



Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

**Federally Funded Grant Agreement**  
between  
*Washington State*  
*Department of Archaeology and Historic Preservation*  
and  
*Town of Waterville*

**Grant No.:** **FY21-CLG-WATERVILLE**  
**Grant Title:** CLG FY21  
**Effective Date:** December 1, 2020  
**Expiration Date:** November 30, 2021  
**Grant Amount:** \$6,250  
**Federal Grant No.:** N/A  
**CFDA No.:** 15.904

**Grant Purpose**

The purpose of the grant is to perform a reconnaissance level survey the Town of Waterville to the extent feasible with the available funding.

This agreement is made between The Department of Archaeology and Historic Preservation hereinafter referred to as the DEPARTMENT, and the Town of Waterville hereinafter referred to as the GRANTEE.

**Parties' Contact Information**

**DAHHP** Contact Person: Kim Gant (360) 584-5900  
Email: [kim.gant@dahp.wa.gov](mailto:kim.gant@dahp.wa.gov)

**GRANTEE** Contact Person: Jill Thompson (509) 745-8871  
Email: [watervillemayor@nwi.net](mailto:watervillemayor@nwi.net)



## ***Section 1: Responsibilities of the GRANTEE***

- A. The GRANTEE will perform or cause others to perform the work described in the “Scope of Work” (Attachment 1). Additional special conditions or specifics about the work required by this agreement, if any, are in attachments as enumerated and described in Section 3. The GRANTEE agrees to perform the work in accordance with any such special conditions or specifics.
- B. The GRANTEE understands that the work called for under this agreement must conform to federal administrative requirements as they relate to the DEPARTMENT, and the GRANTEE agrees to comply with all such requirements. The following documents summarize some of these requirements and are incorporated herein and made a part hereof as though set forth in full:
- (1) The requirements of 2 CFR Part 200, Subpart F (formerly OMB Circular A-133 for States, Local Governments, and Non-profit organizations.)
  - (2) The “Secretary of Interior Standards and Guidelines for Archaeology and Historic Preservation.” All work under this contract must be in compliance with the relevant Secretary’s Standards and Guidelines e.g. Preservation Planning, Identification, Evaluation, Registration, Historic Research and Documentation, Architectural and Engineering Documentation, Archeological Investigation, Historic Preservation Projects, and Preservation Terminology.
  - (3) The Secretary of the Interior’s “Historic Preservation Fund Grants Manual.” - Latest Revision, June 2007.
  - (4) Historic Preservation Fund Annual Grant Manual and Application, and any Federal budget changes / special conditions applicable thereto.
  - (5) 43 CFR 17 Civil Rights, Subpart A, Implementing Title VI of the Civil Rights Act of 1964; and Subpart B, Implementing Section 504 of the Rehabilitation Act of 1973; and Subpart C, Implementing the Age Discrimination Act of 1975; and subpart E, Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of the Interior.
  - (6) Americans with Disabilities Act of 1990, 42 U.S.C. 1201 et seq. (ADA) providing comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
- C. The GRANTEE agrees to comply with the restrictions of 18 U.S.C. 1913 concerning lobbying with appropriated funds, which provides substantially as follows: “No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any



legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its departments or agencies from communicating to Members of Congress at the request of any Member, or to Congress through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.”

- D. The GRANTEE agrees to maintain records in a manner which will provide an audit trail to all expenditures reported to the DEPARTMENT. The GRANTEE agrees to keep these records for at least six years following the ending date of the grant. In the event that an audit of the GRANTEE or of the DEPARTMENT should take exception to any expenditure by the GRANTEE, the GRANTEE agrees to refund to the DEPARTMENT on demand the amount determined by the audit as due. In the event that the DEPARTMENT is required to institute legal proceedings to enforce this repayment provision, the DEPARTMENT shall be entitled to its costs thereof, including reasonable attorney’s fees. When arranging for an audit, the DEPARTMENT should contact the following GRANTEE representative:

Jill Thompson (509) 745-8871  
Email: [watervillemayor@nwi.net](mailto:watervillemayor@nwi.net)

- E. The GRANTEE agrees to pay all the costs involved in carrying out the terms of this agreement prior to seeking reimbursement as provided for in Section 2A. When seeking reimbursement, the GRANTEE will submit a completed reimbursement form in writing to the DEPARTMENT and provide such documents as an affidavit of publication for newspaper advertising soliciting bids, contracts, photocopies of canceled checks and invoices, and other documents as may be requested by the DEPARTMENT. The DEPARTMENT will provide the GRANTEE with the reimbursement form and guidelines for financial reporting procedures. The GRANTEE agrees to submit its request for reimbursement within thirty (30) days following completion of the work.
- F. The GRANTEE agrees to provide the DEPARTMENT with a completion report following a form provided by the DEPARTMENT. The GRANTEE will submit this report on or before the end date. The GRANTEE agrees that the DEPARTMENT shall have the right to withhold all or part of the payment under Section 2A pending receipt of this completion report.
- G. The GRANTEE agrees that the “Budget” (Attachment 6) shall be a financial guide for the work called for by this agreement. The GRANTEE may exceed the budgeted amounts, but this shall in no way obligate the DEPARTMENT for a greater amount than that stipulated as DEPARTMENT share, and in no event shall the DEPARTMENT be obligated for a greater amount than the Grant Amount. In the event that the GRANTEE should spend less than the budgeted amount on an object or element in the budget, the DEPARTMENT may either reduce its obligation proportionately or it may terminate this agreement. The GRANTEE agrees to maintain records which will render an accurate accounting by the elements or objects in the



budget. The actual expenditures for the amounts reflected in the budget may vary by 15 percent without requiring an amendment to this grant agreement.

- H. The GRANTEE agrees that the DEPARTMENT shall have the right to terminate this agreement if the GRANTEE shall fail to fulfill in a timely and proper manner its obligations under this agreement or if the GRANTEE shall violate any of the covenants, conditions, or stipulations of the agreement. In case of such termination by the DEPARTMENT, the GRANTEE agrees to return to the DEPARTMENT within thirty (30) days of the effective date of termination, any payments made by the DEPARTMENT to the GRANTEE under the terms of this agreement or any portion of such payments as may be directed by the DEPARTMENT.

The GRANTEE agrees to submit documentation of the work identified in the Scope of Work on or before the grant end date. GRANTEE acknowledges and understands that final work which does not conform to the terms and conditions of this agreement or which does not meet the applicable Secretary of the Interior's Standards will not be reimbursed.

- I. The GRANTEE agrees to submit a "Schedule for Project Completion" (Attachment 5) before beginning work under this agreement. Said schedule form shall list each element described in the "Scope of Work" (Attachment 1) and shall indicate the approximate date when completion of each can be expected.
- J. The GRANTEE will maintain regular contact with the DEPARTMENT regarding the progress of the grant project. The GRANTEE agrees that the DEPARTMENT shall have the right to monitor the work called for by this agreement.
- K. The GRANTEE agrees to use competitive negotiation procedures *for all amounts over \$30,000* for procurement of professional services and subcontracts. GRANTEE agrees to maintain records sufficient to detail the significant history of procurement and to forward evidence of competitive procurement to the DEPARTMENT prior to reimbursement of funds under this agreement.
- L. The GRANTEE agrees that it, its officers, agents and employees, and any other person or entity performing any work under this agreement, are independent contractors and not employees of the State of Washington.
- M. Federal funds are the basis for this contract. The GRANTEE certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any state / federal department or agency. Should for any reason the Federal funds which are the basis for this agreement become withdrawn, or not appropriated by Federal congress the agreement may be terminated without penalty to the DEPARTMENT.
- N. To the fullest extent permitted by law, the GRANTEE shall indemnify, defend and hold harmless the DEPARTMENT, other agencies of the State of Washington ("State") and all officials, agents



and employees of the DEPARTMENT and the State, from and against all claims for injuries or death arising out of or resulting from the performance of the Contract. GRANTEE's obligation to indemnify, defend, and hold harmless includes any claim by GRANTEE's agents, employees, representatives, or any subcontractor or its employees.

GRANTEE expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to GRANTEE's or any subcontractor's performance or failure to perform the Grant. GRANTEE's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

Consistent with RCW 43.17.320.340, the parties shall make every effort to resolve disputes arising out of, or relating to, this Grant through discussion and negotiation.

Should discussion and negotiation fail to resolve a dispute arising under this Grant, the parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by the director of each party and a third party mutually agreed upon by the director of each party. The team shall attempt, by majority vote, to resolve the dispute. If the dispute cannot be resolved in this fashion, either party may request assistance from the Governor pursuant to RCW 43.17.330.

- O. The GRANTEE agrees to provide or purchase industrial insurance coverage, as applicable, prior to performing work under this agreement. The DEPARTMENT will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this GRANTEE, or any sub-grantee or employee of the GRANTEE, which might arise under the industrial insurance laws during performance of duties and services under this agreement. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result to work performed under this agreement, those payments shall be made by the GRANTEE; the GRANTEE shall indemnify the DEPARTMENT and guarantee payment of such amounts.
- P. The GRANTEE agrees to include written acknowledgment of National Park Service and Office of Archaeology and Historic Preservation support for all grant-related publications and public information materials including audio-visual and workshop materials. The GRANTEE further agrees that the written acknowledgment shall comply with the form and content stipulated in the "Historic Preservation Fund Grants Manual – 2007."
- Q. The GRANTEE agrees to any additional conditions identified in section 3 and attached to this agreement.
- R. There shall be no discrimination against any person employed by the GRANTEE in connection with work covered by or related to this agreement, or against any applicant for such employment, because of race, creed, color, sex, age, martial status, national origin, or the presence of any



sensory, mental, or physical handicap in accordance with Chapter 49.60RCW. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation and selection for training. The GRANTEE shall insert a similar provision in all subcontracts for services covered by this agreement.

During the performance of this Grant, the GRANTEE shall comply with all federal and state nondiscrimination laws, regulations and policies.

- S. In accordance with legislative findings and policies set forth in Chapter 39.19 RCW the GRANTEE is encouraged in the participation and use of Minority and Women's Business Enterprise firms certified by OMWBE.
- T. The GRANTEE agrees that for any match specifically identified to this grant agreement by the GRANTEE the GRANTEE will not claim match directly earmarked or identified for this agreement as match for any other grant, agreement or contract. The DEPARTMENT has first and exclusive claim to match provided by the GRANTEE to this agreement as indirect eligible match to the National Park Service, Historic Preservation Fund award to the DEPARTMENT.  
**DEPARTMENT:** Grant Amount: \$6,250.00  
**GRANTEE:** Minimum Grant Match Amount: \$0.00

## ***Section 2: Responsibilities of the DEPARTMENT***

- A. The DEPARTMENT agrees to reimburse the GRANTEE one hundred (100) percent of its actual authorized expenditures for the purpose of this agreement, provided:
  - (1) The total paid by the DEPARTMENT shall not exceed the amount stipulated in the "Budget" (Attachment 6) as DEPARTMENT share.
  - (2) All expenditures were incurred between the beginning and ending dates of the grant.
  - (3) No expenditures have been previously claimed in any other grant from any agency of the state or federal government.
  - (4) The DEPARTMENT has authority to expend the funds required to meet the obligations contained herein.
  - (5) The GRANTEE has met all requirements contained in this agreement.
- B. The DEPARTMENT agrees to consider requests from the GRANTEE for progress payments if, in the DEPARTMENT'S judgment, the public interest will be served by doing so and if such payments are administratively practical and provided appropriated funds are available for which to issue a progress payment.





- C. The DEPARTMENT may unilaterally terminate all or part of this contract, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this contract.

**Section 3: Attachments**

The following attachments are hereby incorporated into and made a part of this agreement.

Attachment #1	Scope of Work – <i>consisting of two pages</i>
Attachment #3A	Civil Rights Assurance – <i>consisting of one page</i>
Attachment #3B	Statement of Understanding for Grant Management Requirements – <i>consisting of one page</i>
Attachment #3C	Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – <i>consisting of one page</i>
Attachment #4*	Report of Services/Labor Value Appraisal form to be used by GRANTEE to document labor costs – <i>*INTENTIONALLY NOT INCLUDED</i>
Attachment #5	Schedule of Project Completion – <i>consisting of one page</i>
Attachment #6	Budget – <i>consisting of one page</i>

**Section 4: Amendments**

This grant agreement may only be amended if such amendment is in writing (with the exception of the 15% variance for actual expenditures identified in Section 1.G), agreed to and signed by all the parties, and attached hereto.



Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

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**DEPARTMENT:**  
Washington State Department of Archaeology  
and Historic Preservation

**GRANTEE:**  
Town of Waterville

\_\_\_\_\_  
By: Allyson Brooks  
Its: Director

\_\_\_\_\_  
By:  
Its:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal Identification Number





## ATTACHMENT #1

### SCOPE OF WORK

- I. **WORK TO BE ACCOMPLISHED:** The GRANTEE shall conduct the following activities:
- A. **CITY OF WATERVILLE SURVEY:** The GRANTEE shall conduct a SURVEY, as follows:
- a) **SURVEY AREA:** The GRANTEE shall complete a Selective Reconnaissance level survey of Approximately 65 Properties within Waterville Town limits
  - b) **CRITERIA:** Historic buildings, structures, objects, and sites fifty years of age and older that retain an average or greater level of architectural integrity from the historic period.
- B. **SURVEY PROJECT MANAGER:** The GRANTEE shall ensure that the personnel directing the survey activities meet the professional qualifications in 36 CFR 61, Appendix A. The personnel must be procured using a competitive process as outlined in the Historic Preservation Fund Grants Manual, October 1997, see Attachment #7. Before final selection, the GRANTEE shall afford the DEPARTMENT an opportunity to review and approve candidates for the historic preservation consultant conducting the survey project.
- C. **SURVEY STANDARDS:** The GRANTEE shall conduct the survey activity and produce complete inventory forms consistent with the guidelines in the *Washington State Standards for Cultural Resource Reporting* published by the Department of Archaeology and Historic Preservation and summarized as follows:
- a) **COMPLETED SURVEY:**
    - (1) A COMPLETED SURVEY is understood to mean that the GRANTEE has used the WISAARD ONLINE SYSTEM to document all required survey materials of the defined survey area and has submitted the survey to the DEPARTMENT. The inventory records must be determined acceptable by the DEPARTMENT.
    - (2) A SURVEY REPORT IS REQUIRED. A SURVEY PROJECT REPORT is understood to mean a report which follows the guidelines for survey project reports provided by the DEPARTMENT within the *Washington State Standards for Cultural Resource Reporting* which includes the introduction, survey methodology, analysis, recommendations, a map of the entire survey area with all sites marked and numbered, a table of the properties with Local and National Register eligibility recommendations where possible. The REPORT shall include, based on the findings, recommendations for next steps.
  - b) A COMPLETED INVENTORY FORM is understood to mean a completed record on the WISAARD ONLINE SYSTEM, with each field completed with the inventory information and at least two digital images of the property, more if necessary to convey the property's



appearance. The forms shall meet the guidelines for Reconnaissance level survey as stated in the *Washington State Standards for Cultural Resource Reporting*.

## II. ADMINISTRATION:

- A. GRANT ADMINISTRATION: The GRANTEE shall establish and maintain contact with the DEPARTMENT throughout the grant period as to the status of all grant activities by preparing and submitting the requested documents to the DEPARTMENT at the times indicated in the SCHEDULE FOR PROJECT COMPLETION
- B. The DEPARTMENT will be able to view draft copies of Historic Property Inventory Forms via WISAARD. The DEPARTMENT shall respond to the GRANTEE within 14 days of each draft submittal with comments. If the DEPARTMENT has not responded within 14 days, the GRANTEE shall assume that the DEPARTMENT has no comment on the draft submittals.
- C. DEPARTMENT RESPONSIBILITIES: The DEPARTMENT shall provide the GRANTEE with the information to gain access to the WISAARD ONLINE SYSTEM.
- D. ACKNOWLEDGEMENT: The SURVEY REPORT shall include **in its entirety** the following acknowledgement, disclaimer, and non-discrimination statements:

This survey has been financed in part with Federal funds from the National Park Service, Department of the Interior administered by the Department of Archaeology and Historic Preservation (DAHP). However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, DAHP, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or DAHP.

This program received Federal funds from the National Park Service. Regulations of the U.S. Department of Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.
- E. PROJECT MANAGER: The GRANTEE shall ensure that the personnel preparing the survey documentation meet the professional qualifications in 36 CFR 61, Appendix A. **Before final selection, the GRANTEE shall afford the DEPARTMENT an opportunity to review and approve candidates for the historic preservation consultant conducting the survey project.**
- F. INCOMPLETE OR INACCEPTABLE MATERIALS: Any required materials submitted which are not considered acceptable or complete will be returned to the GRANTEE for completion within the grant period.
- G. REIMBURSEMENT: The GRANTEE will only be reimbursed for preparing an acceptable and complete Survey Product during the grant period.



### III. PUBLIC EDUCATION ACTIVITIES

1. The GRANTEE shall conduct at least two public presentation during the grant period. The purpose of the presentation(s) shall be to announce the survey project and to present findings of the survey project to the public.

### IV. PRODUCTS: The GRANTEE shall at a minimum submit the following products to the DEPARTMENT:

- A. SURVEY FORMS and SURVEY REPORT: Reconnaissance level INVENTORY FORM for each property surveyed and a map of the entire survey area with each surveyed property marked with location and number. The SURVEY REPORT and map may be provided as a PDF uploaded to Wisaard and shall include a report cover sheet per DAHP standards.
- B. Completion report/Reimbursement request



Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

**ATTACHMENT 3A**

U. S. DEPARTMENT OF THE INTERIOR  
CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <i>Neil D. Hoopes</i>	TITLE <i>Mayor</i>
APPLICANT/ORGANIZATION <i>Town of Waterville</i>	DATE SUBMITTED <i>6/12/2020</i>
APPLICANT/ORGANIZATION MAILING ADDRESS <i>PO Box 580 Waterville, WA 98258</i>	BUREAU OR OFFICE EXTENDING ASSISTANCE <i>DAH P</i>

DI-1350  
(REV 6/91)





**ATTACHMENT 3B**

STATEMENT OF UNDERSTANDING FOR GRANT MANAGEMENT REQUIREMENTS

- CLGs receiving HPF grant assistance must fulfill the terms of their grant agreement with the state and adhere to all requirements of the National Register Programs Manual. This requirement includes compliance with Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of age, race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- Local financial management systems shall be in accordance with the standards specified in OMB Circular A-128, "Standards for Grantee Financial Management Systems."
- Indirect costs may be charged as part of the CLG grant only if the CLG subgrantee meets the requirements of the manual. Unless the CLG has a current indirect cost rate approved by the cognizant federal agency, only direct costs may be charged.
- Grant recipients must maintain auditable financial records in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.
- The CLG subgrantee will provide, with request for reimbursement, documentation to support billings (time sheets, front and back canceled checks, etc.) for federal and non-federal share claimed.
- Repayment will be made to the SHPO organization if terms and conditions of the subgrant agreement are not followed or costs claimed are disallowed following audit.

Town of Waterville  
\_\_\_\_\_  
CLG

[Signature]  
\_\_\_\_\_  
SIGNATURE OF APPLICANT

Mayor  
\_\_\_\_\_  
TITLE

6/12/2020  
\_\_\_\_\_  
DATE



**ATTACHMENT 3C**

U.S. Department of the Interior  
Certification Regarding  
Debarment, Suspension, Ineligibility and  
Voluntary Exclusion

Lower Tier Covered Transactions

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.500, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Jill D. Thompson, Mayor Town of Waterville  
Name and Title of Authorized Representative

Allyson Brooks 6/12/2020  
Signature Date



ATTACHMENT #5

**SCHEDULE FOR PROJECT COMPLETION**

<b>WORK TO BE ACCOMPLISHED</b>	<b>Estimated Starting Date</b>	<b>Estimated Completion Date</b>
Advertise project and select consultant	Dec. 1, 2020	Jan. 29, 2021
WHPC meet with consultant to discuss plan	Jan. 31, 2021	Feb. 26, 2021
Identify properties to survey	March 1, 2021	March 31, 2021
Consultant begins to evaluate historic structures/field work	April 1, 2021	April 30, 2021
Consultant completes draft HPI forms	May 1, 2021	June 30, 2021
Submit draft Survey Report and HPI forms to DAHP	July 1, 2021	July 14, 2021
Check-in date, submittal of 2 <sup>nd</sup> progress report	Aug. 6, 2021	Aug. 6, 2021
Finish/submit all products to DAHP	Oct. 1, 2021	Oct. 1, 2021
Request Reimbursement	Nov 1, 2021	Nov 15, 2021





ATTACHMENT #6

**BUDGET**

***ELEMENT/OBJECT***

<b>Salaries</b> <i>(include each position- volunteer or staff – and attach hourly wage justification if needed)</i>	<b>Federal Dollars</b> <i>(CLG grant requested)</i>	<b>Hard Match*</b> <i>(Local government cash match = Staff Hours)</i>	<b>Soft Match*</b> <i>(Donated goods and services = volunteer hours)</i>	<b>Total</b>
<b>Town Staff</b>		\$1,000.00		
<b>Preservation Commissioners</b>			225hrs/ \$10/hr = \$2250	\$2,250.00

<b>Total Element/Object:</b>		\$1,000.00	\$2,250.00	\$3,250.00
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***GOODS & SERVICES***

<b>Contract Services</b>	<b>Federal Dollars</b>	<b>Hard Match</b>	<b>Soft Match</b>	<b>Total</b>
<b>Experienced Professional Consultant</b>	\$6,250.00			\$6,250.00

<b>Materials/Supplies/Equipment</b>				
<b>Sustainable Educational Materials, copies, paper, toner, mailing</b>		\$950.00		\$950.00

<b>Total Goods &amp; Services:</b>	\$6,250.00	\$950.00		\$7,200.00
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	<b>Federal Dollars</b>	<b>Hard Match</b>	<b>Soft Match</b>	<b>Total Project Cost</b>
<b>Total Funding Request</b>	\$6,250.00	\$1,950.00	\$2,250.00	\$10,450.00