



STATE OF WASHINGTON
DEPARTMENT OF REVENUE

May 5, 2010

TO: All County Assessors

FROM: Marilyn O'Connell, Grant Administrator
Property Tax Division

SUBJECT: ANNUAL REVALUATION GRANT PROGRAM

In 2009, the Legislature passed SSB 5368 to help achieve real property annual revaluation for each county in the state of Washington by January 1, 2014. The Department of Revenue (Department) will be administering the Annual Revaluation Grant Program which begins July 1, 2010.

Submission Guidelines

All counties who intend to apply for grant funding through this program are required to submit information to the Department by December 31, 2010.

Counties who have not yet made a purchase of items which may qualify for reimbursement under this program must submit a *Letter of Intent* on the form provided accompanied by detailed, itemized bids, and/or estimates for the qualified items you intend to purchase for reimbursement under this program. These documents should be received by the Department no later than December 31, 2010. If a county has extenuating circumstances that will prevent or delay the submission of the Letter of Intent or bids/estimates, please notify the Grant Administrator listed below prior to the deadline.

Counties who have already made purchases and wish to apply for reimbursement may submit the Grant Agreement and paid invoices/expenses by December 31, 2010, instead of the Letter of Intent. The Grant Agreement is provided in this packet of information.

It is extremely important that documentation provided substantiates the bids and/or estimates that are provided. The Letter of Intent, Grant Agreement, and other documentation will allow the Department to make provisions in accordance with funding availability and the number of counties who will be requesting funding.

Qualified items for this program include:

- CAMA (Computer Assisted Mass Appraisal) Systems
- Software to link to treasurer's office or assessor administration (if those departments are using software from a different vendor)

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- Updating hardware – PCs, servers, and/or routers for CAMA requirements
- Electronic data conversion to CAMA System required for annual revaluation
- Software and hardware training for CAMA and GIS Systems
- GIS (Geographic Information Systems) for counties with none
- Software for linking GIS to CAMA System
- GIS software training
- Laptops or field units for field inspection
- Miscellaneous hardware, software, or training costs (evaluated on a case-by-case basis)

Where to find information

The Department's Property Tax Resource Center (PTRC) website will serve as a source of information for this grant program. Documents submitted by the counties (Letters of Intent, itemized bids and/or estimates, and approved Grant Agreements) will be posted on the PTRC along with other documentation regarding periodic funding level updates or reimbursement amounts. This will ensure that all counties have access to current information on the grant program and will also provide a summary of quarterly distribution amounts by county. These measures will help to provide assurance that funds are being equitably distributed to all qualifying counties.

Counties should submit materials to:

Marilyn O'Connell
Grant Administrator
Department of Revenue
Property Tax Division
PO Box 47471
Olympia, WA 98504-7471

OR

MarilynO@dor.wa.gov
(360)570-5881

NOTE: E-mail submissions are accepted for the Letter of Intent and itemized bids/estimates associated with the Letter of Intent only. Grant Agreements and necessary attachments must be mailed or hand delivered because they require original signatures.