



AGENDA
CUYAHOGA COUNTY COMMUNITY DEVELOPMENT & HOUSING
COMMITTEE MEETING
MONDAY, APRIL 28, 2025
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

Committee Members:

Michael J. Houser, Sr., Chair – District 10
Pernel Jones Jr., Vice Chair – District 8
Patrick Kelly - District 1
Robert E. Schleper, Jr. - District 6
Sunny M. Simon - District 11

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE MARCH 31, 2025 MEETING**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2025-0162: A Resolution authorizing a contract with CHN Housing Capital in the amount not-to-exceed \$872,431.00 for administration of the Down Payment Assistance Program to eligible homebuyers in Cuyahoga Urban County communities and the City of Parma for the period 5/1/2025 – 4/30/2027; authorizing the County Executive to execute Contract No. 5141 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

- b) O2025-0001: An Ordinance amending Section 714.02(E) of the Cuyahoga County Code to prioritize municipal corporations and townships in Cuyahoga County when evaluating applications to the Cuyahoga County Community Development Supplemental Grant ("CDSG") Program.

6. MISCELLANEOUS BUSINESS

7. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

CUYAHOGA COUNTY COMMUNITY DEVELOPMENT & HOUSING
COMMITTEE MEETING
MONDAY, MARCH 31, 2025
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
9:30 AM

1. CALL TO ORDER

Chairman Houser called the meeting to order at 9:34 a.m.

2. ROLL CALL

Mr. Houser asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Houser, Kelly and Simon were in attendance and a quorum was determined. Committee members Jones and Schleper were absent.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE MARCH 3, 2025 MEETING

A motion was made by Mr. Kelly, seconded by Ms. Simon, and approved by unanimous vote to approve the minutes from the March 3, 2025 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2025-0099: A Resolution awarding a total sum, not to exceed \$50,000, to Beat the Streets Cleveland for the Slavic Village Youth Facility Project from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Mr. Demetrius Williams, Executive Director of Beat the Streets Cleveland, addressed the Committee regarding Resolution No. R2025-0099. Discussion ensued.

Committee members asked questions of Mr. Williams pertaining to the item, which he answered accordingly.

On a motion by Ms. Simon with a second by Mr. Kelly, Resolution No. R2025-0099 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

Mr. Houser requested to have his name added as a co-sponsor to the legislation.

- b) R2025-0113: A Resolution awarding a total sum, not to exceed \$15,000, to the Cleveland Restoration Society for the East Cleveland Heritage Home Program from the District 2 and District 3 ARPA Community Grant Funds; and declaring the necessity that this Resolution become immediately effective.

Ms. Kathleen Crowther, President and Ms. Jasmine Prezenkowski, Heritage Home Program Team Leader for the Cleveland Restoration Society, addressed the Committee regarding Resolution No. R2025-0113. Discussion ensued.

Committee members asked questions of Ms. Crowther and Ms. Prezenkowski pertaining to the item, which they answered accordingly.

On a motion by Mr. Houser with a second by Ms. Simon, Resolution No. R2025-0113 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- c) R2025-0114: A Resolution awarding a total sum, not to exceed \$125,000, to the Village of Walton Hills for the Walton Hills Event Center and Bay Storage Facility Roof Replacement from the District 6 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Mr. Rob Kalman, Street Commissioner for the Village of Walton Hills, addressed the Committee regarding Resolution No. R2025-0114. Discussion ensued.

Committee members asked questions of Mr. Kalman pertaining to the item, which he answered accordingly.

On a motion by Ms. Simon with a second by Mr. Kelly, Resolution No. R2025-0114 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

6. MISCELLANEOUS BUSINESS

Ms. Simon commented on Ordinance No. O2025-0001, pertaining to the Community Development Supplemental Grant application process, which was held at a prior committee meeting, and indicated that revisions are being made to the draft ordinance and expects the item to be ready to be heard at the next Community Development & Housing Committee meeting.

7. ADJOURNMENT

With no further business to discuss, Chairman Houser adjourned the meeting at 10:00 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0162

Sponsored by: County Executive Ronayne/Department of Housing and Community Development	A Resolution authorizing a contract with CHN Housing Capital in the amount not-to-exceed \$872,431.00 for administration of the Down Payment Assistance Program to eligible homebuyers in Cuyahoga Urban County communities and the City of Parma for the period 5/1/2025 – 4/30/2027; authorizing the County Executive to execute Contract No. 5141 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the County Executive/Department of Housing and Community Development recommends entering into a contract with CHN Housing Capital in the amount not-to-exceed \$872,431.00 for administration of the Down Payment Assistance Program to eligible homebuyers in Cuyahoga Urban County communities and the City of Parma for the period 5/1/2025 – 4/30/2027; and

WHEREAS, the primary goal of this project is to provide affordable housing to eligible homebuyers in the Cuyahoga Urban Communities and the City of Parma and to have CHN Housing Capital to act as the main contact to provide information to perspective buyers, lenders, and real estate professionals; and

WHEREAS, this project is funded 100% Federal Home Investment Partnership Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes entering into a contract with CHN Housing Capital in the amount not-to-exceed \$872,431.00 for administration of the Down Payment Assistance Program to eligible homebuyers in Cuyahoga Urban County communities and the City of Parma for the period 5/1/2025 – 4/30/2027.

SECTION 2. That the County Executive is authorized to execute Contract No. 5141 and all other documents consistent with said award and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: April 22, 2025
Committee(s) Assigned: Community Development & Housing

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	Department of Housing and Community Development/ CHN Housing Capital/ Down Payment Assistance Program
Department or Agency Name	Department of Housing and Community Development
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	5141	CHN Housing Capital	1/1/2025 – 12/31/2026	872,431.00	Pending	Pending

Service/Item Description (include quantity if applicable). The Department of Housing and Community Development is requesting approval of an agreement with CHN Housing Capital for the anticipated cost of \$872,431.00 for Down Payment Assistance to first time home buyers in Cuyahoga Urban Communities and the City of Parma.
Indicate whether: <input checked="" type="checkbox"/> New service/purchase <input type="checkbox"/> Existing service/purchase <input type="checkbox"/> Replacement for an existing service/purchase (provide details in Service/Item Description section above)
For purchases of furniture, computers, vehicles: <input type="checkbox"/> Additional <input type="checkbox"/> Replacement Age of items being replaced: How will replaced items be disposed of?
Project Goals, Outcomes or Purpose (list 3): The primary project goals are to provide affordable housing to eligible homebuyers in the Cuyahoga Urban Communities and the City of Parma. Also, to act as the main contact to provide information to perspective buyers, lenders, and real estate professionals.

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)	
Vendor Name and address:	Owner, executive director, other (specify):
CHN Housing Capital 2999 Payne Avenue Cleveland, Ohio 44114	Kevin Nowak, CEO
Vendor Council District: 7	Project Council District: 7
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# _____ (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: _____	Provide a short summary for not using competitive bid process. Due to the expertise CHN Housing Capital brings to this field, they were the only vendor chosen for this project. *See Justification for additional information.
The total value of the solicitation: _____	<input checked="" type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment - (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed. The project is funded 100% by the Federal HOME Investment Partnership Fund
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if “no” please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit. HC223135/ 55130/ DV-22-HOME-PP, HC-23-HOME-PP, HC-24-HOME-PP
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.	
Is contract/purchase late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission	
Reason: Signed contract was received after the contract start date.	
Timeline	
Project/Procurement Start Date (date your team started working on this item):	1/23/2025
Date documents were requested from vendor:	1/23/2025 , 2/6/2025, 2/13/2025
Date of insurance approval from risk manager:	pending
Date Department of Law approved Contract:	pending
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction: The Certificate of Insurance had to be sent back to vendor for correction.	
If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments been made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):						
Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	2458	CHN Housing Capital	5/1/2022 – 04/30/2024	500,000.00	5/16/2022	BC2022-298

Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	N/A
Infor/Lawson PO # Code (if applicable):	Exmt
CM Contract#	5141

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Documents Were received late from vendor	
What is being done to prevent this from reoccurring?	Will keep reinforcing due dates to vendor	

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION Exemptions (Contract) Reviewed by Purchasing					Department Initials	Purchasing
Briefing Memo					JAP	GM
Justification Form					JAP	GM
IG#	24-0047-REG 12/31/2028				JAP	GM
Annual Non-Competitive Bid Contract Statement (<i>Not required if item was competitively bid. Form is also not required if going to BOC or Council for approval</i>)	Date:				n/a	N/A
Debarment/Suspension Verified	Date:	3/6/2025			JAP	GM
Auditor's Findings	Date:	3/6/2025			JAP	GM
Vendor's Submission					JAP	GM
Independent Contractor (I.C.) Form	Date:	8/27/2024			JAP	GM
Cover - <i>Master contracts only</i>					n/a	N/A
Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>					JAP	GM
TAC/CTO Approval or IT Standards (<i>if required attach and identify relevant page #s or meeting approval number</i>)					n/a	N/A
Checklist Verification					JAP	GM

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law		Department Initials
Agreement/Contract and Exhibits		JAP document attached, GM
Matrix Law Screen shot		JAP document attached, GM
COI		JAP document attached, GM
Workers' Compensation Insurance		JAP document attached, GM

Department of Purchasing – Required Documents Checklist

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Amount
5/1/2025 – 12/31/2025	HC223135	55130	HC-24-HOME-PP	\$388,014.67
5/1/2025 – 12/31/2025	HC223135	55130	DV-22-HOME-PP	\$61,985.33
1/1/2026 – 12/31/2026	HC223135	55130	DV-22-HOME-PP	\$107,981.67
1/1/2026 – 12/31/2026	HC223135	55130	HC-23-HOME-PP	\$170,191.00
1/1/2026 – 12/31/2026	HC223135	55130	HC-24-HOME-PP	\$144,258.33
1/1/2027 – 04/30/2027	HC223135	55130	DV-22-HOME-PP	\$0.00
1/1/2027 – 04/30/2027	HC223135	55130	HC-23-HOME-PP	\$0.00
1/1/2027 – 04/30/2027	HC223135	55130	HC-24-HOME-PP	\$0.00
			TOTAL	\$872,431.00

CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)		N/A			
Infor/Lawson PO# and PO Code (if applicable)		PO# 211530 PO CODE: EXMT			
Lawson RQ# (if applicable)		N/A			
CM Contract#		2458			
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$500,000.00		5/1/2022-4/30/2023/4/30/2024	05/16/2022 05/23/2023	BC2022-298 BC2023-333
Prior Amendment Amounts (list separately) (A-#)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contract Amount		\$500,000.00			

PURCHASING USE ONLY

Prior Resolutions:	BC2023-333 dated 05/23/2023 & BC2022-298 dated 05/16/2022
CM#:	5141
Vendor Name:	CHN Housing Capital
Time Period:	05/01/2025 – 04/30/2027
Amount:	NTE \$872,431.00.
History/CE:	2458
EL:	ok
Purchasing Notes:	The Department of Housing and Community Development is requesting approval of an agreement with CHN Housing Capital for the anticipated

Department of Purchasing – Required Documents Checklist

	cost of \$872,431.00 for Down Payment Assistance to first time home buyers in Cuyahoga Urban Communities and the City of Parma for the time period 05/01/2025 – 04/30/2027. The project is funded 100% by the Federal HOME Investment Partnership Fund. Will add 2025 lines when funds are available
Purchasing Agents Initials and date of approval	GM, 04/09/2025

CONTRACT EVALUATION FORM

Contractor	CHN Housing Capital				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM#2458 PO #211530 PO Code : EXMT				
RQ#	n/a				
Time Period of Original Contract	5/1/2022 – 04/30/2024				
Background Statement	For reimbursement of eligible costs and expenses associated with the Down Payment Assistance Program				
Service Description	Provide down payment assistance to income-eligible homeowners				
Performance Indicators	Performed as expected				
Actual Performance versus performance indicators (include statistics):	Performed as expected				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	Performed as expected				
Department Contact	Sara Parks Jackson				
User Department	Housing and Community Development				
Date	3/17/2025				

County Council of Cuyahoga County, Ohio

Ordinance No. O2025-0001

Sponsored by: Councilmember Simon	An Ordinance amending Section 714.02(E) of the Cuyahoga County Code to prioritize municipal corporations and townships in Cuyahoga County when evaluating applications to the Cuyahoga County Community Development Supplemental Grant (“CDSG”) Program.
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WHEREAS, Chapter 714.02 of the Cuyahoga County Code establishes the County Community Development Supplemental Grant (“CDSG”) Program and sets the Community Development Fund as the Program funding source; and

WHEREAS, the Community Development Supplemental Grant Program has been subject to a high demand and has received widespread interest and praise from the County’s municipal corporations and townships; and

WHEREAS, Council desires to clarify and update the evaluation criteria for the Community Development Supplemental Grant Program in order to prioritize municipal corporations and townships.

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. 714.02(E) of the Cuyahoga County Code is hereby amended to read as follows (additions are underlined, deletions are stricken):

Section 714.02 County Community Development Supplemental Grant Program

(Paragraphs A-D remain in their entirety)

E. Evaluation Criteria

1. The Department shall issue written requirements for each year’s application format, contents, and required attachments; and all documents required by the Department must be contained within the application or attached.

2. The Department shall establish and notify local communities of each year's application deadline and other requirements regarding the application deadline. All applications must be received by the deadline as set by the Department.

3. The Department shall evaluate applications based upon factors including, but not limited to, the following:

- a. That the application meets the eligibility requirements specified in paragraph (D) of this section.
- b. That the project specified in the application may complement or otherwise enhance other projects supported through other funding sources.

4. Each Community Development Supplemental Grant award shall not exceed \$50,000.00.

5. The Department shall prioritize applications received from municipal corporations and townships within Cuyahoga County in conducting its evaluation and making its recommendation to Council.

SECTION 2. It is found and determined that all formal actions of this Council relating to the adoption of this Ordinance were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Ordinance was duly enacted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: January 14, 2025

Committee(s) Assigned: Community Development

Journal _____

_____, 20__