

Appendix J
Richfield Heritage Preserve
Structure Champion Program

The mission of the RJRD is to safeguard, support and maintain the natural properties of Richfield while encouraging recreational and educational opportunities in our community.

Richfield Heritage Preserve (RHP) Structure Champion Program

Program Overview

The Richfield Joint Recreation District’s (RJRD) strategic plan for Richfield Heritage Preserve (RHP) recommends a building champion program. RJRD has developed four mission-driven priorities to consider when making decisions about the future of the Preserve:

- High quality park amenities
- Sustainable operations
- Engagement of Richfield residents
- Resource stewardship and education

The plan assesses and prioritizes all 37 structures (as of Fall 2022) within the Preserve. Given RJRD’s current resources and operational constraints, supporting all of these structures is not feasible or sustainable for the park’s future. **RJRD understands that many of these structures have inherent historic, sentimental, and functional value, and would like to provide the community with the opportunity to champion a building.** Regardless of champion involvement, all remaining structures must be accessible to the public and contribute to the mission of RJRD.

Applications will consist of two parts: a Champion Letter of Intent (LOI) and a Full Champion Application. Review of applications will consider the following elements:

1. Structure currently in use?
2. Priority for RJRD?
3. Located outside priority resource conservation area?
4. Structural integrity / historic value (National Register Contributing Structure)
5. Proposed use alignment with RJRD mission
6. Vehicular access
7. Accessibility for public and ADA compliance
8. Proposed fundraising timeframe
9. Proposed construction / adaptive reuse timeframe
10. Established organization (demonstrated past performance) as champion?

STRUCTURES AVAILABLE FOR CHAMPION PROGRAM

Co-Champion with RJRD

- Amity House
- Boathouse
- Chagrin Valley Cabin
- Pack Out
- Pool House
- Waterfront Shelter

Priority Champion Opportunities

- Adirondacks Shelter
- Adirondacks Sleeping Huts
- Garfield/Bounce House
- Gemini Cabin
- Kirby House

Secondary Champion Opportunities

- Classroom
- Coach House
- Far-A-Way Pines Shelter
- Hilltop Cabin
- Kirby Garage
- North House
- Robinson Shelter
- Wayside Shelter
- Wonken Tonken Shelter

CHAMPION PROGRAM TIMELINE

The champion program provides an opportunity for community members to supplement the capabilities of the RJRD in a mission-appropriate way. Even with champion participation, RJRD staff oversight is required. A designated timeline will help balance ongoing park stewardship efforts with the champion program and reducing the inventory and operational burden of excess structures.

The intended program milestones are as follows. Expedited project schedules are encouraged:

1. Identify structure and submit LOI for Board approval
 - a) Final deadline for LOI submittals is October 15, 2023
2. Upon Board LOI approval, develop and submit Full Champion Application
 - a) Final deadline for Full Applications is December 1, 2023
3. Upon Full Application approval by Board, formalize with Memorandum of Understanding (MOU) between champion and RJRD Board
 - a) All MOUs should be executed within six (6) months of Board approval of Full Application
 - b) MOU shall contain champion performance milestones
 1. The champion risks nullifying the MOU if milestones are not achieved within set timeframe
 2. Any work conducted by the champion prior to 70% of funds being secured is at the champion's risk
 - c) MOU shall include a reverter clause that includes dispersion of funds if agreement is nullified
 - d) An executed MOU and approved fiduciary agent is required before commencement of fundraising on behalf of the project
4. The intended fundraising and performance milestones are as follows. Expedited project schedules and existing funding will be given priority, but terms may be negotiated on a case-by-case basis:
 - a) June 2024
 1. All MOUs are in place
 2. Stabilization efforts are terminated for structures without an MOU.
 - b) December 2026-2028 (3-5 years maximum)
 1. 70% of funding and approved construction documents must be in hand before actions beyond basic maintenance are permitted
 2. If terms of MOU are not met, stabilization efforts are terminated.
 - c) December 2032 (9 years maximum)
 1. 100% of funds secured
 2. If terms of MOU are not met, stabilization efforts are terminated.
 3. Final determination of any remaining structures

Please contact the RJRD Park Director at park-director@rjrd.org or 330-888-0511 with any questions about structure names and locations or any other inquiries about the program.

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Champion Letter of Intent (LOI)

The RJRD Board **requires** that potential structure champion applicants prepare a **Champion Letter of Intent before completing the full application**. The RJRD Board will review and provide feedback on the LOI. Early communications and development of a shared vision for the structure will help streamline the proposal process.

APPLICANT INFORMATION

Name of Applying Entity or Individual: _____

If Entity, are you a 501(c)(3) or other formalized group? Yes No Other _____

If Entity, name of primary contact for championing process: _____

If Individual, are you a resident of the Village of Richfield or Richfield Township? Yes No

Address: _____
Street City State Zip

Phone: (_____) - _____ - _____ E-mail: _____

STRUCTURE PROPOSAL DETAILS

Please provide some basic information about your plan for the structure you would like to champion. Answers should be recorded separately and attached to this form upon submittal, for a total of **no more than 3 pages**.

Structure Name: _____

1. What is the proposed use for the structure to be championed?
2. How does your proposed plan align with the RJRD Mission?
3. Please provide a brief description of the proposed scope of work to be performed on the structure.
4. How will your plan accommodate public uses, including vehicular and pedestrian access while meeting the terms of Title II of the Americans with Disabilities Act?

Champion LOIs must be submitted at least one (1) week in advance of an RJRD Board meeting to be considered at said meeting. The final deadline for LOIs will be April 15, 2024 for consideration at the April 2024 RJRD Board meeting. An approved LOI is then eligible to advance to a full RHP Structure Champion application. The deadline for full applications is June 1, 2024.

Completed forms and their attachments may be submitted via email to office@rjrd.org or mailed to Richfield Joint Recreation District, P.O. Box 246, Richfield, OH 44286-0246.

Please contact the RJRD Park Director at park-director@rjrd.org or 330-888-0511 with any questions.

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Full Champion Application

**** NOTE: Full applications will only be considered once a Champion Letter of Intent (LOI) has been approved by the RJRD board. ****

APPLICANT INFORMATION

Name of Applying Entity or Individual: _____

If Entity, are you a 501(c)(3) or other formalized group? Yes No Other _____

If Entity, name of primary contact for championing process: _____

If Individual, are you a resident of the Village of Richfield or Richfield Township? Yes No

Address: _____
Street City State Zip

Phone: (_____) - _____ - _____ E-mail: _____

STRUCTURE PROPOSAL DETAILS

In addition to the information provided above, applicants must detail their plans for the proposed structure to be championed in a formal proposal. In a structure proposal, applicants are required to submit the following information at a minimum, following the order outlined below:

1. Name of Proposed Structure
 - a. Attach approved Champion Letter of Intent
2. Proposed approach to building or structure including work to occur and final use(s). At minimum, proposal shall specify:
 - a. Scope of work to be performed on the structure
 - b. Site access improvements
 - c. Comprehensive renovation cost estimate
 - i. Meet all applicable building codes for public use
 - ii. Include permits and inspections
 - iii. Construction management of renovation
 - iv. Site access and restoration
3. How this proposal will help the RJRD fulfill its mission?
 - a. Demonstrating public access and purpose
 - b. Demonstrating accessibility under Title II of the Americans with Disabilities Act

4. Operations and maintenance plan
 - a. General requirements – per SF or renovation cost
 - b. Major capital – roof replacement, etc.
 - c. Ongoing upkeep and maintenance
 - d. Contribution to overall RJRD insurance commensurate with structure’s additional cost
5. Fundraising strategy, project timeline, and performance milestones
 - a. Funds currently available
 - b. Proposed funding sources
 - c. Proposed milestones and timeline
 - d. Proposed timeframe for improvements
6. Additional Considerations
7. Attachments/Supporting Documents
 - a. Plans and renderings
 - b. Cost Estimates
 - c. Supporting Information

Full Champion Applications must be submitted at least one (1) week in advance of an RJRD Board meeting to be considered at said meeting. June 1, 2024 is the final submittal date for Full Applications.

Completed applications and their attachments shall be submitted electronically to office@rjrd.org and eight (8) printed copies shall be delivered to Richfield Joint Recreation District, P.O. Box 246, Richfield, OH 44286-0246.

Please contact the RJRD Park Director at park-director@rjrd.org or 330-888-0511 with any questions.