



AGENDA
CUYAHOGA COUNTY COMMUNITY DEVELOPMENT COMMITTEE MEETING
MONDAY, OCTOBER 30, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH 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 16, 2023 MEETING [See Page 3]**
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2023-0295: A Resolution awarding a Community Development Grant in a total amount not to exceed \$250,000.00, to Warner and Swasey LLC for the benefit of a mixed-use real estate redevelopment project for a property located at 5701 Carnegie Avenue in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective. [See Page 5]
 - b) R2023-0299: A Resolution awarding a total sum, not to exceed \$250,000, to Olympia Foundation Inc., for the rehabilitation of the Olympia Building from the District 8 ARPA Community Grant Fund; and

declaring the necessity that this Resolution become immediately effective. [See Page 7]

- c) R2023-0308: A Resolution authorizing an agreement with City of Lakewood in the amount not-to-exceed \$1,091,667.00 for tenant based rental assistance services in connection with the American Rescue Plan for HOME Investment Partnership Program for the period 10/1/2023 – 9/30/2025; authorizing the County Executive to execute Agreement No. 3803 and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 15]

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 16, 2023
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
10:00 AM

1. CALL TO ORDER

Chairwoman Stephens called the meeting to order at 10:05 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE OCTOBER 2, 2023 MEETING

A motion was made by Ms. Stephens, seconded by Mr. Kelly, and approved by unanimous vote to approve the minutes from the October 2, 2023 meeting.

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.

Ms. Pam Schuellerman, Executive Director; Mr. Mike Grimes, Home Repair Manager; and Mr. Roger Carney, Controller for Community Housing Solutions; and Ms. Sara Parks Jackson, Director of the Department of Housing and Community Development, addressed the Committee regarding Resolution No. R2023-0278. Discussion ensued.

Committee members and Councilmember asked questions of Ms. Schuellerman, Mr. Grimes, Mr. Carney and Ms. Parks Jackson pertaining to the item, which they answered accordingly.

Mr. Kelly stated that he would like to increase the award amount by \$10,000.00 utilizing ARPA funds from District 1.

On a motion by Mr. Kelly with a second by Ms. Stephens, Resolution No. R2023-0278 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- 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.

Mr. Greg Huth, Assistant Law Director; Mr. Ben Trimble, Chief Real Estate Officer for Ohio City, Inc.; and Mr. Gus Frangos, President of the Cuyahoga Lank Bank, addressed the Committee regarding Resolution No. R2023-0288. Discussion ensued.

Committee members and Councilmember asked questions of Mr. Huth, Mr. Trimble and Mr. Frangos pertaining to the item, which they answered accordingly.

On a motion by Mr. Kelly with a second by Mr. Jones, Resolution No. R2023-0288 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairwoman Stephens adjourned the meeting at 10:55 a.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0295

Sponsored by: Councilmember Jones	A Resolution awarding a Community Development Grant in a total amount not to exceed \$250,000.00, to Warner and Swasey LLC for the benefit of a mixed-use real estate redevelopment project for a property located at 5701 Carnegie Avenue in the City of Cleveland; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, the Cuyahoga County Community Development Fund is funded by the gross casino revenues distributed to Cuyahoga County; and

WHEREAS, the Warner and Swasey rehabilitation project is for the benefit of a mixed-use real estate redevelopment of a property located at 5701 Carnegie Avenue in the City of Cleveland (the “Project”); and

WHEREAS, Midtown Cleveland, Inc. anticipates the Project will bring approximately 140 units of senior, family, and workforce housing to the neighborhood, while preserving a key historic building; and

WHEREAS, pursuant to Cuyahoga County Council Resolution Nos. R2021-0055 and R2023-0102, Council previously authorized an Economic Development and Redevelopment Modernization Loan in an amount not to exceed \$1,000,000.00 to support the Project, scheduled to sunset on March 22, 2024; and

WHEREAS, the Community Development Fund has available proceeds to fund projects that better Cuyahoga County, and Council has determined the Project is an appropriate use of the County’s Community Development Fund resources; 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.

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

SECTION 1. That the Cuyahoga County Council hereby awards a Community Development Grant in an amount not to exceed \$250,000.00 to the Warner and Swasey, LLC from the County’s Community Development Fund for

the benefit of a mixed-use real estate redevelopment project for a property located at 5701 Carnegie Avenue in the City of Cleveland.

SECTION 2. The County Executive and/or the Director of Development are hereby authorized to execute all documents consistent with said loan and 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, this Resolution shall become immediately effective.

SECTION 4. 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 24, 2023

Committee(s) Assigned: Community Development

Journal _____
_____, 20__

County Council of Cuyahoga County, Ohio

Resolution No. R2023-0299

Sponsored by: Council President Jones	A Resolution awarding a total sum, not to exceed \$250,000, to Olympia Foundation Inc., for the rehabilitation of the Olympia Building from the District 8 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 8 ARPA Community Grant Fund in the amount of \$250,000 to Olympia Foundation Inc. for the rehabilitation of the Olympia Building; and

WHEREAS, Olympia Foundation Inc. estimates approximately twenty households will be served annually through this award; and

WHEREAS, Olympia Foundation Inc. estimates approximately 35 permanent and temporary jobs will be created or retained through this project; and

WHEREAS, Olympia Foundation Inc. estimates the total cost of the project is \$2,900,000; and

WHEREAS, Olympia Foundation Inc. indicates the other funding source(s) for this project includes:

- A. \$1,450,000 from OHFA;

- B. \$485,000 from the City of Cleveland;
- C. \$350,000 from the Developer's Fee
- D. \$365,000 from Debt; and

WHEREAS, Olympia Foundation Inc. is estimating the start date of the project will be February 2024 and the project will be completed by December 2024; and

WHEREAS, Olympia Foundation Inc. requested \$250,000 from the District 8 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$250,000 to Olympia Foundation Inc. 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 \$250,000 to Olympia Foundation Inc. from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the rehabilitation of the Olympia Building.

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 24
Committee(s) Assigned: Community Development

Journal _____
_____, 20____



**Cuyahoga County
Council**

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

COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

APPLICANT INFORMATION:	
Name of Requesting Entity (City, Business, Non-Profit, etc.): Olympia Foundation, Inc. (nonprofit corporation)	
Address of Requesting Entity: 3361 E. 55, Cleveland 44127	
County Council District # of Requesting Entity: 8	
Address or Location of Project if Different than Requesting Entity: same	
County Council District # of Address or Location of Project if Different than Requesting Entity: same	
Address of Entity Person Filling out This Request: David Garland	
Contact Address if different than Requesting Entity: same	
Email: David.genesisgroup@gmail.com	Phone: 646-924-5995
Federal IRS Tax Exempt No.: 88-3141753	Date: October 16, 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):

The Olympia Building, located at E. 55 and Broadway, is a historic gateway building to the Broadway/Slavic Village neighborhood of Cleveland. Due to decades of insufficient revenue and poor management, it requires gut rehabilitation. The building has ground floor retail spaces and twenty apartments on the top two floors. The apartments are covered by a project based Section 8 contract, and thus occupancy is restricted to households with 50% or less of the Area Median Income. The current Section 8 contract is obsolete, and the subsidy has been too low even to cover operating expenses for decades. The current owner is working with HUD to execute a replacement contract that will bring rents to a level that will support quality maintenance and operations after rehab.

The Broadway/Slavic Village neighborhood has a significant need for high quality, affordable rental housing. The area suffered dramatically during the housing crisis; it had the highest foreclosure rate in the country. While vacancy and blight were a challenge prior to the crisis, disinvestment in the area escalated significantly from 2007 to 2013. During that period, the number of owner-occupied homes plummeted by 17% (compared to a decrease of 10% citywide), and vacancy rates jumped from 13% to 33%. Additionally, the number of neighborhood families at or below the poverty level increased from 27% to 43%, and unemployment rose from 6% to 23%. The neighborhood still is recovering from this devastation.

However, despite these challenges, the neighborhood has a number of attractive qualities that position it for continued recovery and make it attractive to current and potential residents. It has active retail corridors, a strong cultural heritage, and long-standing community institutions. Given the Olympia's project based Section 8 contract, the high number of both income eligible households and substandard housing units in the area, and the ongoing revitalization efforts in Broadway/Slavic Village, Community Cooperative Development Foundation, OH, Inc. will always have a waiting list for the apartments in the building.

With the ARPA award, the project will have sufficient development funds to close on financing and begin construction. Following is the projected timeline:

October – December, 2023: Complete design work and finalize costs. Coordinate with OHFA, City of Cleveland, and County to ensure full compliance with requirements.

December, 2023 – January, 2024: Design review and building permit reviews.

February – December, 2024: Construction.

Project Start Date: February 1, 2024

Project End Date: December 31, 2024

IMPACT OF PROJECT:

Who will be served: Occupants of the building will continue to be low- and very-low income households. The apartments all will be covered by a project based Section 8 contract; tenants will pay 30% of their adjusted income. Current tenants pay between nothing and approximately \$150 per month for rent.

How many people will be served annually: Twenty households will benefit. The building has four one-bedroom apartments and sixteen two-bedroom apartments. Currently, each unit has between one and nine occupants.

Will low/moderate income people be served; if so how: Yes. Because the project will continue to have a Section 8 contract, tenancy is limited to households with incomes at or below 50% of the Area Median Income.

How does the project fit with the community and with other ongoing projects: University Settlement recently completed construction of an 80+ unit low income housing tax credit project; Lourexis, Inc. is in the process of a substantial rehab of Alexis Manor senior apartment building. Both projects are within three blocks of the Olympia.

If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary: The construction will create approximately 35 temporary jobs. Upon completion, the building will retain two employees.

Applicable, what environmental issues or benefits will there be: The construction will be done to Enterprise Green standards to minimize utility usage. An electric car charging station will be located on site. Once the owner acquires the adjacent vacant lot on E. 55 from the City, it will plant trees to add to the tree canopy.

If applicable, how does this project serve as a catalyst for future initiatives: The Slavic Village CDC and a private developer have been acquiring properties along north Broadway for over a decade and letting them deteriorate and sit vacant. A goal of Olympia Foundation is that the CDC and developer will begin to rehab these structures to enhance the development activity of the area's other nonprofit developers.

Total Budget of Project:

\$2,900,000

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

OHFA: \$1,450,000

Cleveland: \$485,000

Developer's Fee: \$350,000

Debt: \$365,000

Total amount requested of County Council American Resource Act Dollars:

\$250,000

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

The ARPA grant is needed only for development; tenant rent and Section 8 subsidies will cover future operations.

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.

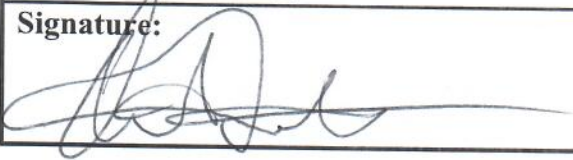
I agree that at any time, any local, state, or federal governmental agency, or a private entity on behalf of any of these governmental agencies, can audit these dollars and projects.

Printed Name:

Olympia Foundation, Inc.

By: David Garland, president

Signature:



Date:

October 16, 2023

Additional Documents

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

N/A

County Council of Cuyahoga County, Ohio
Resolution No. R2023-0308

Sponsored by: County Executive Ronayne/Department of Housing and Community Development	A Resolution authorizing an agreement with City of Lakewood in the amount not-to-exceed \$1,091,667.00 for tenant based rental assistance services in connection with the American Rescue Plan for HOME Investment Partnership Program for the period 10/1/2023 – 9/30/2025; authorizing the County Executive to execute Agreement No. 3803 and all other documents consistent with this Resolution and declaring the necessity that this Resolution become immediately effective.
Co-sponsored by: Councilmember Miller	

WHEREAS, the County Executive/Department Housing and Community Development recommends an agreement with City of Lakewood in the amount not-to-exceed \$1,091,667.00 for tenant based rental assistance services in connection with the American Rescue Plan for HOME Investment Partnership Program for the period 10/1/2023 – 9/30/2025; and

WHEREAS, the primary goal of this project is to provide qualifying households with payment to cover the entire or insufficient amounts that the household cannot pay for housing and housing-related costs, such as rental assistance, security deposits and utility deposits; and

WHEREAS, this project is funded by 100% HOME-ARP Funds; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County entity.

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

SECTION 1. That the Cuyahoga County Council hereby authorizes an agreement with City of Lakewood in the amount not-to-exceed \$1,091,667.00 for tenant based rental assistance services in connection with the American Rescue Plan for HOME Investment Partnership Program for the period 10/1/2023 – 9/30/2025.

SECTION 2. That the County Executive is authorized to execute Agreement No. 3803 and all documents consistent with 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, and 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 24, 2023

Committee(s) Assigned: Community Development

Additional Sponsorship Requested on the Floor: October 24, 2023

Journal _____

_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	2023; Department of Housing and Community Development; City of Lakewood; HOME-ARP Grant October 1, 2023 – September 30, 2025
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 Approved/ Council's Journal Date	Approval No.
O	3803	City of Lakewood	10/1/2023 – 9/30/2025	\$1,091,667.00	Pending	Pending

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

Requesting approval of a contract with the City of Lakewood in the amount not to exceed \$1,091,667.00 for the period of October 1, 2023 through September 30, 2025.

Under the agreement with the US Department of Housing and Urban Development set forth in 24 CFR 92, the communities of Cleveland Heights, Euclid, Lakewood, and Parma Ohio have collectively formed the Cuyahoga Housing Consortium to receive funds for the purposes of carrying out the objectives of the Cranston-Gonzalez Affordable Housing Act.

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):

Provide for a tenant based rental assistance program.

Provide qualifying households with payment to cover the entire or insufficient amounts that the household cannot pay for housing and housing-related costs, such as rental assistance, security deposits and utility deposits.

Generally, provide support for qualifying families that are homeless, at risk of homelessness, fleeing or attempting to flee domestic violence situations, population where providing supportive services or assistance would prevent a family's homelessness as well as veterans and family.

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

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):
City of Lakewood 12650 Detroit Ave Lakewood, OH 44107	Meghan F George, Mayor
Vendor Council District:	Project Council District:
District 2	Districts 2 & 3
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT X
RQ # <i>if applicable</i> <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. This contract will provide HOME-ARP funds to the City of Lakewood for a Tenant Based Rental Assistance program. *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, <i>please explain.</i>	<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, <i>please explain:</i>	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (<i>list original procurement</i>) <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 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.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> 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.

100% HOME-ARP Funds

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):

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):

Contract 2751 for \$909,459 for Emergency Rental Assistance 10/1/2022 to 12/31/2022.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	NA
Infor/Lawson PO # Code (if applicable):	EXMT
CM Contract#	3803

	Department initials	Clerk of the Board
Briefing Memo	LB	<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 checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION				
RFP Exemptions (Contract)				
Reviewed by Purchasing				
			Department initials	Purchasing
Justification Form			LB	GHM
IG#			N/A	NA
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:	9/26/2023	LB	GHM
Auditor’s Finding	Date:	9/6/2023	LB	GHM
Vendor’s Submission			N/A	NA
Independent Contractor (I.C.) Requirement	Date:		N/A Govt. Entity	NA
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			LB	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	LB document attached GHM
Matrix Law Screen shot	LB document attached GHM
COI	LB document attached GHM
Workers’ Compensation Insurance	LB document attached GHM

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Accounting Units

Time Period	Accounting Unit	Account Number	Activity Code	Dollar Amount
10/01/2023 – 12/31/2023	DV220195	55130	DEV-HOME-ARPA	\$ 250,000.00
01/01/2024 – 12/31/2024	DV220195	55130	DEV-HOME-ARPA	\$ 841,667.00
01/01/2025 – 09/30/2025	DV220195	55130	DEV-HOME-ARPA	0.00
			TOTAL	\$1,091,667.00

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

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

Purchasing Use Only:

Prior Resolutions:	
CM#:	3803
Vendor Name:	City of Lakewood
ftp:	10/01/2023-09/30/2025
Amount:	\$1,091,667.00
History/CE:	NA
EL:	OK
Procurement Notes:	The Department of Housing and Community Development is requesting approval of a contract with the City of Lakewood in the amount not to exceed \$1,091,667.00 for the period of October 1, 2023 through September 30, 2025. Under the agreement with

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

	the US Department of Housing and Urban Development set forth in 24 CFR 92, the communities of Cleveland Heights, Euclid, Lakewood, and Parma Ohio have collectively formed the Cuyahoga Housing Consortium to receive funds for the purposes of carrying out the objectives of the Cranston-Gonzalez Affordable Housing Act.
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Purchasing Buyer approval: GHM 09/28/2023