



AGENDA
CUYAHOGA COUNTY COMMUNITY DEVELOPMENT
COMMITTEE MEETING
MONDAY, OCTOBER 28, 2024
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 7, 2024 MEETING** [See Page 4]
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) R2024-0354: A Resolution awarding a total sum, not to exceed \$36,293.06, to the City of Garfield Heights for the St. John Lutheran Church Gym Flooring Project from the District 8 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 7]
 - b) R2024-0375: A Resolution amending Resolution No. R2022-0244 dated 9/13/2022, which authorized Affordable Housing Loans to various organizations in the total amount not-to-exceed \$4,550,000.00 for the Affordable Housing Gap Financing Program by (i) removing the Frontline Development Group, LLC loan in its entirety, (ii) amending the funding to

reflect the removal of Frontline Development Group LLC, (iii) replacing the Director of Development with the Director of Housing and Community Development in Section 2, and (iv) extending the sunset provision contained in Section 3 to 12/31/2025; and declaring the necessity that this Resolution become immediately effective: [See Page 15]

- 1) Frontline Development Group, LLC in the amount not-to-exceed \$600,000.00 for the construction of (240) workforce-based, affordable housing units for The Allen Estates Project.**
- 2) Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$450,000.00 for the redevelopment and rehabilitation of (2) existing building and the creation of (6) new, affordable housing units located on Madison Avenue and Lorain Avenue in the City of Cleveland.**
- 3) Lutheran Metropolitan Ministry in the amount not-to-exceed \$200,000.00 for construction of (4) new, affordable, energy-efficient, permanent housing units for people experiencing homelessness in the City of Cleveland.**
- 4) Northwest Neighborhoods CDC in the amount not-to-exceed \$450,000.00 for the creation of (51) affordable rental housing units for seniors for The Karam Senior Living Project.**
- 5) 2804 Moreland, LLC in the amount not-to-exceed \$450,000.00 for rehabilitation of a vacant residential building, located at 2804 South Moreland Boulevard, City of Cleveland, to create 23 units of affordable housing.
- 6) CHN Housing Partners in the amount not-to-exceed \$450,000.00 for the construction of (40) affordable housing units for low to moderate-income persons, with an emphasis on single parents seeking higher education.

- 7) Cuyahoga Land Bank in the amount not-to-exceed \$1,500,000.00 to provide matching grants for housing and rehabilitation; and matching grants for the construction of (5) new homes in the City of East Cleveland.
 - 8) Emerald Development and Economic Network, Inc. in the amount not-to-exceed \$450,000.00 for the redevelopment and rehabilitation of (1) existing building and the creation of new affordable housing units for EDEN Expansion Phase II Project.
- c) R2024-0376: A Resolution authorizing a contract with CHN Housing Partners in the amount not-to-exceed \$5,000,000.00 for housing, counseling, and program administration services of the Cuyahoga Property Tax Assistance Program to prevent tax foreclosure and displacement of homeowners facing financial hardship through provisions of direct taxpayer assistance, effective upon contract signatures of all parties, for a period of two (2) years, authorizing the County Executive to execute Contract No. 4915 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 21]

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 7, 2024
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 10:15 a.m.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES FROM THE SEPTEMBER 16, 2024 MEETING

A motion was made by Mr. Gallagher, seconded by Ms. Stephens, and approved by unanimous vote to approve the minutes from the September 16, 2024 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2024-0307: A Resolution awarding a total sum, not to exceed \$20,000, to Smart Development, Inc. for the Community First Program from the District 3 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Ms. Melaak Rashid, Development Director for Smart Development, Inc., addressed the Committee regarding Resolution No. R2024-0307. Discussion ensued.

Committee members asked questions of Ms. Rashid pertaining to the item, which she answered accordingly.

On a motion by Ms. Stephens with a second by Mr. Jones, Resolution No. R2024-0307 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- b) R2024-0346: A Resolution awarding a total sum, not to exceed \$10,000, to the B-Buzz Baseball League for new baseball equipment from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Mr. Wendell Fields, Executive Director/League Commissioner for B-Buzz Baseball League, addressed the Committee regarding Resolution No. R2024-0346. Discussion ensued.

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

On a motion by Mr. Jones with a second by Mr. Gallagher, Resolution No. R2024-0346 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- c) R2024-0347: A Resolution amending the award made pursuant to R2022-0170 to authorize the City of Richmond Heights to use the remaining balance of \$87,500, for the purpose of the Greenwood Farm Gazebo Project from the District 11 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Ms. Rachel Gardiner, Economic Development Assistant for the City of Richmond Heights, addressed the Committee regarding Resolution No. R2024-0347. Discussion ensued.

Committee members asked questions of Ms. Gardiner pertaining to the item, which she answered accordingly.

On a motion by Mr. Jones with a second by Ms. Stephens, Resolution No. R2024-0347 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

6. MISCELLANEOUS BUSINESS

Ms. Sara Parks Jackson, Director of the Department of Housing and Community Development, addressed the committee regarding a funding opportunity from the United States Department of Housing and Urban Development for Round 2 of the Pathways to Removing Obstacles to Housing (PRO Housing) Grant. Committee members asked questions of Ms. Parks Jackson pertaining to the grant, which she answered accordingly.

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. R2024-0354

Sponsored by: Councilmember Jones	A Resolution awarding a total sum, not to exceed \$36,293.06, to the City of Garfield Heights for the St. John Lutheran Church Gym Flooring Project 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 \$36,293.06 to the City of Garfield Heights for the St. John Lutheran Church Gym Flooring project; and

WHEREAS, the City of Garfield Heights estimates approximately 2,000 people will be served annually through this award; and

WHEREAS, the City of Garfield Heights estimates approximately 1 permanent and temporary job will be created or retained through this project; and

WHEREAS, the City of Garfield Heights estimates the total cost of the project is \$36,293.06; and

WHEREAS, the City of Garfield Heights is estimating the start date of the project will be Fall 2024 and the project will be completed by December 2024; and

WHEREAS, the City of Garfield Heights requested \$36,293.06 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 \$36,293.06 to the City of Garfield Heights 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 \$36,293.06 to the City of Garfield Heights from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the St. John Lutheran Church Gym Flooring project.

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 8, 2024

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.): City of Garfield Heights in collaboration with St. John Lutheran Church	
Address of Requesting Entity: 5407 Turney Rd. Garfield Hts. Ohio 44125	
County Council District # of Requesting Entity: 8	
Address or Location of Project if Different than Requesting Entity: St. John Lutheran Church 11333 Granger Road, Garfield Heights, Ohio, 44125	
County Council District # of Address or Location of Project if Different than Requesting Entity:	
Contact Name of Person Filling out This Request: Matthew Burke Mayor	
Contact Address if different than Requesting Entity:	
Email: Mb Burke@garfieldhts.org Psalemi@garfieldhts.org	Phone: 216-475-4388
Federal IRS Tax Exempt No.: 346001195	Date: Sept. 25, 2024

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 City of Garfield Heights is asking for assistance on behalf of and in collaboration with St. John Lutheran Church to replace the church's indoor gymnasium basketball/volleyball flooring. For the past 25 years, the church has made the facility available to both youth and adults throughout the southeast area to play basketball recreationally. The Church also has used the space to provide a variety of community programming and learning opportunities.

Recently the Church received help from members of the community to get new lighting installed in the facility. Because of budget constraints, the Church has not been able to replace the flooring. The City is willing to offer staffing to help run skills camps through a recreational basketball league program at the city's cost. We are requesting funding to replace and stripe the gymnasium floor for use as basketball and volleyball courts and other programs offered by St. John Lutheran. The City of Garfield Heights will manage and oversee the renovation project in cooperation with the Church.

Garfield Heights City Council will approve legislation to apply for and accept the county ARPA funding award. Once Cuyahoga County council approves the award, the project will proceed to include purchasing the flooring and its installation. Garfield Heights will collaborate with St. John Lutheran to develop, promote and operate a community basketball program. The city will follow county protocols regarding reporting and reimbursement for the funding award.

Project Start Date:
Fall 2024

Project End Date:
Dec. 31, 2024 anticipated.

IMPACT OF PROJECT:
<p>Who will be served:</p> <p>Both youth and adult residents of Garfield Heights and neighboring communities, as well as the St. John's Lutheran Church congregation and those involved in their outreach programs.</p>
<p>How many people will be served annually:</p> <p>It is anticipated that the courts will be used by approximately 2,000 people annually for the basketball, volleyball and other programs held at the facility.</p>
<p>Will low/moderate income people be served; if so how:</p> <p>Yes. The city will partner with St. John Lutheran Church to develop affordable indoor basketball opportunities including league and open play. The Church also offers other community programming that is open to all.</p>
<p>How does the project fit with the community and with other ongoing projects?</p> <p>The city is implementing its Parks Master Plan, developed with CDSG funding. Using previously approved County ARPA funding, the city upgraded recreation areas with new outdoor basketball and pickle ball courts, playground equipment and improved landscaping. St. John Lutheran Church been opening their gymnasium to the youth in Garfield Heights and the city plans to collaborate with them by first replacing its dilapidated court and then developing a program.</p>
<p>If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:</p> <p>The city has added one additional recreation coordinator to develop and oversee the anticipated outdoor and indoor programs. It is anticipated that the renovation will lead to the retention of staff at St. John Lutheran.</p>
<p>If applicable, what environmental issues or benefits will there be:</p> <p>N/A</p>
<p>If applicable, how does this project serve as a catalyst for future initiatives:</p> <p>Rehabilitation of the indoor basketball at St. John Lutheran Church offers the potential for the city to develop a year-round program that will provide both physical and social benefits for the community. It also offers the potential to use the space for other valued programming.</p>

FINANCIAL INFORMATION:
Total Budget of Project: \$36,293.06
Other Funding Sources of Project (list each source and dollar amount separately):
Total amount requested of County Council American Resource Act Dollar \$36,293.06
Since these are one-time dollars, how will the Project be sustained moving forward: The city will designate funding in its annual Parks and Recreation budget.

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:

Matthew A. Burke

Signature:

Matthew A. Burke

Date:

9/23/2024

Additional Documents

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

St. John Lutheran Gym Renovation Quotes

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0375

Sponsored by: County Executive Ronayne/Department of Housing and Community Development Co-sponsored by: Councilmember Turner	A Resolution amending Resolution No. R2022-0244 dated 9/13/2022, which authorized Affordable Housing Loans to various organizations in the total amount not-to-exceed \$4,550,000.00 for the Affordable Housing Gap Financing Program by (i) removing the Frontline Development Group, LLC loan in its entirety, (ii) amending the funding to reflect the removal of Frontline Development Group LLC, (iii) replacing the Director of Development with the Director of Housing and Community Development in Section 2, and (iv) extending the sunset provision contained in Section 3 to 12/31/2025; 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 an Amendment to Resolution No. R2022-0244 dated 9/13/2022, which authorized Affordable Housing Loans to various organizations in the total amount not-to-exceed \$4,550,000.00 for the Affordable Housing Gap Financing Program by:

- (i) removing the Frontline Development Group, LLC loan in its entirety,
- (ii) amending the funding to reflect the removal of Frontline Development Group LLC and to correct the amount and sources of funding,
- (iii) replacing the Director of Development with the Director of Housing and Community Development in Section 2, and
- (iv) extending the sunset provision contained in Section 3 to 12/31/2025; and

WHEREAS, the primary goal of the loans is to support affordable housing projects; and

WHEREAS, the loan authorized loan to Frontline Development Group, LLC, in the amount not-to-exceed \$600,000.00 is no longer under consideration by Housing and Community Development because Frontline Development Group, LLC requested and the county authorized, a different project with a different funding source; and

WHEREAS, the project is now funded by \$2,400,000.00 General Fund-American Rescue Plan (ARPA) Revenue Replacement/Provision of Government Services and \$1,550,000.00 Federal HOME Investment Partnership Funds for a new total not-to-exceed amount of \$3,950,000.00 of; and

WHEREAS, the Department of Housing and Community Development is now the appropriate department to be authorized with the County Executive to execute all documents consistent with said loans; and

WHEREAS, it is necessary that any sunset provision in Section 3 be extended to 12/31/2025 to allow for the loan proceeds to be disbursed to all recipients; 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 amends Resolution No. R2022-0244 dated 9/13/2022, which authorized Affordable Housing Loans to various organizations to:

- (i) remove the Frontline Development Group, LLC loan in its entirety,
- (ii) amend the funding to reflect the removal of Frontline Development Group LLC, to decrease the total not-to-exceed amount to \$3,950,000.00, and to amend sources of funding to reflect \$2,400,000.00 funded by General Fund-American Rescue Plan (ARPA) Revenue Replacement/Provision of Government Services and \$1,550,000.00 Federal HOME Investment Partnership Funds
- (iii) replace the Director of Development with the Director of Housing and Community Development in Section 2, and
- (iv) extend the sunset provision contained in Section 3 to 12/31/2025

SECTION 2. It is necessary that this Resolution become immediately effective for the usual daily operation of the County and the 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 3. 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 22, 2024

Committee(s) Assigned: Community Development

Additional Sponsorship Requested: October 22, 2024

Journal _____
_____, 20__

LOAN TRANSACTIONS

Title	2024 – Department of Housing and Community Development; Amendment; Housing Loans; R2022-0244
Department or Agency Name	Department of Housing and Community Development
Requested Action	<input checked="" type="checkbox"/> Contract <input type="checkbox"/> Agreement <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.
A	Pending	e- Emerald Development and Economic Network	3.5 months	\$450,000.00	9/13/2022	R2022-0244
A	Pending	g – Lutheran Metropolitan Ministry	3.5months	\$200,000.00	9/13/2022	R2022-0244
A	Pending	h – Northwest Neighborhoods CDC	3.5months	\$450,000.00	9/13/2022	R2022-0244

Loan Description and Terms.

The Department of Housing and Community Development is seeking to amend the previously approved Housing Loans to Emerald Development and Economic Network, Lutheran Metropolitan Ministry and Northwest Neighborhoods CDC. The Department is requesting a 3.5-month extension to the sunset date to 12/31/2024 of Resolution R2022-0244 which was approved by County Council on September 13, 2022.

Project Purpose/Goals, Outcomes(List 3):

EDEN is a project to redevelop and rehabilitate two existing buildings creating 6 new affordable rental housing units. The project will convert the currently vacant lower-level retail space in both buildings into much needed affordable residential housing. The buildings are located on Madison Avenue and Lorain Avenue in the City of Cleveland. Total Project Cost \$5,025,750 - Location: City of Cleveland.

LMM is proposing a highly innovative construction solution that will provide 4 new, affordable, and energy efficient permanent housing for people experiencing homelessness. LMM will construct panelized, steel framed, energy neutral/positive homes in Cleveland and rent them at affordable rates to individuals leaving emergency shelter. Total Project Cost \$466,200 - City of Cleveland.

The Karam Senior Living project is a collaboration between Northwest Neighborhoods CDC (NNCDC) and the new Walz Branch of the Cleveland Public Library (CPL). This new construction project will create 51 affordable rental housing units for seniors. Total Project Cost \$14,028,196 - Location: City of Cleveland.

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

In the boxes below, list Borrower/Vendor, 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):
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ# _9636____ (Insert RQ# for formal/informal items, as applicable) <input type="checkbox"/> RFB <input checked="" 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. *See Justification for additional information.
The total value of the solicitation: \$5,000,000.00	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) / 8	<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)

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.
The projects noted above are 100% Home Improvement Partnership Grant (HOME)
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Other (please explain): Reimbursement for costs

Provide status of project.
Is contract late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission

Reason: Expiration of sunset was discovered when procurement for The Arch at Saint Michael project was being finalized.

Timeline:	9/27/2024
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: Items was submitted in Matrix on 9/5/2024, but not acted upon.	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments be made? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):
The HOME loan was originally approved on September 13, 2022, Resolution R2022-0244.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0376

Sponsored by: County Executive Ronayne/Fiscal Department	A Resolution authorizing a contract with CHN Housing Partners in an amount not-to-exceed \$5,000,000.00 for housing, counseling, and program administration services of the Cuyahoga Property Tax Assistance Program to prevent tax foreclosure and displacement of homeowners facing financial hardship through provisions of direct taxpayer assistance, effective upon contract signatures of all parties, for a period of two (2) years, authorizing the County Executive to execute Contract No. 4915 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/Fiscal Department recommends entering into a contract with CHN Housing Partners in the amount not-to-exceed \$5,000,000.00 for housing counseling and program administration services of the Cuyahoga Property Tax Assistance Program to prevent tax foreclosure and displacement of homeowners facing financial hardship through provisions of direct taxpayer assistance, effective upon contract signatures of all parties, for the period of two (2) years; and

WHEREAS, the primary goal of this project is to provide emergency assistance to vulnerable seniors experiencing tax delinquency to stay in their home; and

WHEREAS, this project is funded 100% Delinquent Tax and Assessment Collection 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 Partners in an amount not-to-exceed \$5,000,000.00 for housing, counseling, and program administration services of the Cuyahoga Property Tax Assistance Program to prevent tax foreclosure and displacement of homeowners facing financial hardship through provisions of direct taxpayer assistance, effective upon contract signatures of all parties, for the period of two (2) years.

SECTION 2. That the County Executive is authorized to execute Contract No. 4915 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 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 22, 2024
Committee(s) Assigned: Community Development

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	Fiscal Department / CHN Housing Partners / Contract / 2-year contract for tax assistance program administration and direct assistance conduit payments
Department or Agency Name	Fiscal Department
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	4915	CHN Housing Partners	Effective Upon Signature – 2 years from effective date	\$5,000,000.00	Pending	Pending

Service/Item Description (include quantity if applicable).

The Treasurer's Office is requesting approval of a 2-year contract with CHN Housing Partners for the anticipated total cost not-to-exceed \$5,000,000.00. This tax assistance program is a new service for seniors in Cuyahoga County. During the Term of this Contract, CHN shall provide services to prevent displacement and tax foreclosure on homeowners facing financial hardship through provisions of direct taxpayer assistance cash payments for delinquent and late property taxes, and housing counseling services to the County. Of the total \$5,000,000.00 amount, a cost of \$2,500,000.00 in year 1 shall not be exceeded, and a cost of \$2,500,000.00 in year 2 shall not be exceeded. In year 1 of the Term, an amount not to exceed \$500,000.00 is for housing counseling and project administration, and an amount of at least \$2,000,000.00 is for direct taxpayer assistance conduit payments to assist taxpayers with delinquent and late property taxes. In the event that the costs of housing counseling and project administration in year 1 are less than \$500,000.00, those remaining housing counseling and project administration funds may be used for direct taxpayer assistance conduit payments so long as the total cost of year 1 does not exceed \$2,500,000.00. In year 2 of the Term, an amount not to exceed \$500,000.00 is for housing counseling and project administration, and an amount of at least \$2,000,000.00 is for direct taxpayer assistance conduit payments to assist taxpayers with delinquent and late property taxes. In the event that the costs of housing counseling and project administration in year 2 are less than \$500,000.00, those remaining housing counseling and project administration funds may be used for direct taxpayer assistance conduit payments so long as the total cost of year 2 does not exceed \$2,500,000.00.

Indicate whether: ☒ **New service/purchase** ☐ **Existing service/purchase** ☐ **Replacement for an existing service/purchase** (provide details in Service/Item Description section above)

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):

-to help vulnerable seniors experiencing tax delinquency to stay in their homes
 -to provide emergency assistance for the same
 -to provide housing counseling services that will enable seniors to make stable housing-related financial decisions going forward.

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 Partners 2999 Payne Ave. Ste. 134 Cleveland, OH 44114	Nina Holzer, Director of Financial Mobility
Vendor Council District:	Project Council District:
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. The Taxpayer Assistance Program is based in large part on the Utilities Assistance Plus Program CHN Housing Partners managed from 2021-2023. CHN Housing Partners is uniquely situated to implement similar processes related to the Taxpayer Assistance Program. In addition, CHN Housing Partners provides in-house HUD certified housing counseling services. Housing counseling services are required for participation in the Taxpayer Assistance Program – and CHN Housing Partners’ status as a pre-certified provider and administrator of the logistical aspects of the program make them uniquely suited to managing the program in its entirety. *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.	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().

If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	
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 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. 100% Delinquent Tax and Assessment Collection Fund
Is funding for this included in the approved budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if "no" please explain): The project was not funded in an OBM-approved budget for the current year. This is because the Taxpayer Assistance Program is a new initiative, conceived by the Fiscal Office as a response to anticipated substantial increased in assessed property values for tax year 2024 Pay 2025 (the first payments for which are due in February 2025).
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit. FS251500
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 checked="" type="checkbox"/> No <input type="checkbox"/> 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:	
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments been made? <input 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.

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#	4915

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				
Exemptions (Contract)				
Reviewed by Purchasing				
			Department Initials	Purchasing
Briefing Memo			AGA	CQ
Justification Form			AGA	CQ
IG#	24-0047-REG 12/31/2028		AGA	CQ
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	NA
Debarment/Suspension Verified	Date:	10/01/2024	AGA	CQ
Auditor's Findings	Date:	10/01/2024	AGA	CQ
Vendor's Submission			N/A	CQ
Independent Contractor (I.C.) Form	Date:	05/31/2024	AGA	CQ
Cover - Master contracts only			N/A	NA
Contract Evaluation – if required provide most recent CM history on contract history table (see pg 2)			N/A	NA
TAC/CTO Approval or IT Standards (if required attach and identify relevant page #s or meeting approval number)			N/A	NA
Checklist Verification			AGA	CQ

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	AGA
Matrix Law Screen shot	AGA
COI	AGA
Workers' Compensation Insurance	AGA

Department of Purchasing – Required Documents Checklist

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
Effective Upon Signature – 12/31/2024	FS251500	55130			\$60,000.00
1/1/2025 – 12/31/2025	FS251500	55130			2,500,000.00
1/1/2026 – 2 Years From Effective Date	FS251500	55130			2,440,000.00
			TOTAL		\$5,000,000.00

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

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)					
CM Contract#					
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$				
Prior Amendment Amounts (list separately) (A-#)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contract Amount		\$			

PURCHASING USE ONLY

Prior Resolutions:	NA
CM#:	4915
Vendor Name:	CHN Housing Partners
Time Period:	Effective Upon Signature - 2 Years from Effective Date
Amount:	\$5,000,000.00
History/CE:	OK
EL:	OK
Purchasing Notes:	
Purchasing Agents Initials and date of approval	CQ 10/2/2024