

RESOLUTION NO. 15-77

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMAN Ralph Spencer
ON THE 4th DAY OF April, 1977.

A RESOLUTION AUTHORIZING AND DIRECTING THE CITY
MANAGER TO EXECUTE A CONTRACT FOR COMPREHENSIVE
PLANNING ASSISTANCE PROGRAMS WITH THE STATE OF
OHIO.

THE MUNICIPALITY OF CENTERVILLE HEREBY RESOLVES:

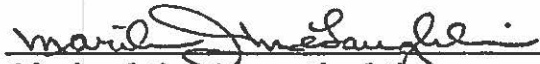
That the City Manager is hereby authorized and directed to enter into a
contract for comprehensive planning assistance programs with the State of Ohio,
a copy of which is attached hereto, marked Exhibit A and incorporated herein.

PASSED this 4th day of April, 1977.



Mayor of the City of Centerville, Ohio

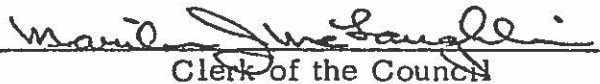
ATTEST:



Clerk of the Council of the
City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of the Council of the City of Centerville, Ohio,
hereby certifies the foregoing to be a true and correct copy of Resolution No.
15-77, passed by the Council of the City of Centerville, Ohio, on the
4th day of April, 1977.


Clerk of the Council

Approved as to form, consistency
with city charter, and
charter of the City of Centerville, Ohio.

Robert H. Farquhar
Municipal Attorney

STATE OF OHIO

CONTRACT FOR COMPREHENSIVE PLANNING ASSISTANCE PROGRAMS

(Two-Party Contract)

This contract is entered into by the State of Ohio, acting through the Department of Economic and Community Development, party of the first part, hereinafter referred to as the "Planning Agency," and the City of Centerville, acting by and through the ----- party of the second part, hereinafter referred to as the "Consultant," located at 100 West Spring Valley Rd., Centerville, Ohio ;
 Consultant's Federal Tax I.D.# 45409

WITNESSETH THAT:

WHEREAS, the Department of Economic and Community Development is, by virtue of section 122.02 et seq., Ohio Revised Code, empowered to receive, for and in behalf of the State of Ohio from agencies and instrumentalities of the United States, grants for the provision of comprehensive planning assistance to political subdivisions, and

WHEREAS, under the provisions of Title VII, Section 701 of the Housing Act of 1954 (83rd Congress, 2nd Session), and as amended, funds are being made available by the Department of Housing and Urban Development (HUD) of the Federal Government to the Department of Economic and Community Development, acting as the State Planning Agency for Ohio, for comprehensive planning; and

WHEREAS, it is the intention of the Planning Agency to utilize the Federal funds provided for under Title VII, Section 701, Supra, and

WHEREAS, it is the intention of the Planning Agency, in order to supply the above mentioned assistance, to engage the technical services of the Consultant identified above.

NOW THEREFORE, in consideration of the foregoing and of the mutual agreements hereinafter set forth, the parties hereto legally intending to be bound hereby, do agree for themselves and their respective successors and assigns, as follows.

ARTICLE I

EMPLOYMENT OF CONSULTANT

1. The Consultant will perform the services described in Appendix I, the "Work Program," according to the terms set forth herein.
2. Should the Department of Housing and Urban Development disapprove this contract, or refuse to make the Comprehensive Planning Grant or for any reason discontinue the grant to the State of Ohio, thereby causing the State of Ohio to receive a lesser amount of funds than that specified herein and contemplated by this contract, then this contract shall be null and void in its entirety, or in its remainder in case of discontinuance. In the event the Planning Agency become obligated to HUD for payment of funds previously advanced to or expended by the Consultant under this contract, or if HUD withholds payment to the Planning Agency of such funds, then the Consultant shall reimburse the Planning Agency to the full extent of such obligation, or in the case of withholding to the full extent of the amount withheld. It is understood and agreed that the Planning Agency shall be the sole judge of when an obligation for payment exists, limited only by the requirement that such obligation be reasonable. The Consultant shall promptly reimburse the Planning Agency

upon written notice that such obligation exists or in the case of withholding upon written notice that funds are being withheld.

3. It is expressly understood by the parties that none of the rights, duties, and obligations described in this agreement shall be binding on either party until Federal Funds have been made available or have been committed to the Planning Agency for the purposes of this contract.
4. None of the work or services covered by this contract will be sub-contracted without the prior written approval of the Planning Agency.
5. The Consultant will hold the State of Ohio harmless from any and all claims, demands and actions based upon or arising out of any work performed by itself or his employees under this contract.
6. The Consultant will comply with all applicable laws of the State of Ohio, the same as if specifically set forth herein.

ARTICLE II

SCOPE OF SERVICES

1. The scope of the work to be done under this contract is described in the "Work Program" in Appendix I, attached hereto, made a part hereof, and incorporated herein by reference as though fully set forth herein. The Consultant, and any other person or persons contributing services under this contract, will do this work in a manner satisfactory to the Planning Agency.

2. The Consultant will provide preliminary and final reports and plans for all of the work described in Appendix I. Both preliminary and final reports are to include all of the text, tables, graphs, maps, and other graphics which are required. One copy of all maps not included in a report will be submitted to the Planning Agency as a photograph, photostat, or print.
- ✓ 3. The Consultant will submit preliminary reports and plans as follows: two copies to the Planning Agency and one copy to each of the review agencies or officials listed in Appendix I.
- ✓ 4. The Consultant will submit copies of all final reports and plans to each of the agencies designated in Appendix II-A, "Distribution Requirements for Final Reports," immediately upon completion.
5. All final reports prepared under this contract will contain an abstract of the report to be located on the page following the cover and to be prepared in accordance with the instructions included in Appendix II-B, "Preparation of Abstracts."
6. The Project Director will submit a project evaluation report at the conclusion of the contract bearing the endorsement of the chief executive officer or highest policy officer. This report will evaluate and review:
 - (a) the overall benefit of the program to the local government or agency;
 - (b) the anticipated or actual benefit of the planning or management activity in terms of dollar savings, improved effectiveness, increased efficiency and related measures; and
 - (c) progress in implementing the planning or management recommendations developed through the program.

ARTICLE III.

DATA TO BE FURNISHED TO CONSULTANT

All information, data, reports, records, and maps as are existing, available, and necessary for the carrying out of the work will be furnished to the Consultant without charge by the Planning Agency and the Planning Agency will cooperate with the Consultant in every way possible in the carrying out of the planning work.

ARTICLE IV

PERSONNEL

1. The Consultant represents that he has, or will secure at his own expense, all personnel required in performing the services under this contract. Such personnel shall not be employees of, or have any contractual relationship with the Planning Agency.
2. The Consultant hereby designates Garth Reynolds as Project Director for the planning work being performed for Contract Ohio P-365-12-4 and all work done by this contract will be under his supervision. Any change in the person designated as Project Director must receive written approval from the Planning Agency.
3. The Consultant accepts full responsibility for payment of unemployment insurance, premiums for workmen's compensation, public employees retirement system contributions, and social security, where applicable, as well as all income tax deductions and any other taxes or payroll deductions required by law for employees engaged in the work authorized by this contract.
4. In order that the Planning Agency may meet its obligations to the Federal Government, with respect to supervision of program content and technical quality of the work, the work to be done by the Consultant under this contract will be under the general direction of the Director of the Planning Agency.

ARTICLE V
TIME OF PERFORMANCE

The official beginning date will be January 1, 1977, and all of the services required hereunder will be completed no later than June 30, 1977.

ARTICLE VI
COMPENSATION

The Planning Agency will pay the Consultant no more than Eight Thousand and No/100 (\$8,000.00) dollars for the services set out in the within contract. This sum includes all overhead, travel, and subsistence expenses incurred in the performance of the services. The method of payment is set forth in Article XVIII.

ARTICLE VII

TERMINATION OF CONTRACT FOR CAUSE

If, through any cause, the Consultant fails to fulfill in timely and proper manner his obligations under this contract, or if the Consultant violates any of the covenants, agreements, or stipulations of this contract, the Planning Agency will have the right to terminate this contract by giving five days written notice to the Consultant of such termination. In such event, all finished or unfinished documents data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Consultant under this contract will, at the option of the Planning Agency,

become its property and the Consultant will be entitled to receive just and equitable compensation for any satisfactory work completed on such documents. Notwithstanding the above, the Consultant will not be relieved of liability to the Planning Agency for damages sustained by the Planning Agency by virtue of any breach of the contract by the Consultant, and the Planning Agency may set off any payments due pending a determination of damages.

ARTICLE VIII

TERMINATION FOR CONVENIENCE OF PLANNING AGENCY

The Planning Agency may terminate this contract at any time by giving fifteen (15) days written notice to the Consultant. In that event, all finished or unfinished documents and other materials as described in Article VII above will, at the option of the Planning Agency, become its property. The Consultant will be paid an amount which bears the same ratio to the total compensation as the services actually bear to the total services of the Consultant covered by this contract, less payments of the compensation previously made.

ARTICLE IX

CHANGES

Changes in the contract may be requested by any of the parties thereto. Such changes, including any increase or decrease in the amount of the Consultant's compensation will be incorporated in written amendments to this contract when mutually agreed upon by the Planning Agency and the Consultant. Should the contracting parties be unable to agree unanimously on a requested change, the written decision of the Director of the Planning Agency will prevail.

ARTICLE X
NON-DISCRIMINATION

1. The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such actions will include, but not be limited to the following: employment, upgrading, demotions or transfers, recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training including apprenticeship; and participation in recreational and educational activities. The Consultant agrees to post, in conspicuous places available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discrimination clause. The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. The Consultant will cause the foregoing provisions to be inserted in all sub-contracts for any work covered by this contract so that such provisions will be binding upon each subcontractor, providing that the foregoing provisions will not apply to contracts or sub-contracts for standard commercial supplies or raw materials.
2. The Consultant will keep such records and submit such reports concerning the racial and ethnic origin of applicants for employment and employees as HUD may require.

3. The Consultant agrees to comply with such rules, regulations, or guidelines as HUD may issue to implement these requirements.

ARTICLE XI

INTEREST OF MEMBERS OF PLANNING AGENCY AND OTHERS

No officer, member, or employee of the Planning Agency and no member of its governing body, and no other public official of the governing body of the locality or localities in which the project is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this project will participate in any decision relating to this contract which affects his personal interest or the interest of any corporation, partnership, or association in which he is, directly or indirectly, interested or have any personal or pecuniary interest, direct or indirect, in this contract or the proceeds thereof.

ARTICLE XII

ASSIGNABILITY

Except as stated in Article I, the Consultant will not assign any interest in this contract, and will not transfer any interest in the same (whether by assignment or novation), without prior written consent of the Planning Agency; provided, however, that claims for money due or to become due the Consultant from the Planning Agency under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer will be furnished promptly to the Planning Agency.

ARTICLE XIII
INTEREST OF CONSULTANT

The Consultant covenants that he presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this contract. The Consultant further covenants that in the performance of this contract no person having any such interest will be employed.

ARTICLE XIV
FINDINGS CONFIDENTIAL

Reports, information, data, etc., given to or prepared or assembled by the Consultant under this contract will be kept confidential by the Consultant when requested by the Planning Agency.

ARTICLE XV
OFFICIALS NOT TO BENEFIT

No members of or delegate to the Congress of the United States of America, and no resident U.S. Commissioner, will be admitted to any share or part hereof nor to any benefit to arise herefrom.

ARTICLE XVI
IDENTIFICATION OF DOCUMENTS

All reports, maps and other documents completed as a part of this contract, other than documents prepared exclusively for internal use within the Planning Agency,

will carry the following notation together with the date (month and year):

"The preparation of this (report, map, document, etc.) was financed in part through a comprehensive planning grant from the Department of Housing and Urban Development, under the provisions of Section 701 of the Housing Act of 1954, as amended. This project was administered by the Community Development Division of the Ohio Department of Economic and Community Development."

ARTICLE XVII

COPYRIGHT

No material produced in whole or in part under this contract will be subject to copyright in the United States or any other country. The Planning Agency and HUD will have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data or other materials prepared under this contract.

ARTICLE XVIII

METHOD OF PAYMENT

1. Payments to Consultant:

The Planning Agency will pay the Consultant the amount set forth in Article VI, which shall constitute full and complete compensation for the Consultant's services hereunder. Such sum will be paid in the amounts as

designated in the "Payment Schedule" on page 14, subject to receipt of a requisition for payment from the Consultant and evidence from the Consultant that he has performed the work as designated below in conformance with the contract and with the general stipulation that such items completed in preliminary form shall not be paid in excess of 75 percent of the designated payment, and such items in final form shall not be paid in excess of 100 percent of the designated payment. Evidence that work has been performed in conformance with the contract shall be provided by the studies, plans, graphics, etc., determined to be prepared in conformance with attached Appendix I by the Planning Agency.

2. Payments of Local Share to Planning Agency:

The Consultant agrees to contribute Four Thousand and No/100
(\$4,000.00) dollars in services and -----
----- dollars in cash for a total of Four
Thousand and No/100 (\$4,000.00) dollars representing 1/3

(fraction) (~~1/3~~) of the total cost of the technical services herein provided for. Fifty percent of the cash portion shall be paid upon receipt by the Consultant of a fully executed contract. The remaining 50 percent shall be paid when the Planning Agency determines that 50 percent of the work has been completed or by the last day of the sixth month of the contract, whichever occurs first. Failure to comply with the above will, upon written notice to the Consultant by the Planning Agency, result in cancellation of the Planning Program Grant.

not to take out

3. Documentation of staff services must be submitted by the Consultant to the Planning Agency in the form of time sheets, receipts, vouchers, or such other evidence as required by the Planning Agency. In the event the contribution of staff services specified above is not rendered or if such services are not satisfactorily rendered, then the Consultant agrees to make a cash payment to the Planning Agency in an amount equal to the proportion of such services not rendered or unsatisfactorily rendered, as determined by the Planning Agency.
4. Payments by the Planning Agency shall not exceed, proportionately, the match share paid or documented by the Consultant during the period covered by this agreement.

ARTICLE XIX

AUDITS AND INSPECTIONS

At any time during normal business hours and as often as the Planning Agency, HUD, or the Comptroller General of the United States may deem necessary, there will be made available to the Planning Agency, HUD, and representatives of the Comptroller General for examination all records with respect to all matters covered by this contract. The Consultant will permit the Planning Agency, HUD, and the representatives of the Comptroller General to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this contract.

PAYMENT SCHEDULE

Element	75%	25%	100%
104 (Housing)	\$3500.00	\$1167.00	\$4667.00
106 (Maps & Graphics)	\$2500.00	\$ 833.00	\$3333.00
Total	\$6000.00	\$2000.00	\$8000.00

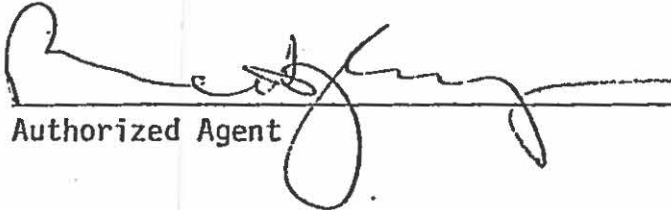
All payments will be made on basis of work received. 75% payments for preliminary document, 25% payment for final document with Planning Agency comments incorporated.

ARTICLE XX
COMPLIANCE WITH LAW

The Consultant agrees to comply with all applicable Federal, state, and local laws and regulations in conduct of the work hereunder. In the event that any provision of this agreement conflicts with any law or regulation, the law or regulation shall prevail.

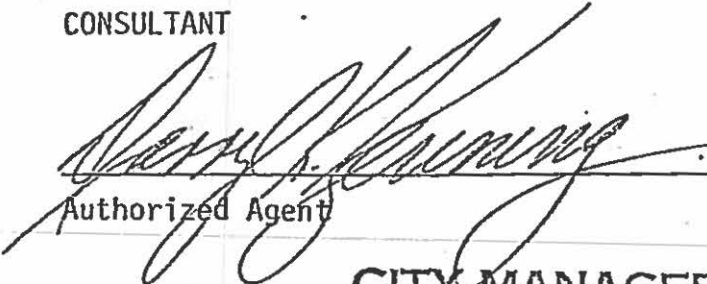
IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year first written above.

STATE OF OHIO
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT



Authorized Agent


CONSULTANT



Authorized Agent

Title CITY MANAGER
CENTERVILLE, OHIO

COPY FILED

OFFICE OF LEGAL SERVICES 

Office of Legal Services

APPENDIX I

I. IDENTIFICATION OF PLANNING AREA

The Planning Area contains approximately 8.5 square miles and is located within Washington Township, Montgomery County, Ohio.

The Planning Area presently contains an estimated population of approximately 17,000. In 1960, the population of Centerville was 3,490.

II. OVERALL PROGRAM AND III OVERALL OBJECTIVES

The overall objective of the program is to analyze portions of the 1969 Comprehensive Development Plan prepared for the City of Centerville and Washington Township. Since the time of the initial study, the area has experienced phenomenal growth.

It is now evident that the original plan contains certain inadequacies that have become apparent over the past five years. Work elements of this program that will be related to the Miami Valley Regional Planning Commission's program are:

A. Preparation of Base Maps

It is the intention of this program at the local level to develop a series of base maps at a sufficiently large scale to permit the detailed studies and analyses included in this work program. These maps will not duplicate the base maps being developed by the Miami Valley Regional Planning Commission since their system of base maps are developed at a very general scale for regional information plotting.

B. Regional Characteristics Study

This work program intends to utilize general regional data developed by the Miami Valley Regional Planning Commission wherever possible. An analysis will be made of the regional growth factors, characteristics and problems that will exert direct influence in shaping the land use pattern and transportation system of the Planning Area.

C. Land Use Study

This will result in a comprehensive assessment of land use changes that have occurred in the planning area. The Land Use Studies made by the Miami Valley Regional Planning Commission will be utilized for comparative purposes. Through this process it is anticipated that the growth of the City may be measured and compared with other similar communities. There will be no duplication of programs. Where the regional program will develop broad, general studies, the land use study will concern itself with detailed studies for the community.

It is the point of view that the City of Centerville is putting forth every effort to comply with the requirements of the 701 Program as it relates to Housing.

IV. RELATIONSHIP OF PROGRAM TO LARGER AREAS

The City of Centerville is an active supporter of the Miami Valley Regional Planning Commission (MVRPC). The City maintains an excellent report with the MVRPC. Elected officials from the City serve on an assortment of committees including the Executive Board.

The City staff and MVRPC staff exchange data on a variety of subjects in a constructive and meaningful fashion. City staff members serve on various task forces for both the MVRPC and the Montgomery-Greene Transportation and Development Planning Program.

V. MEETINGS TO BE ATTENDED (three-party contract only)

Not Applicable

VI. REPORTS TO BE PREPARED

Reports will be prepared for the following jobs as indicated in the products and accomplishments section of each job element.

VII. DESCRIPTION OF WORK ELEMENTS (Scope of Services)

See Exhibit I

VIII. TABULAR SUMMARY OF WORK PROGRAM

See Exhibit II

IX. CITIZEN INVOLVEMENT STATEMENT

This is addressed in each job element. Some job elements, particularly the Zoning Ordinance and Subdivision Regulations, will be handled through the Public Hearing process.

X. HISTORIC PRESERVATION STATEMENT

Not Applicable

XI. ENVIRONMENTAL IMPACT STATEMENT

Not Applicable

XII. EQUAL OPPORTUNITY STATEMENT

The City of Centerville is an equal opportunity employer.

XIII. STATUS AND FUTURE ACTIONS

The City of Centerville is in the process of reassessing the land use components of the Comprehensive Master Plan (a part of this 701 application). Additionally, the City of Centerville is in the process of preparing a comprehensive housing survey (a part of this 701 application) for the purpose of establishing an up-to-date Housing Plan.

We hope that you will concur with the City's expressed need for the re-evaluation of portions of the 1969 Comprehensive Development Plan. It is imperative to the community that the 1969 Plan be reviewed and updated in order to measure the suitability of previous and projected

Element Name

Man Weeks: 38

Total Cost: \$ 7,000

104
Housing

Completion Date

Preliminary: 3-31-77

Final: 5-15-77

Objective:

To determine the diverse housing needs of the various age and income groups residing in or likely to reside in Centerville.

Tasks/Methodology:

1. Determine areas of deficient housing;
2. Inventory different types of existing housing;
3. Define general vacancy rate of all housing stock types;
4. Determine areas of minority, low income and elderly housing concentrations;
5. Project future residential land needs;
6. Compare existing housing conditions with those defined in the 1969 Comprehensive Development Plan;
7. Reassess the policies, goals and objectives of housing needs in the community.

Products/Accomplishments:

The updated housing study will be incorporated into the Revised Comprehensive Development Plan. A report addressing the items identified as Tasks/Methodology will be prepared and submitted for review.

Cost:

Man Weeks:	5 weeks for Field Survey (based on a crew of 6)	38
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Tabulation of Data	
2 weeks	

Analysis of Data	
2 weeks	

Total Cost:

\$7,000

27 046

Element Name

Man Weeks: 8

106

Total Cost: \$5,000

Maps and Graphics

Completion Date

Preliminary: 3-31-77

Final: 5-15-77

Objective:

To prepare those maps, charts, tables and graphs necessary to supplement, clarify, illustrate, and interpret the narrative and technical information embodied in the Comprehensive Plan.

Tasks/Methodology:

1. Develop a base map that shows Washington Township, the City of Centerville and immediate environs.
2. Maps will be prepared at a scale of 1" equals 800'.
3. Data to be contained on City Base Map #1 are:
 - a. Political boundaries
 - b. Public lands
 - c. Water areas
 - d. Railroads
 - e. Existing and platted streets
 - f. Lot lines
4. Data to be contained on City Base Map #2 will include items 3a, b, c, d and e.
5. Develop map which shows Centerville's Regional setting.
6. Develop a map illustrating existing and proposed land use patterns.
7. Develop a Transportation Thoroughfare Map of the City.
8. Develop a map illustrating existing and proposed community facilities.
9. Develop a Soil Suitability Map at a scale of 1" equals 800'.

Products/Accomplishments:

The maps produced will be utilized as a part of the comprehensive planning process and will be incorporated into the updated Comprehensive Development Plan.

*The City of Centerville scheduled a base mapping program in the 1969 Planning Process. However, this phase of the job was scaled down considerably with the result of the City having a substandard base map.

Cost:

Man Weeks: 8

Total Cost: \$5,000 (includes material)

77 046

Tabular Summary of Work Programs

for

Centerville, Ohio

<u>Element</u>	<u>Performed By</u>	<u>Man Weeks</u>	<u>Services</u>	<u>Preliminary Reports#</u>	<u>Final Reports</u>
104 Housing	City Planner Student Intern M.V.R.P.C. County Health Dept.	38	\$7,000	3-31-77	5-15-77
106 Maps and Graphics	City Planner Student Intern Draftsmen M.V.R.P.C. Wright State University	8	\$5,000	3-31-77	5-15-77
	total		12,000		
	HUD Share		8,000		
	Local Share		4,000		

APPENDIX II

APPENDIX II

A. DISTRIBUTION REQUIREMENTS FOR FINAL REPORTS

Distribution of the required twenty-five final published planning reports (Article II, Paragraph 4 of the Contract "Scope of Services") is to be made as follows by the Consultant [Reference: HUD Handbook II, "Comprehensive Planning Assistance: Managing A Grant" (CPM 6042.1 Rev.), July 1973, Paragraph 4-7].

1. Five copies of each document to:

State of Ohio, Department of Economic and Community Development
Regional and Local Planning Office
Box 1001, 24th Floor
Columbus, Ohio 43216

These reports will be redistributed by this agency as follows:

- One copy to HUD Chicago Regional Office
- Two copies to DECD Information Center
- Two copies to State of Ohio Library

2. Two copies of each document to:

Unit X Documents
Expediting Project
Library of Congress
Washington, D.C. 20540

3. One copy of each document to:

Librarian
Department of Housing and
Urban Development
300 South Wacker
Chicago, Illinois 60606

Document Section
Library
University of Illinois at
Chicago Circle
Box 8198
Chicago, Illinois 60680

Harvard University
The Library of the Graduate
School of Design
Robinson Hall
Cambridge, Massachusetts 02133

University of Pennsylvania Libraries
Acquisitions Department
3420 Walnut Street
Philadelphia, Pennsylvania 19106

Librarian
Price Gilbert Memorial Library
Georgia Institute of Technology
Atlanta, Georgia 30332

Documents Acquisition
University of Texas Library
Austin, Texas 78712

Reference Department
Washington University Libraries
St. Louis, Missouri 63130

Avery Architectural Library
Columbia University
New York, New York 10025

Librarian
Architectural and Fine Arts Library
University of Florida
Gainesville, Florida 32601

Gifts and Exchange Librarian
Michigan State University
East Lansing, Michigan 48823

Government Document Library
University of Colorado
Boulder, Colorado 80302

Environmental Design Library
University of California
Berkeley, California 94720

University of Washington
Libraries
Seattle, Washington 98105

Librarian
Department of Housing and
Urban Development
451 7th Street, S.W.
Washington, D.C. 20410

Sears Library
Case Western Reserve University
Cleveland, Ohio 44106

Planning Librarian
Main Library
University of Cincinnati
Cincinnati, Ohio 45221

Library
Miami University
Oxford, Ohio 45056

Documents Division
Room 124-A
OSU Libraries
1858 Neil Avenue
Columbus, Ohio 43210

B. PREPARATION OF ABSTRACTS

The following instructions shall be followed in the preparation and distribution of abstracts of reports prepared under this contract

[Reference: HUD Handbook II, "Comprehensive Planning Assistance:

Managing A Grant" (CPM 6042.1 Rev.), July, 1973, Paragraphs 4-7 and 4-8].

1. Every planning report published with HUD assistance must contain an abstract of the publication on the first page after the cover.
2. Abstracts shall be prepared according to the following format:

TITLE:

AUTHOR:

SUBJECT:

DATE:

SOURCE OF COPIES:

DECD CONTRACT NO.:

NO. OF PAGES:

ABSTRACT: (In a few sentences, summarize the publication in terms of major objectives in preparing the report, material covered, and recommended plans, policies and implementing measures.)