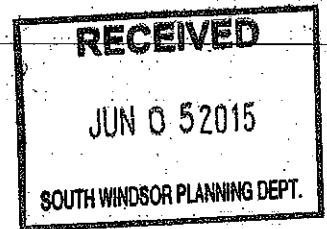




May 22, 2015

Michele R. Lipe, AICP
Director of Planning
Town of South Windsor
South Windsor, CT 06074



Re: Supplemental Certified Local Government Grant \$24,000.00

Dear Ms. Lipe:

Please find enclosed one fully executed copy of the grant contract for consulting services to prepare pre-development studies for restoration and reuse of Priest Farm. Please note that per the contract, these studies will be prepared by a consultant team that meets the professional qualification standards of the United States Department of the Interior for its respective professional fields. All proposed plans shall meet the United States Secretary of the Interior's Standards for the treatment of Historic Properties.

The funds for this grant expire March 31, 2016. If you complete your project early, you are encouraged to submit a final report and your request for reimbursement within 30 days of completion.

You will need to include the following in your final report:

- Completion report
- Documentation of procurement process
- Project required results per contract. Per Section 6.3 of the contract, the State Historic Preservation Office three full copies of the Phase I feasibility study and three copies of the Phase II concept Development Plan prepared under this Agreement. The DECD's logo and funding acknowledgement statement, described in section 6.2, shall be prominently displayed on the report's cover.
- Certificate of Eligible and Actual Costs (I will email an example)
- Invoices for services rendered or products and supplies purchased
- Receipts, cancelled checks, or other proof of payment received for supplies and/or consultant services.

Please contact me 90 days prior to contract expiration date if you think you might need to extend the contract deadline. Please let me know if you need assistance with anything during your project.

Sincerely,

Mary Dunne
Deputy State Historic Preservation Officer

State Historic Preservation Office

One Constitution Plaza | Hartford, CT 06103 | P: 860.256.2800 | Cultureandtourism.org

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