

COUNCIL ACTION FORM

SUBJECT: GRANT AGREEMENT FOR CHAUTAUQUA PARK & RIDGEWOOD NEIGHBORHOOD INTENSIVE SURVEY

BACKGROUND:

On August 24, 2021, the City Council authorized the submittal of a Certified Local Government (CLG) Grant Application to the State Historical Society of Iowa (SHSI) to fund an Intensive Survey of the Chautauqua Park & Ridgewood neighborhood (Attachment A).

An intensive survey, as the name implies, is designed to identify and describe the historic resources precisely and completely in order to support a potential nomination of the area as an historic district. 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, but the survey itself does not result in a listing of an area on a historic register or make it a local landmark.

On January 6, 2022, the City received notice of the CLG grant award notice from the SHSI that the grant application was approved for funding in the amount requested, \$14,000. An in-kind match of 40% of the project budget is also required. On March 4, 2022, the City received the grant contract.

The total budget for the survey project is \$23,400, summarized as follows:

CLG Grant Funds - \$14,000:

These funds will cover all ISU student wages and expenses for travel, etc., to complete the required field work. ISU Students (2-3) will complete an historic context of the Chautauqua Park/Ridgewood district, complete all field work, including required photography, research all available primary source documents and complete approximately 107 inventory forms.

City of Ames Cash Match - \$0:

No cash match is being provided by the City

In-Kind Match - \$9,400 estimated monetary value:

The in-kind match will consist of volunteer time (HPC sub-committee, city staff) devoted to the project. A Planner in the Department of Planning and Housing and will function as the Project Liaison with the State.

Total Grant Funds Awarded:	14,000
City of Ames Financial Contribution:	0
<u>Time Devoted by Volunteers:</u>	<u>9,400</u>
Total Project Cost:	\$23,400

SHSI will reimburse the City for actual, necessary, and eligible costs incurred by the City as part of the project. All claims for reimbursement will include documentation of the expenses incurred under the contract.

Eloise Sahlstrom, a Planner in the Department of Planning and Housing, will be Primary Contact and serve as Project Liaison between the City and the State. Eloise will work directly with the Historic Preservation Commission (HPC) Project Manager, Mary Jo Winder. Mary Jo will be overseeing the work of the ISU student investigators and HPC volunteers. Mary Jo Winder is a retired architectural history consultant who meets the professional qualification requirements.

All grant-funded activities will be completed under the strict supervision of HPC members who meet the Secretary of the Interior's Standards and Guidelines – Professional Qualification Standards for historic preservation practice under 36 CFR Part 61 (History of/or Architectural History areas.)

The investigators for the intensive survey will be two to three ISU Students. Students will be hired following the City policies for hiring temporary staff. The student investigators will perform duties delegated by the Project Liaison and HPC Project Manager, 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 Work Products to be completed through this project are:

- Historic Context for Chautauqua Park/Ridgewood Historic District.
- Intensive inventory forms for up to 107 properties.
- Informational meetings for property owners/residents in the project area.
- Quarterly Progress Reports: First due April 1, 2022; then every three months thereafter, until the end of the contract.
- Prepare the Research Design discussing project activities, methodology and schedule
- Historic Context for Chautauqua Park/Ridgewood Historic District
- Intensive Survey Report
- Complete Set of Iowa State Inventory Forms for approximately 107 properties
- Digital Photographs in TIFF Format (files names to correspond to site inventory number)

- Streetscape Photographs labeled with block number and street name (e.g. 200 block south side of 1st Street).
- A Photo Key for the Survey Area
- Historic Images, Site Plans, and Other Figures as necessary for each property
- Informational Meetings for property owners/residents in the project area
- Request for Reimbursement with documentation of expenditures and match
- Five Photographs of the project in progress

All products created under this grant will include acknowledgement that the activity has been financed in part with Federal funds from the National Park Service, U.S. Dept. Interior.

Tentative Project Schedule:

March 2022:	Sign contract with SHPO
March 31, 2022:	City submits 1st Progress Report to State
April 2022:	Interview and hire student investigators
May 2022:	Train student investigators and volunteers
May 2022:	Project kick-off meeting with SHPO and participants
May-June 2022:	Photography, Field Work, & Primary Source Documentation
June 30, 2022:	City submits 2nd Progress Report to State
July 2022:	Complete Historic Context
July 2022:	Complete Building Descriptions
August-September:	Complete Inventory Forms
September 30, 2022:	Submit a Draft Intensive Survey Report to SHPO City submits 3rd Progress Report to State & Request for Reimbursement [70%] = \$9,800 Match Documentation Form [hours calculated into \$\$]
October 2022:	Complete Final Photography, if needed
October 2022:	Informational Meeting for Affected Owners/Residents
November 2022:	Submit Final Intensive Survey Documents: Historic Context for Chautauqua Park/Ridgewood Hist. Dst. Intensive-Level Inventory Forms for up to 107 Properties Final Progress Report [Approval of all Products] Final Claim for Reimbursement = \$ 4,200 Final Match Documentation Form [hours calculated into \$\$]

Last Day for Final Report, if not completed earlier - July 28, 2023
Contract Termination, if not completed earlier - August 31, 2023

ALTERNATIVES:

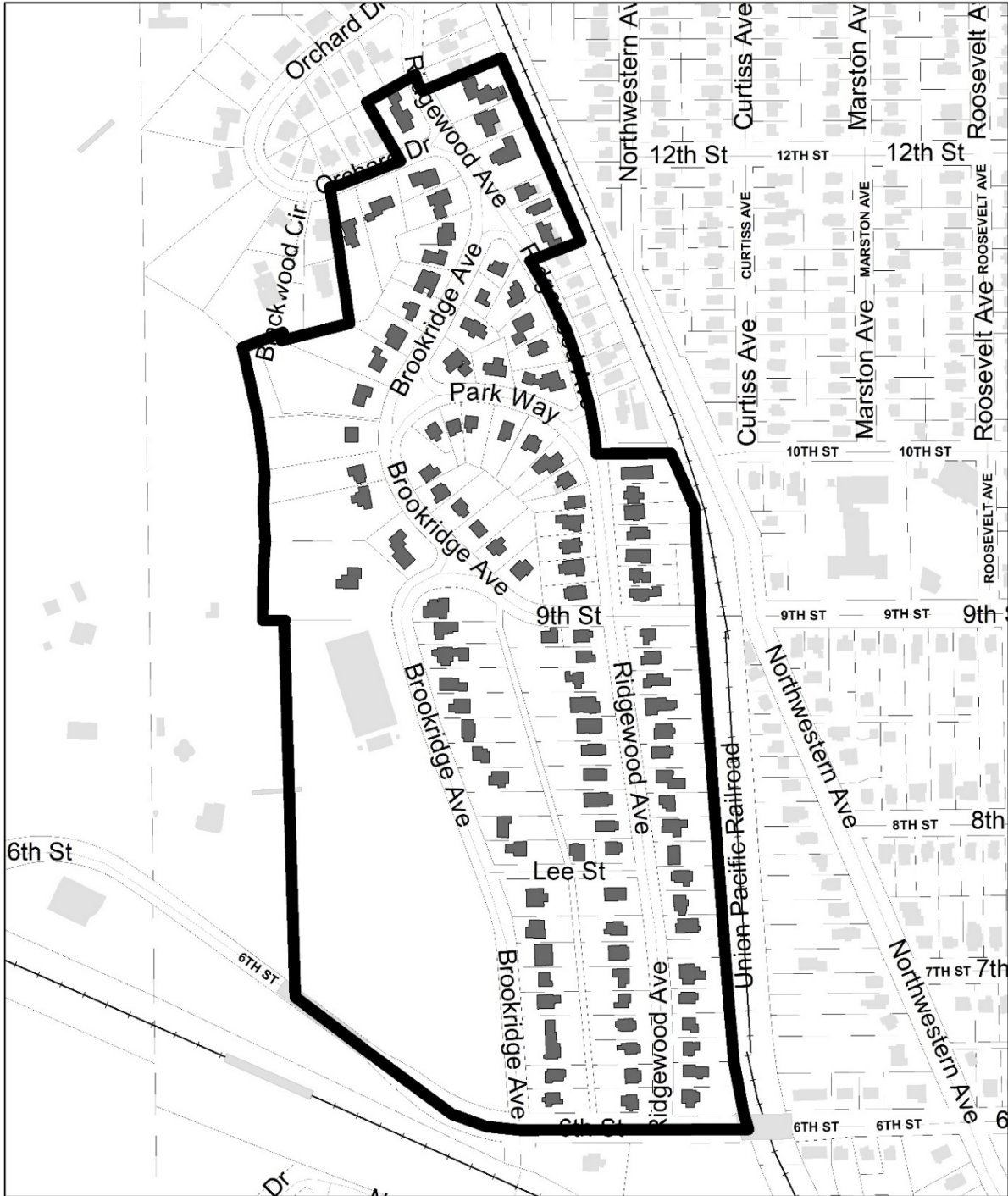
1. Approve the State Historical Society of Iowa Grant-in-Aid Agreement for the Chautauqua Park-Ridgewood Intensive Survey, Certified Local Government Grant Project.
2. Do not approve the agreement.
3. Refer this item back to City staff for additional information and/or changes.

CITY MANAGER'S RECOMMENDED ACTION:

This grant application is consistent with the intent of the adopted Ames Comprehensive Historic Preservation Plan and with the HPC 2022 Work Plan. No direct funds are requested from the City. The 40% in-kind match would be provided by volunteer hours primarily from Ames Historic Preservation Commissioners and City staff. The initial grant contract provided by the state identified Wendy Jo Winder as the project contact, this has been corrected with the SHSI to have Eloise Sahlstrom as the representative of the City for grant administration.

Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1.

Attachment A – Survey Area



Chautauqua Park & Ridgewood Subdivision (So.)

Intensive Level Survey

