

Thursday, July 21, 2022
Historic Preservation Commission - Hybrid (In-Person & Electronic)

4:00 PM

In-Person at City Hall, 625 S College Avenue, College Place Washington

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Zoom Attendee Link: <https://us06web.zoom.us/j/82693246537>

Or you may call this number to listen: 1-669-900-9128 ID#826 9324 6537 Phone controls: *6 - toggle mute /un-mute and *9 - raise hand

1. Opening Items

Subject :	1.01 Discussion Protocol for Virtual Meetings
Meeting :	Jul 21, 2022 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	1. Opening Items
Access :	Public
Type :	Information

Public Content

Virtual Meeting Discussion Protocol:

- After staff presentation of an item, the Chair will request comments from each Member
- After each member has had an opportunity, the Chair will then speak if so desired and Members will use the raise hand feature to notify the Chair of their desire to speak again. However, they will not enter the conversation without first being recognized by the Chair. This should allow for a thorough discussion with everyone having opportunity to express their views while maintaining order.

Subject :	1.02 Call to Order
Meeting :	Jul 21, 2022 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	1. Opening Items
Access :	Public
Type :	

Subject :	1.03 Roll Call
Meeting :	Jul 21, 2022 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	1. Opening Items
Access :	Public
Type :	Information

Public Content

Position 1 - Vacant - term expires 12/31/2021

Position 2 - Gary Petersen, Chairperson- term expires 12/31/2022

Position 3 - Mike Denny - term expires 12/31/2022

Position 4 -Edward Kontz- term expires 12/31/2023

Position 5 -Terrell Gottschall, Vice-Chairman - term expires 12/31/2024

Staff

Jon Rickard, Community Development Director

Kristi Scherger, Community Development Administrative Assistant

2. Public Comment

Subject :	2.01 Public Comment Procedure for Virtual Meetings - Commission meetings are primarily structured to permit Members to arrive at the decisions necessary to advise the Council.
Meeting :	Jul 21, 2022 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	2. Public Comment
Access :	Public
Type :	Information

Public Content

Commission meetings are primarily structured to permit Members to arrive at the decisions necessary to advise the Council.

Meeting Protocol for Public Comment:

When submitting public comments, include the following information regardless of the manner you are using: Note that there are deadlines for written comments to be included in the meeting documents.

- Your Name
- Your Address

Written Public comments may be provided by submitting comment to Clerk@cpwa.us no later than 4:30 PM on the meeting date to be included in the record. (If typewritten, no less than 11 pt font).

Verbal Public Comments may be made during the meeting:

- In-person at the meeting location - provided at the beginning of each agenda.
- Telephone comment - Call 1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment - Join using the Zoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Commission.

3. Consent Agenda

Subject :	3.01 Approve Agenda for July 21, 2022
Meeting :	Jul 21, 2022 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	3. Consent Agenda
Access :	Public
Type :	
Subject :	3.02 Approve Minutes from February 17, 2022
Meeting :	Jul 21, 2022 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	3. Consent Agenda
Access :	Public
Type :	

File Attachments

[HPC MINUTES FEBRUARY 17 22.pdf \(911 KB\)](#)

Subject :	3.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commission members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commission member.
Meeting :	Jul 21, 2022 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	3. Consent Agenda
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve consent agenda items 2.01 through xxxx

4. Presentations

Subject :	4.01 This Building Has History - CLG Grant - DAHP
Meeting :	Jul 21, 2022 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	4. Presentations
Access :	Public
Type :	

Public Content

Staff applied for a grant from the Department of Archeology and Historic Preservation (DAHP) create a self guided "This Building has History" walking tour of historic properties in College Place based on the 2019 College Place Intensive & Reconnaissance Level Survey funded by DHAP. The project would install "This Building Has History" signs in front of historic properties that would have a Quick Response code (QR code) that will directly link the tourist to a story map about the property and then guide them to the next historic property included in the tour.

The goal is to educate the public about architectural styles and buildings of historical significance.

The City was not awarded the full amount of the grant request but DAHP was intrigued and awarded \$5000.00 to complete the additional research, write the tour guide narratives, GIS mapping, building images, and organization of materials into a "Story Map".

Northwest Vernacular was selected to do the work. Spencer Howard is the historian working on the project and will provide an update of the process so far.

Part of the grant agreement is that the Historic Preservation Commission will hold two public meeting about the project. This constitutes meeting 1. Meeting 2 is scheduled to happen August 18th, 2022.

File Attachments

[GIS Story Map_publicmtg_220718.pdf \(1.612 KB\)](#)

[Please_DocuSign_FY22-CLG-COLLEGEPLACE_Grant_\(1\).pdf \(3.460 KB\)](#)

5. Reports

6. Action Agenda

7. Closing Items

Subject :	7.01 Next regularly scheduled meeting is August 18, 2022
Meeting :	Jul 21, 2022 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	7. Closing Items
Access :	Public
Type :	

Public Content

The next meeting is scheduled for Thursday, August 18, 2022.

Subject :	7.02 Conclude
Meeting :	Jul 21, 2022 - Historic Preservation Commission - Hybrid (In-Person & Electronic)
Category :	7. Closing Items

Access :

Public

Type :

Procedural

Historic Preservation Commission Electronic Meeting (Thursday, February 17, 2022)

Generated by Kristi Scherger on Thursday, February 17, 2022

1. Opening Items

1.01 Roll Call

Chair, Commissioner Gottschall called the meeting to order at 4:06 PM.

Present

Commissioners

Gary Petersen - Chair
Terrell Gottschall - Vice Chair
Mike Denny
Vacant

Staff

Jon Rickard, Community Development Director
Kristi Scherger, Community Development
Administrative Assistant
Sherri St Clair, Deputy City Clerk
Edward Kontz

Absent

2. Consent Agenda

Minutes: 2.01 Approve Agenda for February 17, 2022

Action (Consent): 2.02 Approve Minutes from July 15, 2021

Action (Consent): 2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commission members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commission member.

Recommended Action: Motion to approve consent agenda items 2.01 through 2.03.

Commissioner Denny made a motion to approve the consent agenda. Second by Commissioner Gottschall and the motion passed 3-0.

3. Public Comment

None.

4. Regular Agenda

4.01 Election of Officers for 2022

Commissioner Petersen was nominated to be Chairman.

Commissioner Gotschall made a motion to appoint Commissioner Petersen as Chairman. Second by Commissioner Denny and the motion passed 3 - 0.

Commissioner Gottschall was nominated to be Vice-Chairman.

Commissioner Denny made a motion to appoint Commissioner Gotschall for Vice Chair of the Commission. Second by Commissioner Petersen and the

motion passed 3 - 0.

Commissioner Green was thanked for his service as Chairman for the Commission.

4.02 Historic Cemetery Grant 2022

Mr Rickard discussed the Historic Cemetery Grant 2022.

5. Reports

None.

6. Closing Items

6.02 Adjourn

**Commissioner Gotschall made a motion to adjourn the meeting at 4:49PM.
Second by Commissioner Denny and the motion passed 3-0.**

Approved:

Chairman / Vice Chairman

Date

Attest:

Jon Rickard – CD Director

Date

The foregoing minutes are the official record of the Historic Preservation Commission meeting that occurred on February 17, 2022. Audio and/or Video recordings are available upon request.



Guglielmelli House

This circa 1918 Craftsman house is an excellent example of the Craftsman style in the city and i...



Kinman House



Bennet House



37 N College Ave



Aplington House



12 N College Ave



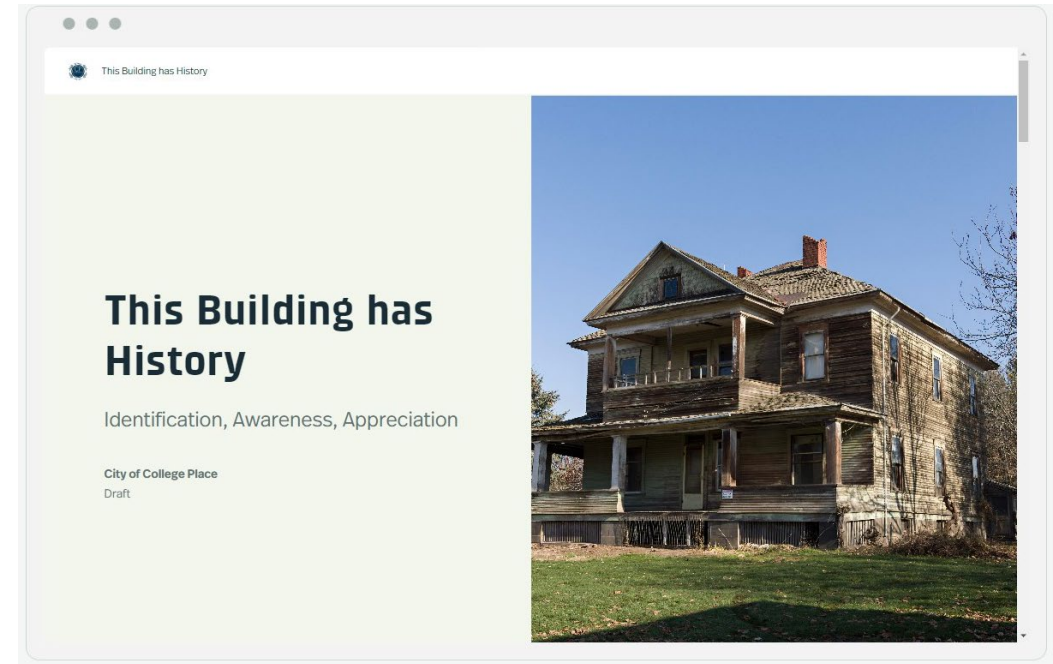
July 21, 2022

GIS STORY MAP | 50% DRAFT

Mobile

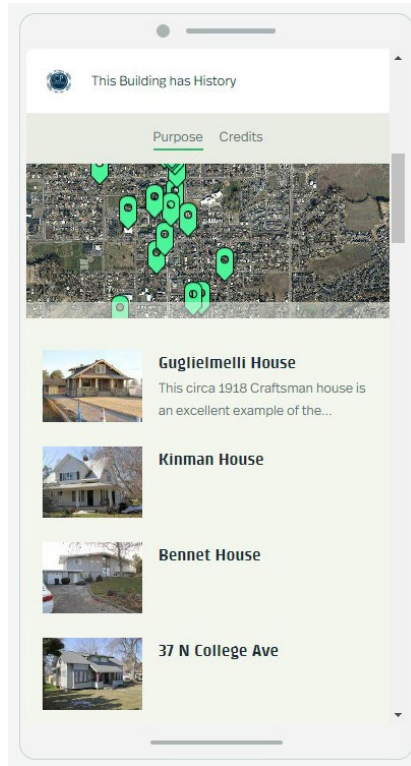


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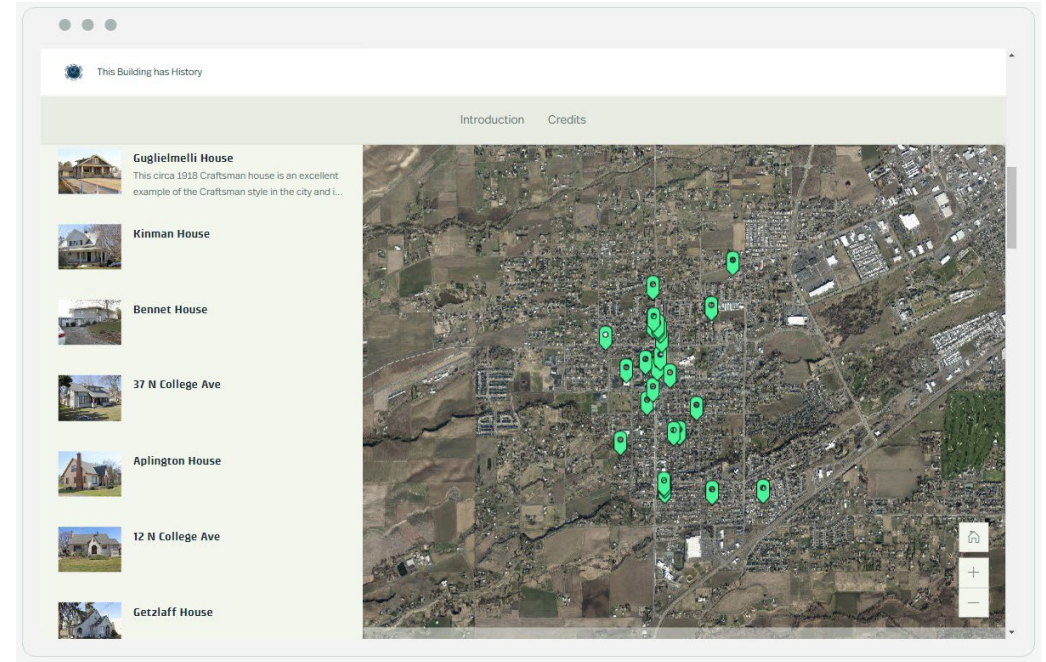


INTRODUCTION

Mobile

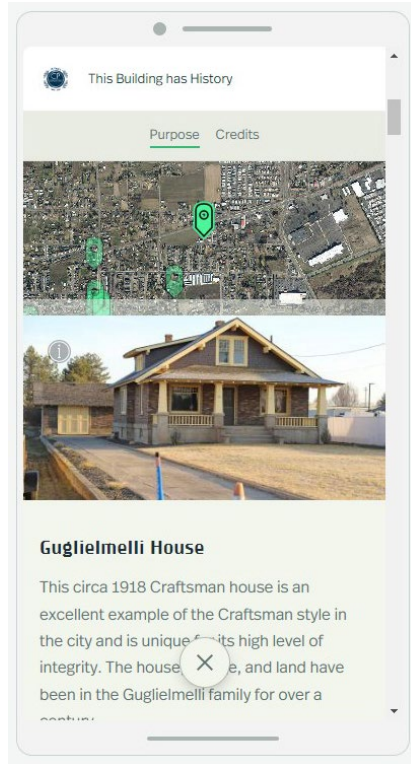


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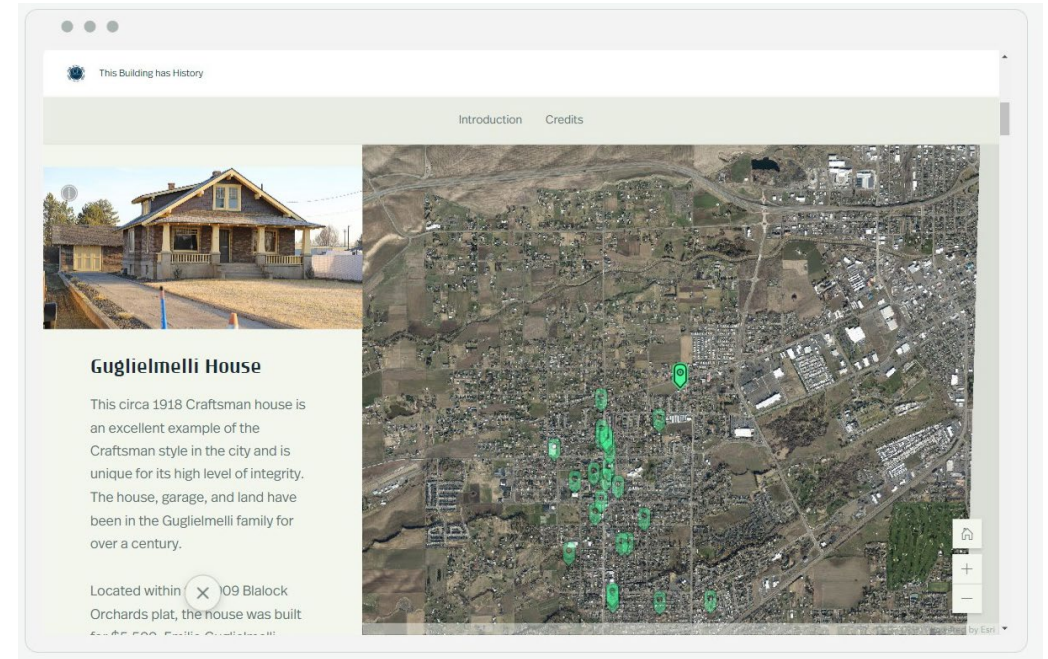


TOUR POINTS

Mobile



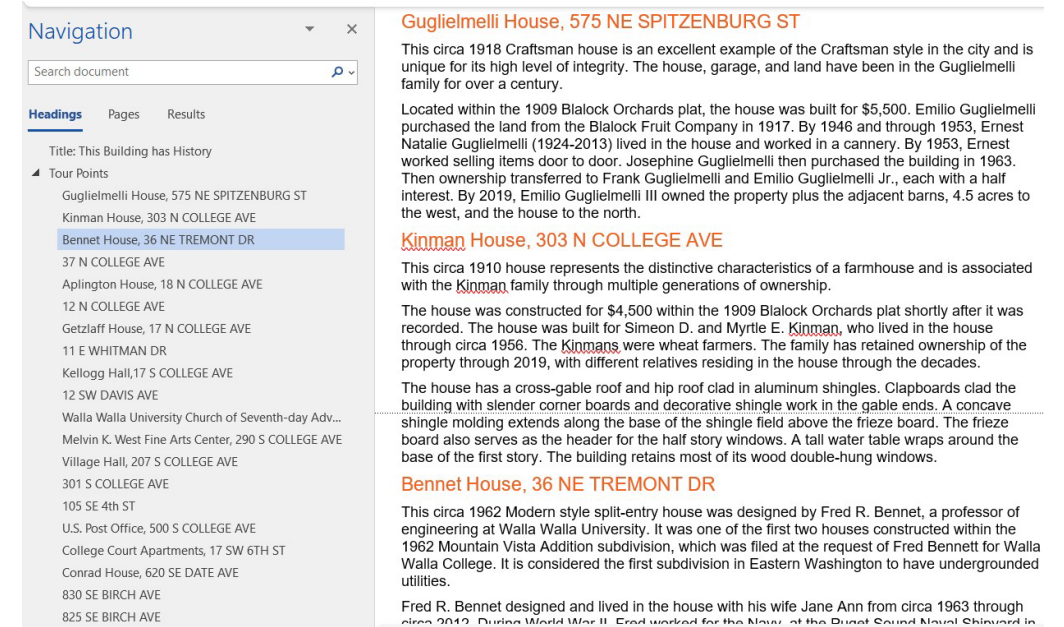
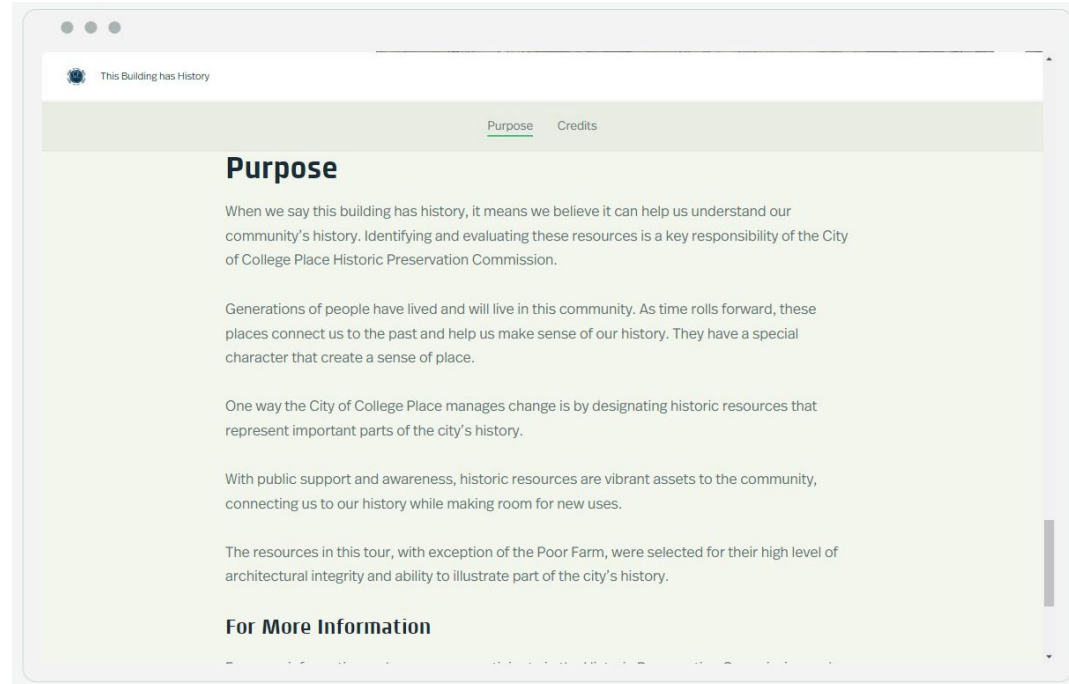
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TOUR POINT INFORMATION

Desktop

Word Draft



PURPOSE, CREDITS



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

Federally Funded Grant Agreement
Between
Washington State
Department of Archaeology and Historic Preservation
and
City of College Place

Grant No.: **FY22-CLG-CollegePlace**
Grant Title: Certified Local Government – City of College Place
Effective Date: October 1, 2021
Expiration Date: September 30, 2023
Grant Amount: \$5,000.00
Federal Grant No.: N/A
CFDA No.: 15.904

Grant Purpose

Historic property research and story maps for City of College Place.

This agreement is made between The Department of Archaeology and Historic Preservation (DAHP) hereinafter referred to as the DEPARTMENT, and City of College Place hereinafter referred to as the GRANTEE.

Parties' Contact Information

DAHP Contact Person: Michelle Thompson | (360) 890-2617
Email: michelle.thompson@dahp.wa.gov

DAHP Contact Person: Marivic Quintanilla | (360) 870-6383
Email: marivic.quintanilla@dahp.wa.gov

GRANTEE Contact Person: Jon Rickard | (509) 394-8524
Email: JRickard@cpwa.us

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State Historic Preservation Officer

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.

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- (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

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thereof, including reasonable attorney's fees. When arranging for an audit, the DEPARTMENT should contact the following GRANTEE representative:

Jon Rickard | (509) 394-8524
Email: JRickard@cpwa.us

- 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 3) 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

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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 \$30,00.00** 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.

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- 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

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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, marital 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.

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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: \$5,000.00

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 3) 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.

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- (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 #2	Schedule of Project Completion – <i>consisting of one page</i>
Attachment #3	Budget – <i>consisting of one page</i>
Attachment #4	State Form A19 Invoice Voucher (attached) – <i>consisting of one page</i>
Attachment #5A	Civil Rights Assurance – <i>consisting of one page</i>
Attachment #5B	Statement of Understanding for Grant Management Requirements – <i>consisting of one page</i>
Attachment #5C	Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – <i>consisting of one page</i>

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Attachment #6*

Report of Services/Labor Value Appraisal form to be used by
GRANTEE to document labor costs – *consisting of one page*

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.

DEPARTMENT:

Department of Archaeology and
Historic Preservation

DocuSigned by:

Allyson Brooks

FF699DFCFDE1425...

By: Allyson Brooks
Its: Director

10/14/2021

Date

GRANTEE:

City of College Place

DocuSigned by:

Mike Rizzitiello

4A9A8EEDE6AA4B1...

By: Mike Rizzitiello
Its: City Administrator

10/14/2021

Date

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Attachment #1 SCOPE OF WORK

I. WORK TO BE ACCOMPLISHED: The GRANTEE shall conduct the following activities:

A. CITY OF COLLEGE PLACE HISTORIC PROPERTY RESEARCH AND STORY MAPS as follows:

A consultant will be hired for expertise in preparing historic walking tours. Consultants will be evaluated for relevant experience in writing historic building narratives. College Place staff will provide GIS mapping and, working with local historians and repositories (Collections of the Walla Walla County Rural Library District Library, Whitman College & Northwest Archives, and the The E.L. Mabley Archives at Walla Walla University), provide research, building histories, and images. The work will include these tasks:

- (1) Select tour buildings; research building histories, gather historical and current images.
- (2) Organize materials into a 'Story Map'.
- (3) Create building history narratives for selected properties

II. PROJECT MANAGEMENT:

A. SURVEY PROJECT MANAGER: The GRANTEE shall ensure that the personnel preparing the survey activities documentation meet the **professional qualifications in 36 CFR 61**. 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.**

III. 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

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

B. ACKNOWLEDGEMENT: Final products shall include in its entirety the following acknowledgement, disclaimer, and non-discrimination statements:

This report/story map 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) and the City of College Place. 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.

C. INCOMPLETE OR INACCEPTABLE MATERIALS: Any required materials submitted which are not considered acceptable or complete—which do not meet the DEPARTMENT's editorial standards and/or do not contain the required level of documentation—will be returned to the GRANTEE for completion within the grant period.

D. REIMBURSEMENT: The GRANTEE will only be reimbursed for preparing an acceptable and complete video product during the grant period.

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

- A. Copies of historic property research and story maps
- B. Any additional final published materials in a suitable electronic format for sharing with the public and on the DEPARTMENT website.
- C. Completion report/reimbursement request

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Attachment #2
SCHEDULE OF PROJECT COMPLETION

WORK TO BE ACCOMPLISHED	Estimated Starting Date	Estimated Completion Date
Staff publishes RFP, interviews consultants, selects and contracts	10/1/21	12/31/21
Project work begins	1/1/22	04/29/22
First public meeting		3/17/22
First DAHP Check in/research drafts		4/29/22
Edits/changes as per DAHP comments. Project work continues	5/1/22	7/15/22
Second DAHP Check in/research drafts		7/15/22
Second public meeting		8/1/22
Final Project Submittal to DAHP		9/1/22
Submit reimbursement request to DAHP	9/1/22	9/30/22

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Attachment #3

BUDGET

Salaries (include each position- volunteer or staff – and attach hourly wage justification if needed)	Federal Dollars (CLG grant requested)	Hard Match* (Local government cash match = Staff Hours)	Soft Match* (Donated goods and services = volunteer hours)	Total
Community Development Staff – Dir. & Admin (2x20 hrs.)		\$2,189.00		\$2,189.00
Historic Preservation (5 @ 6 one hr. mtgs.)			\$426.00	\$426.00
Total Element/Object:		\$2,189.00	\$426.00	\$2,615.00

GOODS & SERVICES

Contract Services	Federal Dollars	Hard Match	Soft Match	Total
Historian	\$5,000.00			\$5,000.00
Total Goods & Services:	\$5,000.00			\$5,000.00

	Federal Dollars	Hard Match	Soft Match	Total Project Cost
Total Funding Request	\$5,000.00	\$2,189.00	\$426.00	\$7,615.00

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

Attachment #4
STATE FORM A-19 INVOICE VOUCHER (attached)

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

Attachment #5A

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 DocuSigned by:  4A9A8EEDE6AA4B1...	TITLE City Administrator
APPLICANT / ORGANIZATION Mike Rizzitiello/City of College Place	DATE SUBMITTED 10/14/2021
APPLICANT / ORGANIZATION MAILING ADDRESS 625 S College Ave College Place, WA 99324-1516	BUREAU OR OFFICE EXTENDING ASSISTANCE DEPARTMENT OF ARCHAEOLOGY AND HISTORIC PRESERVATION

DI-1350
(REV 6/91)

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

Attachment #5B

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."
- In direct 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.

City of College Place

CLG

DocuSigned by:

4A9A8EEDE6AA4B1

SIGNATURE OF APPLICANT

City Administrator

TITLE

10/14/2021

DATE

Previous Edition Usable

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Standard Form 424D (Rev. 7-97)
Prescribed by OMB Circular A-102 Auth

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

Attachment #5C

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

Lower Tier Covered Transactions

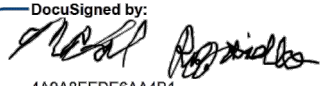
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.500, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations 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)

- 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.
- 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.

Mike Rizzitiello - City Administrator

Name and Title of Authorized Representative

DocuSigned by:

4A9A8EEDE6AA4B1...

10/14/2021

Signature

Date

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

Attachment #6
REPORT OF SERVICES/LABOR VALUE APPRAISAL

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FORM

A 19-1A

(Rev. 5/91)



STATE OF WASHINGTON

INVOICE VOUCHER**AGENCY NAME**

Department of Archaeology and Historic Preservation
PO Box 48380
Olympia WA 98504-8343

VENDOR OR CLAIMANT (Warrant is to be payable to)**AGENCY USE ONLY****AGENCY NO.****LOCATION CODE****P.R. OR AUTH. NO.**

INSTRUCTIONS TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

Vendor's Certificate: I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY

(SIGN IN INK)

(TITLE)

(DATE)

FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For reporting Personal Services Contract Payments to I.R.S.)

RECEIVED BY

DATE RECEIVED

DATE	DESCRIPTION	QUANTITY	UNIT	AMOUNT	FOR AGENCY USE

PREPARED BY

TELEPHONE NUMBER

DATE

AGENCY APPROVAL

DATE

DOC. DATE

PMT DUE DATE

CURRENT DOC. NO.

REF DOC.

VENDOR NUMBER

VENDOR MESSAGE

UBI NUMBER

REF DOC SUE	TRANS CODE	M O D	FUND	MASTER INDEX		SUB OBJ	SUB SUB OBJECT	ORG INDEX	WORKCLASS ALLOC	COUNTY BUDGET UNIT	CITY/TOWN MOS	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NUMBER

ACCOUNTING APPROVAL FOR PAYMENT

DATE

WARRANT TOTAL

WARRANT NUMBER