



**AGENDA**  
**CUYAHOGA COUNTY COMMUNITY DEVELOPMENT COMMITTEE MEETING**  
**MONDAY, OCTOBER 16, 2023**  
**CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS**  
**C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR**  
**10:00 AM**

**Committee Members:**

**Cheryl L. Stephens, Chair – District 10**  
**Pernel Jones Jr., Vice Chair – District 8**  
**Sunny M. Simon - District 11**  
**Michael J. Gallagher - District 5**  
**Patrick Kelly - District 1**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE OCTOBER 2, 2023 MEETING [See Page 3]**
- 5. MATTERS REFERRED TO COMMITTEE**
  - a) R2023-0278: A Resolution awarding a total sum, not to exceed \$125,000, to Community Housing Solutions for the CHS Home Repair Program from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 6]
  - b) R2023-0288: A Resolution authorizing a purchase and sale agreement with CCLRC Fairview Gardens LLC in the amount not-to-exceed \$10.00 for the disposition and sale of real property located at 3207 Franklin Boulevard, Cleveland, Permanent Parcel Number 003-31-002; authorizing the County Executive to execute Agreement No. 3627 and all other

documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 14]

## **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 COMMITTEE MEETING  
MONDAY, OCTOBER 2, 2023  
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS  
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4<sup>TH</sup> FLOOR  
10:00 AM

### CALL TO ORDER

**Chairwoman Stephens called the meeting to order at 10:07 a.m.**

#### 1. ROLL CALL

**Ms. Stephens asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Stephens, Jones, Gallagher and Kelly were in attendance and a quorum was determined. Committee member Simon was absent. Councilmembers Conwell and Turner were also in attendance.**

#### 2. PUBLIC COMMENT

**There were no public comments given.**

#### 3. APPROVAL OF MINUTES FROM THE SEPTEMBER 18, 2023 MEETING

**A motion was made by Mr. Jones, seconded by Mr. Kelly, and approved by unanimous vote to approve the minutes from the September 18, 2023 meeting.**

#### 4. MATTERS REFERRED TO COMMITTEE

- a) R2023-0257: A Resolution awarding a total sum, not to exceed \$100,000, to Providence House for the Providence House East Side Community Services Hub from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

**Ms. Natalie Leek, President and Chief Executive Officer of Providence House, addressed the Committee regarding Resolution No. R2023-0257. Discussion ensued.**

**Committee members and the Councilmembers asked questions of Ms. Leek pertaining to the item, which she answered accordingly.**

**On a motion by Ms. Stephens with a second by Mr. Jones, Resolution No. R2023-0257 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

- b) R2023-0258: A Resolution awarding a total sum, not to exceed \$25,000, to the Greater Cleveland Habitat for Humanity, Inc. for the Cleveland Habitat Headquarters Building Acquisition Project from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

**Mr. Trevor McAleer, Legislative Budget Advisor for County Council, introduced a proposed substitute to Resolution No. R2023-0258. Discussion ensued.**

**A motion was then made by Ms. Stephens, seconded by Mr. Jones and approved by unanimous vote to accept the proposed substitute.**

**Mr. John Litten, President and Chief Executive Officer and Mr. Bob Whitney, Neighborhood Planning Manager of the Greater Cleveland Habitat for Humanity, Inc., addressed the Committee regarding Resolution No. R2023-0258. Discussion ensued.**

**Committee members and the Councilmembers asked questions of Mr. Litten and Mr. Whitney pertaining to the item, which they answered accordingly.**

**On a motion by Ms. Stephens with a second by Mr. Gallagher, Resolution No. R2023-0258 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading, as substituted.**

- c) R2023-0260: A Resolution awarding a total sum, not to exceed \$500,000, to the Famicos Foundation for the Glenville Housing Preservation Project from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

**Mr. John Anoliefo, Executive Director and Mr. Khalid Hawthorne, Real Estate Development Director of the Famicos Foundation, addressed the Committee regarding Resolution No. R2023-0260. Discussion ensued.**

**Committee members and the Councilmembers asked questions of Mr. Anoliefo and Mr. Hawthorne pertaining to the item, which they answered accordingly.**

**On a motion by Mr. Gallagher with a second by Mr. Jones, Resolution No. R2023-0260 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

- d) R2023-0261: A Resolution awarding a total sum, not to exceed \$10,000, to the Lee Road Baptist Church for the Harvard Family Institute Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

**Mr. James Quincy, Pastor of the Lee Road Baptist Church, addressed the Committee regarding Resolution No. R2023-0261. Discussion ensued.**

**Committee members and the Councilmembers asked questions of Pastor Quincy pertaining to the item, which he answered accordingly.**

**On a motion by Mr. Jones with a second by Mr. Kelly, Resolution No. R2023-0261 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.**

#### 5. MISCELLANEOUS BUSINESS

**There was no miscellaneous business.**

#### 6. ADJOURNMENT

**With no further business to discuss, Chairwoman Stephens adjourned the meeting at 11:17 a.m., without objection.**

# County Council of Cuyahoga County, Ohio

## Resolution No. R2023-0278

Sponsored by: <b>Councilmember Conwell</b>	<b>A Resolution</b> awarding a total sum, not to exceed \$125,000, to Community Housing Solutions for the CHS Home Repair Program from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
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**WHEREAS**, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

**WHEREAS**, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

**WHEREAS**, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

**WHEREAS**, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

**WHEREAS**, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding from the District 7 ARPA Community Grant Fund in the amount of \$125,000 to Community Housing Solutions for the CHS Home Repair Program; and

**WHEREAS**, Community Housing Solutions estimates approximately 7 people will be served annually through this award; and

**WHEREAS**, Community Housing Solutions estimates the total cost of the project is \$175,000; and

**WHEREAS**, Community Housing Solutions indicates the other funding source(s) for this project includes \$50,000 from the Federal Home Loan Bank of Cincinnati; and

**WHEREAS**, Community Housing Solutions is estimating the start date of the project will be October 2023 and the project will be completed by December 2023; and

**WHEREAS**, Community Housing Solutions requested \$125,000 from the District 7 ARPA Community Grant Fund to complete this project; and

**WHEREAS**, the Cuyahoga County Council desires to provide funding in the amount of \$125,000 to Community Housing Solutions to ensure this project is completed; and

**WHEREAS**, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

**SECTION 1.** That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$125,000 to Community Housing Solutions from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the CHS Home Repair Program.

**SECTION 2.** If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

**SECTION 3.** That the County Council staff is authorized to prepare all documents to effectuate said award.

**SECTION 4.** That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

**SECTION 5.** If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

**SECTION 6.** 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 7.** 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 8.** It is found and determined that all formal actions of this Council concerning and 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: October 10, 2023

Committee(s) Assigned: Community Development

Journal \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_





## Cuyahoga County Council

2079 East 9<sup>th</sup> Street, 8<sup>th</sup> Floor • Cleveland Ohio 44115  
(216) 698-2010

### COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

<b>APPLICANT INFORMATION:</b>	
<b>Name of Requesting Entity (City, Business, Non-Profit, etc.):</b>	
Community Housing Solutions	
<b>Address of Requesting Entity:</b>	
12114 Larchmere Blvd. Cleveland, OH 44120	
<b>County Council District # of Requesting Entity:</b>	
County Council District #7	
<b>Address or Location of Project if Different than Requesting Entity:</b>	
N/A	
<b>County Council District # of Address or Location of Project if Different than Requesting Entity:</b>	
Homes completed throughout County Council District 7.	
<b>Contact Name of Person Filling out This Request:</b>	
Pam Schuellerman, Executive Director	
<b>Contact Address if different than Requesting Entity:</b>	
<b>Email:</b>	<b>Phone:</b>
<a href="mailto:pams@yourchs.org">pams@yourchs.org</a>	330-231-5815
<b>Federal IRS Tax Exempt No.:</b>	<b>Date:</b>
23-7299143	October 4, 2023

## **PROJECT DESCRIPTION**

**REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):**

### **Home Repair**

At Community Housing Solutions (CHS), we believe every home contributes to the strength of a neighborhood. That is why we help care for homes by providing repair assistance to those in need, creating safe, healthy and well-maintained homes in our community. CHS delivers person centered solutions that ensure homes remain a financial asset to homeowners and empower them to continue living in their homes even if they struggle to maintain their properties. The home repair program is for qualified and income-eligible Cuyahoga County homeowners. The program addresses crucial repairs at no cost to low-income families, most often seniors, unable to afford expensive yet necessary repairs. The scope of work is customized for each client, and can include:

- Roofing and gutter work
- Heating, electrical and plumbing upgrades
- Interior and exterior carpentry work
- Security (new doors and window locks)
- Accessibility services for households with physically challenged members, including installation of ramps, removal of barriers, and modification of kitchens and bathrooms

### **Addressing the Following Needs:**

The home repair program outcomes include:

- Addressing home repair assistance to low income homeowners so that they can live in a safe, healthy, and well-maintained environment.
- Ensuring that the homes of low-income families remain a financial asset to the owners as well as an asset in their communities.
- Empowering homeowners to continue living in their homes, rather than being forced to look for other housing because they are unable to maintain their properties.

This specific project will address critical repairs for residents in County Council District 7. These homeowners have been requesting service for these repairs for which funding is not available.

**TimeLine:** work expected to be completed by December 31, 2023.

**Project Start Date:**  
October 15, 2023

**Project End Date:**  
December 31, 2023

**IMPACT OF PROJECT:****Who will be served:**

At least 7 seniors in district 7 with critical repair requirements in their homes.

**How many people will be served annually:**

At least 7 people will be serve under this contract.

**Will low/moderate income people be served; if so how:**

Yes, all homeowners will be at or below 80% AMI. CHS has an application process in place to vet homeowners to ensure they meet the program requirements.

**How does the project fit with the community and with other ongoing projects:**

CHS has completed other funded projects for District 7 and all have been successfully completed to date. The need for home repair continues to grow and residents need the support.

**If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:**

N/A

**If applicable, what environmental issues or benefits will there be:**

CHS critical home program addresses critical safe and healthy issues in the home.

**If applicable, how does this project serve as a catalyst for future initiatives:**

N/A

**FINANCIAL INFORMATION:**

**Total Budget of Project:**

\$175,000

**Other Funding Sources of Project (list each source and dollar amount separately):**

ARPA Funding - \$125,000  
Federal Home Loan Bank of Cincinnati - \$50,000

**Total amount requested of County Council American Resource Act Dollars:**

\$125,000

**Since these are one-time dollars, how will the Project be sustained moving forward:**

CHS understands that these are one-time dollars to be used for critical repairs on homes designated in County District #7. Aside from this project, CHS actively looks for funding sources and partnerships to continue our vision of a safe and healthy home for everyone.

**DISCLAIMER INFORMATION AND SIGNATURE:**

**Disclaimer:**

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

**Printed Name:**

**Pamela C Schuellerman**

**Signature:**



**Date:**

**10/4/23**

**Additional Documents**

**Are there additional documents or files as part of this application? Please list each documents name:**

**County Council of Cuyahoga County, Ohio**  
**Resolution No. R2023-0288**

Sponsored by: <b>County Executive Ronayne/Department of Housing and Community Development</b>	<b>A Resolution</b> authorizing a Purchase & Sale Agreement with CCLRC Fairview Gardens LLC in the amount not-to-exceed \$10.00 for the disposition and sale of real property located at 3207 Franklin Boulevard, Cleveland, Permanent Parcel Number 003-31-002; authorizing the County Executive to execute Agreement No. 3627 and all other documents consistent with 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 a purchase and sale agreement with CCLRC Fairview Gardens LLC in the amount not-to-exceed \$10.00 for the disposition and sale of real property located at 3207 Franklin Boulevard, Cleveland, Permanent Parcel Number 003-31-002; and

**WHEREAS**, the primary goal for this project is for the sale of property at 3270 Franklin Boulevard, Cleveland, Ohio 44114 to CCLRC Fairview Gardens LLC; and

**WHEREAS**, this project is revenue generating; 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 a purchase and sale agreement with CCLRC Fairview Gardens LLC in the amount not-to-exceed \$10.00 for the disposition and sale of real property located at 3207 Franklin Boulevard, Cleveland, Ohio 44114.

**SECTION 2.** That the County Executive is authorized to execute Agreement No. 3627 all documents consistent with this contract 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: October 10, 2023  
Committee(s) Assigned: Community Development

Journal \_\_\_\_\_

\_\_\_\_\_,20\_\_\_\_



**PURCHASE-RELATED TRANSACTIONS**

<b>Title</b>	<b>2023-Department of Housing and Community Development; CCLRC Fairview Gardens LLC; CM3627; Sale of Property at 3270 Franklin Blvd, Cleveland 44113 (Permanent Parcel – 003-31-002)</b>
<b>Department or Agency Name</b>	Department of Housing and Community Development
<b>Requested Action</b>	<input type="checkbox"/> Contract <input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Amendment <input checked="" 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 Approved/ Council's Journal Date	Approval No.
O	3627	CCLRC Fairview Gardens LLC	N/A	\$10.00	Pending	Pending

**Service/Item Description (include quantity if applicable). Indicate whether  New or  Existing service or purchase.**

The Department of Housing and Community Development is seeking approval of a contract for the sale of property at 3270 Franklin Blvd, Cleveland 44113 (Permanent Parcel – 003-31-002) to CCLRC Fairview Gardens LLC for the amount of \$10.00.

Fairview Gardens, a 40-unit senior affordable building located at 3207 Franklin Avenue, was constructed in 2002 on land leased from Cuyahoga County. Ohio City Incorporated assumed the building in 2018 to safeguard homes for nearly 70 low-income seniors and their families in a neighborhood with rapidly diminishing affordable housing options.

**For purchases of furniture, computers, vehicles:**  Additional  Replacement  
**Age of items being replaced:** \_\_\_\_\_ **How will replaced items be disposed of?** \_\_\_\_\_

**Project Goals, Outcomes or Purpose (list 3):**

Upon transfer to CCLRC Fairview Gardens LLC, the project will be exempt from property taxes to help secure the building as senior affordable housing in perpetuity.

Safeguard homes for nearly 70 low-income seniors and their families in a 40-unit senior affordable building located in a neighborhood with rapidly diminishing affordable housing options.

Ohio City Incorporated will continue to work with the City of Cleveland on a payment plan for the building's high taxes, debt service, and upgrade of aging mechanical systems.

**If a County Council item, are you requesting passage of the item without 3 readings.**  Yes  No

Rev. 7/24/23

<b>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)</b>	
Vendor Name and address:	Owner, executive director, other (specify):
CCLRC Fairview Gardens LLC 812 Huron Road E, Suite 800 Cleveland OH, 44115	Ricardo Leon – Chief Operating Officer
Vendor Council District: 7	Project Council District: 7
If applicable provide the full address or list the municipality(ies) impacted by the project.	3270 Franklin Blvd, Cleveland 44113 (Permanent Parcel – 003-31-002)

<b>COMPETITIVE PROCUREMENT</b>	<b>NON-COMPETITIVE PROCUREMENT X</b>
RQ # if 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.  The transaction follows the blueprint of other Land Trusts in the State of Ohio, including the Columbus Land Trust, which is also closely aligned with the Franklin County Land Bank.  *See Justification for additional information.
The total value of the solicitation:	<input 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.	<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 checked="" type="checkbox"/> Other Procurement Method, please describe: <b>NONPO – Sale of Property</b>

<b>Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:</b>	
<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 type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

Rev. 7/24/23

Are the purchases compatible with the new ERP system?  Yes  No, please explain.

**FUNDING SOURCE:** i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.

**N/A – Revenue Generating**

Is funding for this included in the approved budget?  Yes  No (if “no” please explain):

Payment Schedule:  Invoiced  Monthly  Quarterly  One-time  Other (please explain):

**Commented [CK1]:** Suggestion by MHV - I can't recall exactly how she said it. See text in green. (or we can refer them to instructions) and provide more detail in the instruction.

**Provide status of project.**

New Service or purchase  Recurring service or purchase  Is contract late  No  Yes, In the fields below provide reason for late and timeline of late submission

**Reason:**

**Timeline:**

Project/Procurement Start Date (date your team started working on this item):

Date documents were requested from vendor:

Date of insurance approval from risk manager:

Date Department of Law approved Contract:

Date item was entered and released in Infor:

Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:

If late, have services begun?  No  Yes (if yes, please explain)

Have payments be made?  No  Yes (if yes, please explain)

**HISTORY (see instructions):**

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	NA
Infor/Lawson PO # Code (if applicable):	NOPO
CM Contract#	3627

	<b>Department initials</b>	<b>Clerk of the Board</b>
Briefing Memo	CF	<input type="checkbox"/>

Late Submittal Required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Why is the contract being submitted late?		
What is being done to prevent this from reoccurring?		

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION				
RFP Exemptions (Contract)				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			N/A	NA
IG#			N/A – under \$10K	GHM
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	NA
Debarment/Suspension Verified	Date:	9/18/2023	CF	GHM
Auditor’s Finding	Date:	9/18/2023	CF	GHM
Vendor’s Submission			N/A	NA
Independent Contractor (I.C.) Requirement	Date:	8/23/23	CF	GHM
Cover - <i>Master contracts only</i>			N/A	NA
Contract Evaluation – <i>if required</i>			N/A	NA
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	NA
Checklist Verification			CF	GHM

Other documentation may be required depending upon your specific item

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

OTHER THAN FULL AND OPEN COMPETITION	
RFP Exemptions (Contract)	
Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	CF document attached GHM
Matrix Law Screen shot	N/A
COI	N/A
Workers’ Compensation Insurance	N/A

## Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

### Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
N/A				\$
			<b>TOTAL</b>	

<b>Contract History CE/AG# (if applicable)</b>	NA
<b>Infor/Lawson PO# and PO Code (if applicable)</b>	NA
<b>Lawson RQ# (if applicable)</b>	NA
<b>CM Contract#</b>	NA

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
<b>Original Amount</b>	\$				
<b>Prior Amendment Amounts (list separately)</b>		\$			
		\$			
		\$			
<b>Pending Amendment</b>		\$			
<b>Total Amendments</b>		\$			
<b>Total Contact Amount</b>		\$			

### Purchasing Use Only:

<b>Prior Resolutions:</b>	NA
<b>CM#:</b>	3627
<b>Vendor Name:</b>	CCLRC Fairview Gardens LLC
<b>ftp:</b>	NA
<b>Amount:</b>	\$10.00
<b>History/CE:</b>	NA
<b>EL:</b>	Needs wet
<b>Procurement Notes:</b>	The Department of Housing and Community Development is seeking approval of a contract for the sale of property at 3270 Franklin Blvd, Cleveland 44113 (Permanent Parcel – 003-31-002) to CCLRC Fairview Gardens LLC for the amount

## Department of Purchasing – Required Documents Checklist

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Upload as “word” document in Infor

	<p>of \$10.00. Fairview Gardens, a 40-unit senior affordable building located at 3207 Franklin Avenue, was constructed in 2002 on land leased from Cuyahoga County. Ohio City Incorporated assumed the building in 2018 to safeguard homes for nearly 70 low-income seniors and their families in a neighborhood with rapidly diminishing affordable housing options.</p>
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Purchasing Buyer approval: GHM 09/18/2023