



*Washington*  
**Secretary of State**  
SAM REED

ARCHIVES & RECORDS MANAGEMENT DIVISION  
1129 Washington Street SE  
PO Box 40238  
Olympia, WA 98504-0238  
Tel: 360.586.1492  
Fax: 360.664.8814  
[www.secstate.wa.gov/archives](http://www.secstate.wa.gov/archives)

May 5, 2008

Debbie Mahler  
Clerk-Treasurer  
City of Langley  
112 Second St  
Langley, WA 98260

Dear Debbie,

Congratulations on your selection as one of the 39 award recipients to receive additional funding from the 2007-2009 Washington State Archives Local Records Grant Program.

The Legislature approved our request for an additional \$1.5 million in the 2008 Supplemental Budget. A portion of this new funding will be awarded to 53 recipients who received no funding in the first round of awards.

The Archives Oversight Committee has recommended an additional \$8,839 in funding for your very worthy project. When combined with your original grant award of \$10,000, you have received total funding in the amount of \$18,839.

To accept this award of additional funding, please sign the enclosed amendment to your existing Grant Agreement. An A-19 form is also enclosed, which, upon execution of your amended contract, will generate your initial disbursement of these additional funds.

Again, congratulations; I look forward to working with you to preserve Washington State's legal and historic documents and improving citizen access to public records.

Sincerely,

Jerry Handfield  
State Archivist

**Award Determination  
CITY OF LANGLEY**

The following table itemizes the budget items submitted in your grant application, with columns A and B reflecting the details of your proposed budget.

Column C indicates the amounts funded in your initial award, which were included in the grant agreement you signed with the Office of the Secretary of State.

**Column D indicates the *additional* amounts offered to your agency.**

**Column E describes the analyses or conditions that apply to the newly funded activities.**

By signing the attached Amendment, the total amount in column F will contractually bind you to the grant agreement.

A	B	C	NEW AWARD		F
			D	E	
Budget Item	Amount Requested	Initial Award 09/2007	Additional Funds	Reasoning/Conditions	TOTAL FUNDS AWARDED
Imaging Services	\$8,332	\$9,835	\$0		\$9,835
Boxes	\$165	\$165	\$0		\$165
Personnel	\$15,600	\$0	\$5,000	Temporary help at \$11-12 per hour to inventory and index records.	\$5,000
Shelving	\$3,839	\$0	\$3,839	100% Metal Shelving	\$3,839
<b>TOTAL</b>	<b>\$27,936</b>	<b>\$10,000</b>	<b>\$8,839</b>	<b>Congratulations!</b>	<b>\$18,839</b>

1. If you accept the revised budget as described in the table above, please have your authorizing official sign each of the enclosed contract Amendment forms and return both of them to Bill Fieber at the address provided below. Once our authorizing official also signs each of them, one signed original will be returned to you for your files.
2. In addition, please have your authorizing official sign the enclosed A-19 form to request your 60% disbursement. Return this form with your signed Amendment forms and you can expect to receive your disbursement within 30 days.

**If you have questions about the award, please contact:**

Julie Woods  
Local Records Grant Program Coordinator  
(360) 586-0108  
jwoods@secstate.wa.gov

**For questions about the contract, please contact:**

Bill Fieber, Contracts Specialist  
Office of the Secretary of State  
PO Box 40224  
Olympia WA 98504-0224  
(360) 586-7523  
bfieber@secstate.wa.gov

26



**EXHIBIT A**  
**CITY OF LANGLEY**

The following table itemizes the budget items submitted in your grant application, with columns A and B reflecting the details of your proposed budget.

Column C indicates the amounts funded in your initial award, which were included in the grant agreement you signed with the Office of the Secretary of State.

**Column D indicates the *additional* amounts offered to your agency.**

**Column E describes the analyses or conditions that apply to the newly funded activities.**

By signing the attached Amendment, the total amount in column F will contractually bind you to the grant agreement.

A	B	C	NEW AWARD		F
			D	E	
Budget Item	Amount Requested	Initial Award 09/2007	Additional Funds	Reasoning/Conditions	TOTAL FUNDS AWARDED
Imaging Services	\$8,332	\$9,835	\$0		\$9,835
Boxes	\$165	\$165	\$0		\$165
Personnel	\$15,600	\$0	\$5,000	Temporary help at \$11-12 per hour to inventory and index records.	\$5,000
Shelving	\$3,839	\$0	\$3,839	100% Metal Shelving	\$3,839
<b>TOTAL</b>	\$27,936	\$10,000	\$8,839		<b>\$18,839</b>