

## **RESOLUTION NO. R04-02 CMS**

### **A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AND ACCEPT CERTIFIED LOCAL GOVERNMENT GRANT FUNDS FROM THE OHIO HISTORIC PRESERVATION OFFICE AND DECLARING AN EMERGENCY**

**WHEREAS, the Ohio Historic Preservation Office has advised that grant funding for historic preservation projects is available to Certified Local Governments; and**

**WHEREAS, the City of Oberlin has been designated a Certified Local Government by the State of Ohio; and**

**WHEREAS, the City of Oberlin desires to participate in the Ohio Historic Preservation Office's FY 2003 Certified Local Government (CLG) Grant Program; and**

**WHEREAS, the Oberlin Historic Preservation Commission supports the submission of a grant request; and**

**WHEREAS, the City of Oberlin has the authority to apply for financial assistance, to enter into a contract with the State as may be necessary, and to administer funds received through the CLG Grant Program.**

**NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Oberlin, Lorain County, State of Ohio, five-sevenths (5/7ths) of all members elected hereto concurring:**

**SECTION 1. That the City Manager is hereby authorized to apply for FY 2003 Certified Local Government grant funds in the amount of \$9,046 for ongoing historic preservation activities.**

**SECTION 2. That the City Manager is hereby authorized to accept a grant award from the State of Ohio Historic Preservation Office for historic preservation activities.**

**SECTION 3. That the City of Oberlin agrees to comply with the requirements of the Certified Local Government grant program.**

**SECTION 4. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in**

such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.


SECTION 5. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Oberlin, Ohio, or to provide for the usual daily operations of a municipal department, to wit:

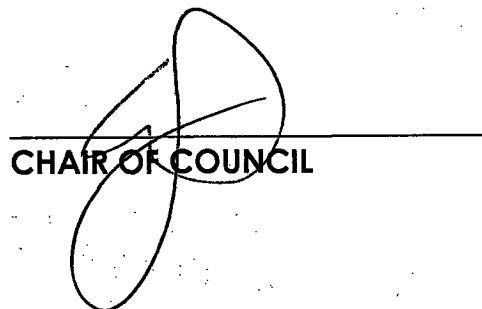
"in order to allow for the timely application for said Certified Local Government grant funding in accordance with all applicable procedures"

and shall take effect immediately upon passage.

PASSED: 1<sup>st</sup> Reading – February 2, 2004 (E)  
2<sup>nd</sup> Reading –  
3<sup>rd</sup> Reading –

ATTEST:

  
CLERK OF COUNCIL

  
CHAIR OF COUNCIL

POSTED: 2/3/2004

EFFECTIVE DATE: 2/3/2004

JCBM


INTER-OFFICE

City of Oberlin Planning & Development

# Memorandum

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To: Rob DiSpirito, City Manager

From: Gary Boyle, Director 

Subject: Proposed Certified Local Government Grant Application

Date: January 27, 2004

Further to our conversation this morning concerning the proposed submission of a grant application to the Ohio Historic Preservation Office (OHPO), please find attached the following:

1. A memo to you describing the CLG grant program and the proposed grant application to OHPO; and
2. A draft resolution for Council's approval that would authorize the submission of a grant application and the acceptance of a grant if awarded by OHPO.

Please advise whether you require anything else for submission to City Council at its meeting on Monday, February 2, 2004.

Thank you for your consideration of this matter.

# REPORT

Planning and Development Department

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**To:** Rob DiSpirito, City Manager

**From:** Gary Boyle, Planning Director

**Subject:** Certified Local Government  
Grant Proposal

**Date:** January 27, 2004

Further to our conversation this morning on the above subject and your request for information concerning the same, please be advised that the City has recently been notified by the Ohio Historic Preservation Office (OHPO) that additional grant funds are available to Certified Local Government (CLG) communities for federal fiscal year 2003 that may be used to undertake historic preservation projects. Applications for funding under this grant are due on February 6, 2004. Attached for your reference is a copy of correspondence from OHPO describing this opportunity (please see "Appendix I").

Please be advised that the Historic Preservation Commission, at its meeting on January 21, 2004, considered this grant funding opportunity. In this regard, the Commission unanimously supported the development of a grant funding request under this program. In response to that decision, the attached submission has been prepared in an effort to obtain such additional grant funding (please see "Appendix II").

The proposed additional funding could be used for a variety of purposes including the following:

1. The preparation of fifty (50) additional inventory forms for "historic properties".
2. The expansion of the public education outreach component of the project including brief weekly newspaper articles on inventoried sites.
3. The development of a "power point" presentation showcasing the results of the inventory that can be presented to civic organizations, clubs, etc.
4. The creation of a docent-led walking tour of the history and architecture of the "Downtown National Register Historic District".

The expanded project would continue to be administered by the current grant project director, Pat Murphy of O.H.I.O.

The CLG grant program requires that communities provide a match. The local match can be met through in-kind services, etc. by O.H.I.O. and \$4,800 from the Historic Preservation Commission's 2004 budget.

**Certified Local Government - Grant Proposal**  
**January 27, 2004**  
**Page 2**

This proposed project is seen to be a logical extension of the present CLG grant project now underway, and obtaining additional funding from the State would enable the Commission to expand its ongoing historic preservation efforts.

This matter is hereby respectfully submitted for your consideration and the possible submission of the same to City Council at its meeting on February 2, 2004.

Ohio Historic Preservation Office

567 East Hudson Street  
Columbus, Ohio 43211-1030  
614/298-2000 Fax: 614/298-2037

Visit us at [www.ohiohistory.org/resource/histpres/](http://www.ohiohistory.org/resource/histpres/)

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## Memorandum

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To: CLG Contacts & CLG Grant Administrators

From: Judy Krasniewski *JK*  
Jkrasniewski@ohiohistory.org

Date: January 14, 2004

Subject: CLG Grant Proposal Solicitation

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This memorandum is to notify you that there is approximately \$15,000 in federal fiscal year 2003 Certified Local Government funds available for CLG communities to fund historic preservation projects. Approved changes in scope to existing projects and the cancellation of part of a project have resulted in these funds being returned to OHPO. Per National Park Service regulations, all Certified Local Governments are being notified that a second round of project solicitation is now being made to utilize these monies.

The project period for these funds is March 1, 2004 - September 30, 2004. If you have a new project that can be completed in seven months, or would like to change the scope of an existing project, consider applying for these funds.

The application form to use when applying for these funds is the same as the FFY 2004 funding round. It is available on line at [www.ohiohistory.org/resource/histpres/toolbox/clgapplication2.html](http://www.ohiohistory.org/resource/histpres/toolbox/clgapplication2.html) or a paper copy will be sent to you upon request. The priorities and grant selection criteria will remain the same.

If your community requires a resolution to apply for and accept the grant, we will accept a letter stating that process is required in your community and it can be done during the project period.

Applications for these funds are due at OHPO on February 6<sup>th</sup>.

If you have any questions about the project period, required reviews of draft products, or project eligibility, please contact me. As with the regular funding round, OHPO administrative and program staff are available to review drafts of the budget and text of your application, and assist you if you have any questions during the development of your application.

## APPENDIX II

### Proposal Requesting Change in Scope to Existing CLG Project And Request for Additional Funds

Submitted by the City of Oberlin  
January 23, 2004

The City of Oberlin is currently under contract with the Oberlin Historical and Improvement Organization who is completing Ohio Historic Inventory forms for 232 sites within the City of Oberlin as part of a Certified Local Government funded project funded in 2003. This proposal reflects a potential expansion of the C.L.G. project that is currently in progress and is submitted in response to the Ohio Historic Preservation Office's request for proposals for expenditure of unspent 2003 C.L.G. funds.

The survey work for the 2003 Oberlin CLG project is progressing nicely and in accordance with the project timetable (see Draft Survey Report submitted to OHPO on January 9, 2003 for a full report on the status of the project presently underway), although there have been some challenges related to the new E-Form software, which are being resolved with the help of OHPO staff. The survey that is presently underway has uncovered additional sites throughout the city that merit further investigation. Many of these are in the categories of modern buildings that only recently met the fifty year-age criteria and a number of much older homes most of which are located in the central core of the city (bordered by Maple Street on the North, Park Street on the East, Hamilton Street on the South, and Cedar Street on the West) that were overlooked or not included in the city-funded (not CLG-funded) inventory conducted several years ago due to alterations and/or poor condition but which still retain significant integrity and may have major historical significance so merit further study. A number of these properties are likely to be sites of considerable significance associated with the African-American community. The proposed expansion of the scope of the project would include these additional components:

- 1) preparing an additional fifty inventory forms by September 30 in accordance with Ohio Historic Preservation Office guidelines, both in paper and electronic format.
- 2) expanding the public education component of the project by preparing 52 brief newspaper articles with photographs that would be short histories of sites included within the inventory to be published in the local weekly newspaper, *The Oberlin News Tribune* as space permits beginning in June 2004, and also featured on the website of the Oberlin Historical and Improvement Organization. The editor of the News-Tribune is very receptive to the idea and enthused about publishing these articles as a regular feature tentatively titled "History Close to Home". A credit line stating that the series has been done with the support of the Ohio Historical Society's Ohio Historic Preservation Office and U.S. Dept of the Interior Historic Preservation Fund will be included with this and all products of this project.

- 3) Developing a new Power Point presentation showcasing the results of the inventory to be featured at a public program in September and later to be offered as a program for civic organizations, clubs, etc. The OHPO will be given an opportunity to review and comment on the presentation in draft form before it is presented to the public.
- 4) Develop a docent-led walking tour of the history and architecture of the Downtown Oberlin National Register historic district to be offered to groups by appointment, and devise and implement plan for training docents and interns to give the tour. The tour will be developed in accordance with guidelines in "Planning Interpretive Walking Tours for Communities and Related Historic Districts" developed by interpretive planner John Veverka (on-line at [www.heritageinterp.com/planning.htm](http://www.heritageinterp.com/planning.htm)) It would be offered by the Oberlin Heritage Center/O.H.I.O. on a by appointment basis and at designated times when special activities are occurring in town, such as Heritage Days/Juneteenth, Vintage Days/Family Fun Fair, Commencement weekend, etc.

The expanded project would continue to be administered by current project director Patricia Murphy who meets the federal qualifications requirements for historic preservation consultants in the field of architectural history published in the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, 48 FR 44716. She has a Master of Architectural History degree and a Bachelor of History Degree. She will supervise the work of O.H.I.O. museum fellows, college student interns and volunteers on the project. The two museum fellows are Hans Petersen (B.A. in History) and Maria Surovy (M.A. in Historic Preservation). Both have been working on the inventory project intensively in the last year and are experienced researchers with extensive inventory field experience.

The project budget would support the wages of the museum fellows. The supervisory time of Ms. Murphy would serve as an in-kind match as would student intern time and time contributed by volunteers. The scale of the expanded project would be reduced if full funding is not secured.

The inventory aspect of the project would be conducted in accordance with the methodology now in use. A final report for the project would be prepared that would serve as an update to the CLG Report that will be submitted upon completion of the 2003 CLG-funded project.

#### **Tentative Project Timetable**

March	Finalize list of fifty sites to inventory with input from Historic Preservation Commission.
March-August	Fieldwork, photography, research
June 1	Submit 10% of completed forms to SHPO



Devise route and plan stops of walking tour. Identify themes and stories to be incorporated and review all previous research.

July 15

Submit 50% of completed forms to SHPO

July

Establish and finalize goals and objectives for the tour with input from the Preservation Commission. Objectives could include a) understanding Oberlin's unique heritage, b) providing visitors with an opportunity to experience how buildings tell the stories of this nationally significant historic community, c) showcase the special features of the community's downtown and educate people about the importance of downtowns generally

July-August

Draft and edit newspaper articles and compile and take photographs to accompany them.

Develop Powerpoint presentation and submit draft copy to O.H.P.O. for their review.

Meet with Lorain County Visitors Bureau, Main Street, and others to get their input regarding tourism and promotion of the walking tour.

Devise plan to promote the tour.

Field test the tour.

Prepare docent training materials and outline docent training session plan.

September

Public presentation on inventory

Submit 50 completed forms and final report and Copies of newspaper articles

Recruit and train volunteers and interns to attend docent Training session

Sept. 30

Begin to offer tour as an ongoing activity available by appointment for groups, either as a stand-alone activity or as an add-on to group visits to the Oberlin Heritage Center, FAVA, the Allen Art Museum, etc.

**CLG Non-Construction Project Budget Form**

<b>Expense Categories</b>	<b>CLG Grant</b>	<b>Local Match</b>	<b>Total Cost</b>
Personnel – In-Kind Murphy-supervisor 15% of full-time for 6 mo. Benefits @ 11%		\$4,017  \$442	-  \$442  \$4,017
Personnel- cash Museum fellows @ \$11/hr @ 859 hours Benefit rate = 11%	\$8,150  \$896	\$1,301  \$143	\$9,451  \$1,039
Paid student interns @ 7.00/hr for 300 hrs Benefit rate @ 11%		\$2,100  \$231	\$2,100  \$231
Personnel-student volunteers 100 hours @ 7/hr (in-kind)		\$700	\$700
Photography & supplies		\$400	\$400
Photocopying, phone calls, postage		\$625	\$625
<b>Totals</b>	<b>\$9,046</b>	<b>\$9,959</b>	<b>\$19,005</b>

The local match of \$9,334 will consist of \$4,800 from the City of Oberlin 2004 inventory contract to O.H.I.O. and the balance from O.H.I.O.'s budget and in-kind donations.

APPLICANT INFORMATION FORM

City/Village City of Oberlin

County Lorain

U.S. Congressional District # 61

Ohio Senate District # 13

Ohio House District # 13

CLG \$ Requested: \$ 9,046 Local Match: \$ \$9,959 Total Project Cost: \$ \$19,005

**CLG Chief Executive Officer:**

Name Robert DiSpirito

Title City Manager

Address 85 S. Main Street  
Oberlin, Ohio 44074

Telephone # 440-775-7206

Fax # 440-775-7208

E-mail Address citymanager@oberlin.net

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CLG Program Coordinator:**

Name Gary Boyle

Title Planning Director

Address 69 S. Main St.  
Oberlin, Ohio 44074

Telephone # 440-775-7250

Fax # 440-774-9714

E-mail Address gboyle@oberlin.net

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Commission or Design Review Board Chairperson:**

Name Jane Blodgett

Title Chair, Historic Pres. Commission

Address 273 Oak St.  
Center/O.H.I.O.  
Oberlin, OH 44074

Telephone # 440-775-1879

Fax # \_\_\_\_\_

E-mail Address jblodgett@oberlin.net

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Designated Administrative Agent:**  
(party named in project description to administer project, if different from CLG)

Name Patricia Murphy

Title Executive Director

Address Oberlin Heritage  
P.O. Box 0455 Oberlin 44074

Telephone # 440-774-1700

Fax # 440-774-8061

E-mail Address patm@oberlinheritage.org

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by CLG Coordinator:**

\_\_\_\_\_ Place a check mark if a copy of the most recent Single Audit report is included. Mark NR if single audit not required and submit letter stating the community does not meet the \$300,000 federal funds threshold.

\_\_\_\_\_ Applicant community requires council approval to apply for and accept federal funds. Enclosed is evidence of such approval.

\_\_\_\_\_ Applicant community hereby designates a third party administrator for this project and an authorized representative of the third party has signed this application.