

Task Number	Application Number	Task	Individual Responsible for Completing Task	Deadline for Completing Task	Status					Comments
					25%	50%	75%	100%	Complete	
1		Submit letter of intent to apply for Main Street program	Steve Benko	8/7/2005						
2		Send draft version of application to Heritage Ohio for review	Steve Benko	8/7/2005						
3		Complete Application Preparations page	Steve Benko	6/30/2005						
4	A-1a	Complete official name of HPC and incorporation date	Bill Yuhasz	4/29/2005						
5	A-1b	N/A								
6	A-1c	Provide copy of HPC federal tax status (Attachment A-1c)	Bo Loeffler	5/29/2005						
7	A-1d	Provide list of board members, their affiliation and an organization chart (Attachment A-1d)	Bill Yuhasz	5/31/2005						
8	A-1e	Check box to show commitment to hiring a full-time (or part-time) manager	Steve Benko	8/7/2005						
9	A-1f	Provide a job description for Main Street director/manager	Steve Benko	7/15/2005						
10	A-2a	Write letter of commitment from mayor demonstrating enthusiastic support for HPC (Attachment A-2a)	Tom Brown	5/4/2005						
11	A-2b	Write resolution of support from city council that endorses HPC and pledges support for four years (Attachment A-2b)	Terry Witter	5/27/2005						
12	A-3a	Write page describing three key community leaders and explaining how and why they are and will be involved in the downtown revitalization effort (Attachment A-3a)	Marty Folger	5/31/2005						
13	A-3b	Provide list of individuals actively involved in the revitalization program and the groups they represent (Attachment A-3b)	Cathy Allen	5/27/2005						
14	A-4	Check boxes to demonstrate commitment to education and training	Steve Benko	8/7/2005						
15	A-4	Write page describing the willingness of HPC and community volunteers to attend training sessions (Attachment A-4)	Bill Yuhasz	6/30/2005						Will get wording for this task at June 21 Workshop
16	A-5	Write page stating commitment to hire a paid Main Street project area manager within 6 months of application acceptance, to re-fill the position if it becomes vacant and to provide manager with e-mail. Also provide job description. (Attachment A-5)	Bill Yuhasz	8/1/2005						
17	B-1	Write narrative regarding HPC's plans for becoming an Ohio Main Street Program, including the funding of paid professional staff (Attachment B-1)	Bill Yuhasz	8/1/2005						
18	B-1a	Complete projected budget sheets for 2006, 2007, 2008 and 2009 (Attachment B-1a)	Marty Folger	7/1/2005						
19	B-1b	Complete budget sheet for 2005 (Attachment B-1b)	Marty Folger	7/1/2005						
20	B-1c	Write narrative for each budget line item (Attachment B-1c)	Marty Folger	7/1/2005						
21	B-2, B-3, B-4	Write page describing commitment of HPC to send 6 people to Main Street Basic Training, host local meetings and pass information to local Main Street participants (Attachment B-2-4)	Jeff Morgan	6/3/2005						
22	C-1	Determine the number of square blocks in downtown commercial district	Liz Skrinak	5/27/2005						The are 19 blocks.
23	C-1	Provide a map of downtown commercial district (Attachment C-1)	Steve Benko	6/30/2005						
24	C-2	Determine number of buildings in downtown commercial district	Liz Skrinak	6/30/2005						
25	C-2	Determine the percentage of absentee owners	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
26	C-2	Determine the percentage of owner-occupied buildings	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
27	C-3	Determine the percentage of first floor vacancies	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
28	C-4	Determine the percentage of upper floor vacancies	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
29	C-5	Determine the number of businesses in the district	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
30	C-6	Determine the allocation of retail, service and professional businesses in the district (Attachment C-6)	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
31	C-7	Determine number of buildings in residential use that are owner-occupied	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
32	C-7	Determine the number of residential apartment buildings	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
33	C-7	Determine the number of residential units on first floor	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
34	C-7	Determine the number of residential units on upper floors	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
35	C-8	Determine the number of government buildings in the district	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
36	C-8	Determine the allocation of the government buildings	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
37	C-9	Determine the number of religious/non-profit organizations occupying buildings in the district	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
38	C-9	Determine the allocation of the religious/non-profit organizations	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
39	C-10	Write a page listing the 5 largest employers in Port Clinton, the number of people they employ and how they support the district (Attachment C-10)	Jeff Morgan	5/27/2005						
40	C-11	Determine whether a survey of historic significance of historic buildings has been completed	Jeff Brown	6/30/2005						
41	C-11,C-12	Determine date historic properties survey was or will be completed	Jeff Brown	6/30/2005						
42	C-12	Determine whether contact has been made with State Historic Preservation Office	Jeff Brown	6/30/2005						
43	C-13	Determine whether there is a National Register Historic District within the Main Street project area	Jeff Brown	6/30/2005						
44	C-13	Determine what year the National Register Historic District was designated	Jeff Brown	6/30/2005						
45	C-13	Provide a map that indicates the boundaries of the National Register Historic District (Attachment C-13)	Jeff Brown	6/30/2005						

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46	C-14	Provide a list of the buildings within the district on the National Register of Historic Places (Attachment C-14)	Jeff Brown	6/30/2005						
47	C-15	Determine whether district is subject to a local historic preservation or architectural ordinance	Tom Brown	5/4/2005						
48	C-15	Provide a copy of any local historic preservation or architectural ordinance (Attachment C-15)	Bill Yuhasz	5/31/2005						
49	C-16	Determine whether Port Clinton has a local historic preservation organization	Jeff Brown	6/30/2005						
50	C-16	Write a page detailing the purpose of the local historic preservation organization, its involvement in downtown projects and appropriate contact information (Attachment C-16)	Jeff Brown	6/30/2005						
51	C-17	Determine whether Port Clinton is a Certified Local Government	George Wilber	6/6/2005						
52	C-18	Determine how many on-street parking spaces are located in the district	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
53	C-18	Determine how many off-street public parking spaces are located in the district	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
54	C-18	Determine how many off-street private parking spaces are located in the district	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
55	C-18	Determine the total number of parking spaces in the district	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
56	C-19	Write a page describing the general condition of the buildings in the district (Attachment C-19)	Gary Mortus	5/27/2005						
57	C-20	Determine the age breakdown of buildings in the district	Liz Skrinak	6/30/2005						Pending results of building/business inventory.
58	C-21	Determine the extent to which the district is affected by strip malls, discount centers and other business districts	Chris Malfara	5/27/2005						
59	C-22	Determine whether district produces brochures or flyers, identify where those promotional materials are distributed and collect samples of them (Attachment C-22)	Phoebe Borman	5/27/2005						
60	C-23	Determine whether there is a Visitor's Center located in the district	Duane Meyers	5/27/2005						
61	C-24	Write HPC's mission statement (Attachment C-24)	Bill Yuhasz	4/16/2005						
62	C-25	Write a page describing how the district is promoted (Attachment C-25)	Jeff Bryden	5/27/2005						
63	C-26	Determine the budget for promoting the district	Mary Gordon							
64	C-27	Write a page describing the major tourist attractions/special events/festivals that bring tourists to the area (Attachment C-27)	Randy McMillen	5/27/2005						
65	C-28	Write a page stating the number of tourists visiting the district each year and describing their economic impact (Attachment C-28)	Bill Blumensaadt / Duane Meyers	5/27/2005						
66	C-29	Write a page describing previous revitalization efforts, including dates and outcomes (Attachment C-29)	Tom Brown	5/4/2005						
67	C-30	Provide an 8" x 10" aerial photograph of the district (Attachment C-30)	Tom Brown	5/4/2005						
68	C-31	Provide 25 digital photos of the district that illustrate the character of the area, including a typed script describing each photo (Attachment C-31)	Bill Gordon	5/27/2005						
69	D-1	Write a page describing the district's three major assets, three major liabilities and three major opportunities (Attachment D-1)	Deb Pufnock	5/29/2005						
70	D-2	Write a page describing how HPC will generate public awareness of and greater participation in Main Street Program revitalization efforts (Attachment D-2)	Bob Goans	5/27/2005						Must reassign
71	D-3	Write a page describing why HPC thinks Port Clinton would be a successful Ohio Main Street Program (Attachment D-3)	John Blatt	5/27/2005						
72	D-4	Write a page describing what Port Clinton expects to achieve by participating in the Ohio Main Street Program and how HPC will measure the success of the program (Attachment D-4)	Liz Skrinak	6/3/2005						
73	D-5	Write a paragraph describing how long Port Clinton anticipates participating in the Ohio Main Street Program (Attachment D-5)	Bill Yuhasz	6/3/2005						
74	D-6	Write a page describing how HPC intends to continue funding the ongoing operations of the program after the start-up phase (Attachment D-6)	Terry Witter	5/27/2005						
75	D-7	Write a page relating any other information not covered elsewhere in the application that should be considered in the evaluation and selection process (Attachment D-7)	Board	7/31/2005						
76		Write a page to include with Letter of Intent requesting permission to initially employ a part-time Main Street manager (given Port Clinton's size/population).	Steve Benko	7/7/2005						
77		Attend application workshop in Vermilion	Bill Yuhasz, Steve Benko	6/21/2005						
78		Review final draft of application	Bill Yuhasz / Board	8/1/2005						
79		Print final version of application	Steve Benko	9/15/2005						
80		Make eight copies of final application	Steve Benko	9/15/2005						
81		Mail original and eight copies to Ohio Main Street Program	Steve Benko	9/15/2005						