: Moore, Lena (COM) <lena.moore@commerce.wa.gov>

Sent: Friday, February 21, 2025 12:00:55 PM

To: Jennifer Gregerson <JGregerson@everettwa.gov>

Cc: Trevor Justin <trevor@tjgovrelations.com>

Subject: RE: [EXTERNAL] Fw: Pre-Contracting Requirements

Category 2: Sensitive information

Jennifer, I do have the intent, which I have attached. I have also attached the guidelines for the grant with the steps that should help you get started.

Please let me know if you have any questions or need assistance with any of the requirements.

Lena

From: Jennifer Gregerson <JGregerson@everettwa.gov>
Sent: Friday, February 21, 2025 11:44 AM
To: Moore, Lena (COM) <lena.moore@commerce.wa.gov>
Cc: Trevor Justin <trevor@tjgovrelations.com>
Subject: Re: [EXTERNAL] Fw: Pre-Contracting Requirements

External Email

Category 2: Sensitive information

Hi Lena,

I know Representative Cortes submitted the legislative intent documentation for the City of Everett Stadium capital project in early January, so I just wanted to loop back and see when we might expect the next steps to begin. We are anxious to get the contract executed so we can start to submit for reimbursement.

Thank you!
Jennifer



Jennifer Gregerson

Government Affairs Director | Administration
Office: 425.257.8671
2930 Wetmore Avenue, Suite 10-A, Everett, WA 98201
everettwa.gov | [Facebook](https://www.facebook.com/everettwa)

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From: Moore, Lena (COM) <lena.moore@commerce.wa.gov>
Sent: Thursday, November 14, 2024 4:17 PM
To: Trevor Justin <trevor@tjgovrelations.com>; Jennifer Gregerson <JGregerson@everettwa.gov>
Subject: Pre-Contracting Requirements

Trevor and Jennifer, below is the list of required documentation that needs to be provided before we can execute a contract:

- **Working Papers Form** – completed and signed (*form attached*)
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Please let me know if you have any questions.

Lena



Lena Moore, Program Manager

Community Capital Facilities | Local Government Division

~~Desk: 360.725.3150~~ | Cell: 360.764.0632 | Fax: 360.486.8440

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Archived: Monday, July 28, 2025 3:04:42 PM
From: [Moore, Lena \(COM\)](#)
To: [Jennifer Gregerson](#) [Trevor Justin](#)
Subject: RE: [EXTERNAL] Pre-Contracting Requirements
Importance: Normal
Sensitivity: None

Jennifer, I have found time on the following days and times:

- Tuesday, December 3rd
 - @ 4:00 pm
- Thursday, December 5th
 - @ 1:00 pm
- Friday, December 6th
 - 9:00 am to 10:30 am
- Monday, December 9th
 - 9:00 am to 12:30

Please let me know if any of these times work.

Please invite Sheila Lee - sheila.lee@commerce.wa.gov and Mike Kendall mike.kendall@commerce.wa.gov to the meeting as well.

Thanks,

Lena

From: Jennifer Gregerson <JGregerson@everettwa.gov>
Sent: Wednesday, November 20, 2024 1:36 PM
To: Moore, Lena (COM) <lena.moore@commerce.wa.gov>; Trevor Justin <trevor@tjgovrelations.com>
Subject: Re: [EXTERNAL] Pre-Contracting Requirements

External Email

Category 2: Sensitive information

Hi Lena,

Thank you for sending this along! We've been mulling over the project time constraints along with the pre-contracting requirements and have some questions. I'd like to set up a time to meet to talk through some of those questions and ideas.

Do you have availability in the next couple weeks to meet with us?

Thanks!
Jennifer



Jennifer Gregerson

Government Affairs Director | Administration

Category 2: For official use only / disclosure permissible by law.

From: Moore, Lena (COM) <lena.moore@commerce.wa.gov>
Sent: Thursday, November 14, 2024 4:17 PM
To: Trevor Justin <trevor@tjgovrelations.com>; Jennifer Gregerson <JGregerson@everettwa.gov>
Subject: [EXTERNAL] Pre-Contracting Requirements

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Please let me know if you have any questions.



Lena Moore, Program Manager
Community Capital Facilities | Local Government Division

~~Desk: 360.725.3150~~ | Cell: 360.764.0632 | Fax: 360.486.8440

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January 18, 2025

Scott Pattison
City of Everett
2930 Wetmore Avenue
Everett, WA 98201

Dear Scott:

Congratulations! Governor Inslee signed the 2023-25 State Capital Budget, which includes an appropriation of \$7,400,000.00 for the Everett New Stadium (Everett) Grant Project.

Prior to receiving funds, your organization will need to fulfill the following requirements:

- 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.
- For nonprofit grantees, any property relevant to the project must be owned or secured by a long-term lease that remains in effect for a minimum of ten years following the final payment date or the date the facility becomes usable by the public, whichever is later. A lien on owned property is also required when receiving grants over \$250,000.
- Prevailing wages must be paid for all construction labor costs incurred as of May 16, 2023.
- Review by the Washington State Department of Archaeology and Historic Preservation and any affected Tribes (Governor's Executive Order 21-02).
- Your project may also need to comply with the state's green buildings standards (RCW 39.35D).

Please fill out the linked [Contract Readiness Survey](#) and submit it at your earliest convenience.

Also enclosed is a comprehensive set of contracting guidelines to assist you with the process. If you have any questions or need additional information, please contact your Project Manager, Lena Moore, at (360) 764-0632 or lena.moore@commerce.wa.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Addeline", is written over a horizontal line.

Addeline Craig, Managing Director
Local Government Division
Community Capital Facilities



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • 360-725-4000
www.commerce.wa.gov

July 28, 2025

Attn: Scott Pattison
City of Everett
2930 Wetmore Avenue
Everett, WA 98201

Thru: Allyson Brooks, Ph.D.
Washington State Dept. of Archaeology & Historic Preservation
State Historic Preservation Officer
1110 S Capitol Way, Suite 30
Olympia, WA 98504-8384

From: Addeline Craig, Managing Director
Community Capital Facilities Unit
Local Government Division
1011 Plum Street SE
Olympia, WA 98504-2525

Subject: Delegation of consultation under Executive Order 21-02

The Department of Commerce ("Commerce") is administering a state grant to the organization listed above ("Grantee") in implementation of a capital appropriation for the Everett New Stadium project.

This letter is to advise you that Commerce is hereby delegating consultation for the Proposed Project to the Grantee under Executive Order 21-02, Section 4. Commerce directs the Grantee, as the recipient of state grant funds, to complete consultation with Department of Archaeology & Historic Preservation (DAHP) and affected tribes on the potential effects of the proposed project on archaeology and cultural resources if the proposed project will not undergo Section 106 review under the National Historic Preservation Act of 1966 (Section 106).

Commerce reserves the right to request records and information as to the status of consultation and to intervene in consultation to ensure compliance with the agency's EO 21-02 obligations.

Sincerely,

A handwritten signature in black ink, appearing to read "Addeline Craig".

Addeline Craig



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DEPARTMENT OF COMMERCE

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City of Everett
2930 Wetmore Avenue
Everett, WA 98201

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Sincerely,

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Addeline Craig, Managing Director
Local Government Division
Community Capital Facilities