



**Community Development
Planning Division**
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July 12, 2016

Kuri Gill, Grants Coordinator
OPRD Heritage Programs
725 Summer St. NE, Suite C
Salem, Oregon 97301-1271

Subject: 2015-2016 Corvallis CLG Grant (OR-15-04) – Second Progress Report and Payment Request

Dear Kuri Gill:

Enclosed is the second progress report and payment request for the 2015-2016 CLG grant. We are requesting reimbursement for \$4,000 to cover expenses related to Administration, Planning, Review and Compliance, and Public Education. The enclosed payment request form shows that the City has more than matched the requested funds. Supporting materials and documentation pertaining to staff training and networking activities and Historic Preservation Month events are also included. Additional documentation regarding the Corvallis Historic Preservation program activities and expenditures is available upon request.

If you have any questions regarding the information provided please contact me at (541) 766-6576 or via email at carl.metz@corvallisoregon.gov.

Sincerely,

Carl Metz
Associate Planner

Enclosed

- Corvallis CLG Grant Report (2)
- City of Corvallis Grant Report Financial Information
- June 28, 2016, Memo from Sharon Crowell to Carl Metz
- Additional Supporting Materials and Documentation
 - Historic Preservation Month Flyer
 - Historic Preservation Month Full Schedule
 - Corvallis Architresures Scavenger Hunt Form
 - Historic Preservation Awards Press Release

- Historic Preservation Awards Ceremony Program
- Historic Preservation Awards Ceremony Presentation

2015 Certified Local Government Grant Report

Grantee: Corvallis (OR-15-04)

Start 3/9/2015 End 8/31/2016

Report Completed by: Carl Metz, Assoc. Planner

Date: 7/12/2016

- Please fill out the Project Activity section below to update us on the progress of your project.
- Complete the Reimbursement Request section only if you want to be reimbursed at this time.
- Itemized Expenditures (along the right-hand side) are required if you are requesting Reimbursement.

Project Activity

1 Administration: Grant documentation, staff and volunteer hours tracking, reports and

Status

- Completed (explain any changes to the project)
- Partially Completed (percent complete: %)
- Not Completed (explain in Comments)
- Completed and Reported in Previous Grant Report

Expenditures

(optional unless reimb. is requested)
Staff/Personnel: \$513.94
Volunteers: \$
Materials and Supplies: \$
Contractor/Consultant: \$
Other: \$

Budgeted Amount: \$420

Total Expenditures: \$513.94

Comments/Summary of Completed Work: Expenditures related to the First Billing Report are included here consisting of staff time (Metz – 4 hrs, Crowell – 8 hrs). Expenditures for this Second Billing Report will be included with the final reimbursement request.

2 Other Preservation Activities: Training for staff and commissioners at the Oregon Heritage Conference or other approved trainings.

Status

- Completed (explain any changes to the project)
- Partially Completed (percent complete: 25%)
- Not Completed (explain in Comments)
- Completed and Reported in Previous Grant Report

Expenditures

(optional unless reimb. is requested)
Staff/Personnel: \$
Volunteers: \$
Materials and Supplies: \$
Contractor/Consultant: \$
Other: \$

Budgeted Amount: \$127

Total Expenditures: \$0

Comments/Summary of Completed Work: No expenditures for this activity have been accounted. Note the original budgeted amount was \$800. The remaining \$673 has been added to activity #3 Planning, Review and Compliance, below.

3 Planning, Review and Compliance: Create a Corvallis Historic Preservation Plan.

- Provide 1 electronic copy of the plan
- Project consultation and review, monthly Commission meeting work.

Status

- Completed (explain any changes to the project)
- Partially Completed (percent complete: 33%)
- Not Completed (explain in Comments)
- Completed and Reported in Previous Grant Report

Expenditures

(optional unless reimb. is requested)
Staff/Personnel: \$31,803.98
Volunteers: \$1,823.12
Materials and Supplies: \$
Contractor/Consultant: \$1,743.75
Other: \$1,491.50

Budgeted Amount: \$23,253

Total Expenditures: \$36,862.35

Comments/Summary of Completed Work: Expenditures consist of staff, volunteer time, and contractor costs associated with Historic Preservation Permit (HPP) consultation and review, and monthly Historic Resources Commission meeting attendance. Note the original budgeted amount was \$22,580 and that \$673 has been added from the original budgeted amount of activity #2, above.

An RFP for the Historic Preservation Plan was release earlier this year and the project was awarded to Winter & Co. The project is in the early stages of development and part 1 of Phase I will be completed by August 31, 2016. Total expenditures include staff time spent working on this project, and advertising costs.

4 Public Education: Provide preservation month activities in partnership with Benton County including tours, open houses and workshops.

Status

- Completed (explain any changes to the project)
- Partially Completed (percent complete: 50%)
- Not Completed (explain in Comments)
- Completed and Reported in Previous Grant Report

Expenditures

(optional unless reimb. is requested)
 Staff/Personnel: \$692.43
 Volunteers: \$
 Materials and Supplies: \$49.99
 Contractor/Consultant: \$
 Other: \$723.86

Budgeted Amount: \$2,200

Total Expenditures: \$1,466.28

Comments/Summary of Completed Work: Expenditures consists of costs associated with Historic Preservation Month events including staff time (Metz - 10 hrs, Crowell - 6 hrs), materials and advertising.

Grant Report Summary (this reporting period)

From OPRD Heritage Programs Records

Total Expenditures this period: \$38,842.57
 (includes Match this period of: \$4,000)

Grant Amount: \$13,000
 Projected Match: \$13,000
 Total Project Budget: \$26,000

Reimbursement Request

(Complete this section only if you are requesting grant reimbursement at this time.)

I hereby request reimbursement for the work described in the Project Activity section above and for the following amount.

Reimbursement Request Amount: \$4,000

I certify that the information provided above is correct and that this payment request is for legitimate expenditures and contributions associated with the approved grant project.

Notes:

- Full grant reimbursement requires expenditures / contributions that meet or exceed the Total Project Budget.
- Reimbursement cannot exceed the
- Reimbursement cannot exceed the Grant Balance.
- Attach documentation of expenditures and contributions as appropriate.



Signature of authorized



Date:

Submit to: OPRD Heritage Programs, 725 Summer St. NE, Suite C, Salem OR, 97301
 ph: 503.986.0690

Grant Evaluation -- Complete this only if submitting a reimbursement request. (Bold your responses.)

Please take a minute to complete this brief questionnaire about your grant.

- | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------|---|---|---|----------|--------------------------------|
| How important was this grant money in helping you complete your project?
<i>helpful but a minor part of budget</i> | 1 | 2 | 3 | 4 | 5 |
| | | | | 4 | |
| | | | | | <i>critical/very important</i> |
| How easy was the grant paperwork--application, reports, reimb. request?
<i>more difficult than expected</i> | 1 | 2 | 3 | 4 | 5 |
| | | | | 4 | |
| | | | | | <i>easier than expected</i> |
| How responsive was our staff in answering your questions?
<i>not responsive</i> | 1 | 2 | 3 | 4 | 5 |
| | | | | | 5 |
| | | | | | <i>very responsive</i> |
| How important was our staff expertise to the success of your project?
<i>not important</i> | 1 | 2 | 3 | 4 | 5 |
| | | | | | 5 |
| | | | | | <i>very important</i> |

Comments:

This section for OPRD Heritage Staff only.

Product approval

Date

Financial approval

Date