

COUNCIL ACTION FORM

SUBJECT: GRANT AGREEMENT FOR COLLEGE HEIGHTS INTENSIVE AND ARCHITECTURAL SURVEY

BACKGROUND:

On August 28, 2007, the City Council directed City staff to submit a CLG Grant Application to the State Historical Society of Iowa to fund an Intensive and Architectural Survey of the College Heights Neighborhood.

On December 5, 2007, the City of Ames received notice from the State Historical Society of Iowa that the grant application was approved for funding in the amount requested, \$17,145.

The budget is summarized as follows:

CLG Grant Funds Awarded:

- \$17,145 to cover all Consultant wages and expenses for travel, etc.

City of Ames Contribution:

- \$2,445.60 to pay the Project Manager's salary and benefits for time devoted to the project. A Planner in the Department of Planning and Housing and will function as the Project Manager.
- \$111.69 to pay the support staff salary and benefits for time devoted to the project.
- \$45.52 to pay the hourly salary of the Planning Intern for time devoted to the project.
- ***Note: All salaries and benefits will be paid from the established sources in the budget and not from funds budgeted by the City Council specifically for this project.***
- \$217.30 from the approved budget for this project to cover the cost of postage.
- \$12.60 from the approved budget for this project to cover the cost of digital photography.
- \$1,000 from the approved budget for this project to cover the cost of photocopying of the final report and other products.

Volunteer Labor:

- \$8,550 is the estimated monetary value of volunteer time that will be devoted to this project.

Total Grant Funds Awarded:	\$17,145.00
City of Ames Contribution:	\$ 3,832.71
Time Devoted by Volunteers:	<u>\$ 8,550.00</u>
Total Project Cost:	\$29,527.71

An intensive survey, as the name implies, is designed to identify and describe the historic resources precisely and completely. It involves a thorough inspection of all historic resources identified within the survey boundaries, and detailed background research into the history of the properties, events, and people associated with them, and an evaluation of their significance. A completed intensive survey will provide a solid basis for work on a National Register nomination for the particular resource.

The Department of Planning and Housing will work together with the project consultant; the Historic Preservation Commission (HPC) and volunteers from the South Campus Area Neighborhood Association, College Heights homeowners, and the Ames Historical Society, as well as others interested in the history of Ames. **The principle investigator for the intensive survey will be the project consultant, who must be an historian or architectural history consultant approved by the State Historical Society of Iowa.**

The local project director, a Planner in the Department of Planning and Housing, will act as a liaison between the consultant and the HPC, City staff, and project volunteers as necessary.

A Request For Proposals (RFP) and consultant subcontract will be prepared by City staff and approved by the State Historic Preservation Office. The RFP must be sent to no fewer than three (3) consultants. Each proposal submitted to the City will then be reviewed and a qualified consultant will be hired to conduct the survey.

Project volunteers will perform duties delegated by the consultant, including, but not limited to, conducting research, photographing properties, working with digital photographic files and prints, writing up architectural descriptions and historical information on surveyed properties, completing data entry for site inventory forms, and compiling electronic information into a historic resources database form for future use and distribution.

The schedule for this project is described as follows:

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| February 2008 | City of Ames submits copies of CLG-Grant-In-Aid Agreement to the State; State returns one Agreement with original signatures and one copy of the Agreement, the Notice to Proceed, and the Local Project Director's Manual. |
| March 2008 | City of Ames submits draft Request for Proposal (RFP) and consultant subcontract to State for review and comment; State returns draft RFP and consultant subcontract with recommended revisions, if needed; City of Ames sends final RFP to a minimum of three consultants. |
| April 2008 | City of Ames submits first Monthly Progress Report to State (this will occur each month hereafter); selects consultant. |
| May 2008 | City of Ames and consultant sign subcontract and submit a signed copy of the fully signed subcontract to State; Project Director, Consultant, HPC, City planning staff, and volunteers begin work on project; first public meeting scheduled to discuss project; Consultant and City of Ames representative(s) meet with State project manager to discuss project and schedule for work. |
| June 2008 | City of Ames submits project research design and schedule for work for State review, comment and approval; State provides comment on research design, if needed; training, fieldwork and research begin. |
| September 2008 | AHPC schedules public meeting for Consultant's first quarter progress report. |
| January 2009 | Consultant submits draft report and sample inventory sheets and photographs to the Historic Preservation Commission for review and comment; AHPC schedules public meeting for Consultant's second quarter progress report. |
| February 2009 | City of Ames sends consultant HPC's review comments; Consultant revises report based on comments provided by HPC; Consultant submits draft report and sample inventory sheets and photographs to the State for review and comment; City of Ames provides the public with a copy of the draft report for review and comment. |
| March 2009 | HPC schedules public forum at monthly meeting to discuss draft report input. |
| April 2009 | State sends the City of Ames review comments on draft products and indicates whether another draft will be required; HPC schedules public meeting for Consultant's third quarter progress report. |

- May 2009 If requested, City of Ames submits additional draft report(s) incorporating State and public comments for further review and comment.
- June 2009 If necessary, State sends the City of Ames review comments on any additional draft reports; City of Ames submits final products including report, inventory forms, HADB and NADB forms, digital photo images, CD-R, Photograph & Catalogue sheets, one page summary report, CD, and final payment request to the State; AHPC schedules public meeting for Consultant's final report on the project.

ALTERNATIVES:

1. The City Council can approve the State Historical Society of Iowa Grant-in-Aid Agreement for the College Heights Intensive and Architectural Survey, Phase 1, Certified Local Government Grant Project.
2. The City Council can deny approval of the State Historical Society of Iowa Grant-in-Aid Agreement for the College Heights Intensive and Architectural Survey, Phase 1, Certified Local Government Grant Project.
3. The City Council can refer this item back to City staff for additional information and/or changes.

MANAGER'S RECOMMENDED ACTION:

This grant application is consistent with the intent of the City Council at the time funds were budgeted for an Intensive Survey of College Heights. This is also the next step in the process of implementing recommendations of the Multiple Property Documentation Form for West Ames, which was accepted by the City Council in April 2007.

Therefore, it is the recommendation of the City Manager that the City Council approve the State Historical Society of Iowa Grant-in-Aid Agreement for the College Heights Intensive and Architectural Survey, Phase 1, Certified Local Government Grant Project.

CAF APPROVAL

SS JS BK SK SL _____
DM AM JP _____

To be sent to:

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