

RECORD OF LEGISLATION

No. 5-38-2025

Passed 5-6, 20 25

**AN ORDINANCE AUTHORIZING THE CITY OF CIRCLEVILLE CITY COUNCIL TO ENTER INTO AN OHIO ARCHIVES GRANT AGREEMENT WITH THE OHIO HISTORICAL RECORDS ADVISORY BOARD TO PROVIDE GRANT FUNDS FOR THE CITY OF CIRCLEVILLE AND DECLARING AN EMERGENCY.**

**WHEREAS**, the Ohio Historical Records Advisory Board has awarded funds in the amount of Five Thousand Dollars (\$5,000.00) to assist in the project; and

**WHEREAS**, in order to receive these funds, it is necessary for the City to enter into a Grant Agreement with the Ohio Historical Records Advisory Board; and

**WHEREAS**, Council desires to obtain these grant funds and enter into an agreement for this purpose.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CIRCLEVILLE, COUNTY OF PICKAWAY, OHIO AS FOLLOWS:**

**SECTION I.** That the City of Circleville City Council is hereby authorized and directed to enter into a Grant Agreement with the Ohio Historical Records Advisory Board to provide grant funds to be utilized for the preservation and digitalization of permanent records held by the City, the terms of which shall be in accordance with the agreement set forth in the attached Exhibit "A", incorporated herein by reference.

**SECTION II.** That all funds received from the grant shall be deposited into the General Fund 101 in order to properly account for the grant expenditures. The amount of this grant disbursement shall be subtracted from the amount Council was authorized to spend for the completion of the project pursuant to Ordinance 04-32-2025.

**SECTION III.** That the City of Circleville agrees to complete this project in compliance with all of the terms and conditions of this Ohio Historical Records Advisory Board Grant Agreement.

**SECTION IV.** That this ordinance is hereby declared to be an emergency measure, necessary for the preservation of the health, safety and welfare of the citizens of the City of Circleville, such an emergency arising out of the immediate need for the execution of this agreement to receive the grant funds and complete this project within the time parameters permitted under this grant so this ordinance shall take effect and be in force immediately from and after its passed and approved by the Mayor.

PASSED: 5-6-2025  
DATE

Barry P. Kelle  
PRESIDENT OF COUNCIL

ATTEST: Melinda J. Mc  
CLERK OF COUNCIL

APPROVED: 5-6-2025  
DATE

Richard L. Blanton  
MAYOR

APPROVED AS FORM: [Signature]

KENDRA C. KINNEY - LAW DIRECTOR



## OHIO HISTORICAL RECORDS ADVISORY BOARD

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April 22, 2025

Circleville City Council  
127 South Court Street  
Circleville, Ohio 43113

Dear Ms. Burns:

Thank you for submitting a proposal to the Ohio Historical Records Advisory Board (OHRAB) in response to its announcement of regrant monies available through a grant from the National Historical Publications and Records Commission (NHPRC). The funding requests totaled more than twice as much money as was available for OHRAB to award.

I am pleased to inform you that your proposal is funded in the amount of \$5,000.00.

I have attached an Ohio History Connection New Vendor Form. Please complete it and return it to me with your formal acceptance of the award, signifying that the work will be completed within the grant period. The agreement and form can be emailed to me at [fprevits@ohiohistory.org](mailto:fprevits@ohiohistory.org).

Attached is a list of dates germane to completing the project successfully and on time as well as information on the required interim and final reports and publicizing your grant.

OHRAB member Brenda Ransom, Wood County Records Manager, will serve as your mentor during the project and will be contacting you over the next couple of weeks.

Congratulations on being selected to receive these grant funds and if you have any questions please don't hesitate to contact me.

Sincerely,

Fred Previts  
State Archivist  
Ohio History Connection  
(614)297-2536  
[fprevits@ohiohistory.org](mailto:fprevits@ohiohistory.org)



## OHIO HISTORICAL RECORDS ADVISORY BOARD

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### 2025 REGRANT PROJECT DATES

- Projects Begin: May 1, 2025
- Interim Reports Due: August 31, 2025
- Projects Completed: December 31, 2025
- Final Reports Due: January 31, 2026

### Reports

A brief narrative progress report is due on August 31, 2025. Please send the report to:

OHRAB Grant Program,  
c/o the Ohio History Connection State Archives,  
800 E. 17<sup>th</sup> Ave., Columbus, OH 43211

Or the report can be submitted by email to: [fprevits@ohiohistory.org](mailto:fprevits@ohiohistory.org).

The interim report will be posted on OHRAB's website and should include a summary of the project (similar to the Summary Page of the application) and the progress that has been made so far. Please include the following information:

- Estimated percentage of project completed and number of images scanned or collections or cubic feet processed, etc.
- Summary of expenses (have all of the supplies been ordered and arrived, has the software been ordered, etc.).
- Amount of staff and volunteer time spent on the project (include both grant funded time and matching time)
- Is the project on track to be completed by December 31<sup>st</sup>? If not, what were the delays and what is the estimated end date?
- Examples of publicity on the project. This could be copies of press releases issued by the organization, links to local media coverage or screenshots of social media posts.



## OHIO HISTORICAL RECORDS ADVISORY BOARD

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By January 31, 2026, a more detailed final report is required. The final report should be sent to:  
OHRAB Grant Program,  
c/o the Ohio History Connection State Archives,  
800 E. 17<sup>th</sup> Ave., Columbus, OH 43211

Or the report can be submitted by email to: [fprevits@ohiohistory.org](mailto:fprevits@ohiohistory.org).

Final reports will be posted on OHRAB's website and must contain the following information:

**Institution/Organization Name**

**Project Title**

**Project Director name, telephone number, and e-mail address**

**Summary of Project Activities and Accomplishments**

- Titles, series titles, dates and cubic footage/number of images scanned, of records addressed by your project.
- Copies of catalog entries and other finding aids (these might include screen shots, links, and before and after photos), if applicable.
- Narrative of self-assessment about how the project met the objectives submitted in your application.
- An evaluation of the project's impact (such as increased researcher demand for the records or actions the organization will take to sustain the results of the project).
- Share how your institution will build upon the success of the project through additional initiatives. For example, if you received a grant for an initial digitization project and with the experience from that project your institution will now be digitizing a second collection.
- Quotes from local press coverage and also copies of articles cited.



## OHIO HISTORICAL RECORDS ADVISORY BOARD

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### **Project Expenses**

Include an itemized list of expenditures. Also, provide details about in-kind cost match, including the cumulative total, and the amount of cash match on the project. Cost matches greater than one-to-one are encouraged, but not required.

Copies of invoices, checks and/or receipts should also be sent as a separate attachment.

### **Publicity and Crediting**

Regrant recipients should promote their projects through announcements on their websites and/or social media posts. In addition, press releases on the project should be sent to the local media and other interested parties (such as state and local elected officials, local Members of Congress, teachers and local genealogical and historical organizations).

Any published materials, radio or television announcement created by the awardee in recognition of this award must include the following credit: "Supported in part by an award from the Ohio Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration."



# New Vendor Request



Vendor Name:

City of Circleville

**Physical Address**

Street:

133 S Court St.

City:

Circleville

State: OH

Zip: 43113

**Mailing Address**

Same as Physical Address

Street:

City:

State:

Zip:

\*Email:

dlogsdon@circlevilleoh.gov

\*Phone

740-477-8220

**\*Does the vendor have any family, close personal relationships, and/or business associates that serve as Ohio History Connection Board, Staff, or Volunteers? If yes, please list person(s) and relationship:**

No

**Please mark every box that applies to this vendor:**

- This vendor will provide services
- This vendor sells merchandise, materials, or supplies
- This vendor is a grant recipient

**If the vendor will provide services, please briefly describe the type of service provided (e.g. consulting, maintenance, etc.) and where the work will be completed (e.g. on-site, vendor's place of business, etc.)**

N/A

***If vendor is performing a service, please attach one of the following to this form:  
Contract (final draft), Memorandum of Agreement (final draft), proposal, or quote for services  
Do NOT attach a W-9 or OPERS form to this request.***