

THE CITY OF UNIVERSITY HEIGHTS, OHIO
CITY COUNCIL MEETING via ZOOM
AGENDA

7:00PM

MONDAY, SEPTEMBER 21, 2020

The City of University Heights is inviting you to a Public Meeting hosted electronically by Zoom on **MONDAY, Sept., 21, 2020 at 7pm.**

Join Zoom Meeting

<https://us02web.zoom.us/j/84582632971>

Meeting ID: 845 8263 2971

One tap mobile

+19292056099,,84582632971# US (New York) 13017158592,,84582632971# US
+(Germantown)

Dial by your location

+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
Meeting ID: 845 8263 2971

NOTE: Executive Session may follow meeting to discuss legal, personnel and real estate matters. (Motion Required)

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes
5. Comments from the Audience (Speakers are limited to 5 minutes, total time allowed 15 min. per meeting, unless otherwise permitted by Council Ord. No. 91-25)
6. Reports and Communications from the Mayor and the taking of action
7. Agenda Items:
 - A) Presentation by Representatives of the Citizens Advisory Committee on Policing Policies
 - B) Presentation by Diane Bickett, Executive Director, Cuyahoga County Solid Waste District
 - C) Ordinance 2020-44 Authorizing the Mayor to Execute an Agreement for Recycling Processing Services between University Heights and Kimble Company (on second reading)
 - D) Amended Ordinance 2020-31 Enacting Codified Ordinance Section 280.04 Entitled "Public Hearings; Notice." (on second reading)
 - E) Resolution 2020-35 Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Fiscal Officer (on second reading)
 - F) Ordinance 2020-45 Adopting Small Business Assistance Program Appropriating Funds in Cares Act Funding to Said Program (on emergency)
 - G) Ordinance 2020-46 Adopting Mortgage Assistance Program and Appropriating Funds in Cares Act Funding to Said Program (on emergency)

- H) Ordinance 2020-47 Adopting Rental Assistance Program and Appropriating Funds in Cares Act Funding to Said Program (on emergency)
- I) Ordinance 2020-48 Adopting Utility Assistance Program and Appropriating Funds in Cares Act Funding to Said Program (on emergency)
- J) Motion Authorizing Mayor to Apply for the Ohio Environmental Protection Agency Level 2 Electric Vehicle Charging Station Grant
- K) Motion to hold an Executive Session immediately following this Regular Meeting for the Purpose of Discussing Personnel, Legal and/or Real Estate Matters

Directors Reports:

- a) Finance
- b) Law
- c) Public Safety (Police/Fire)
- d) Service
- e) Building/Housing/Development
- f) City Engineer
- g) Communications / Civic Engagement
- h) Economic Development

8. Adjournment

AMENDED AGENDA
MONDAY, SEPTEMBER 21, 2020
REPORTS FROM STANDING COMMITTEES

BUILDING/HOUSING

Chairman
Barbara Blankfeld

COMMUNITY OUTREACH

Chairman
Susan Pardee

ECONOMIC DEVELOPMENT

Chairman
John Rach

FINANCE

Chairman
Michele Weiss

RECREATION

Chairman
Phillip Ertel

SAFETY

Chairman
Saundra Berry

SERVICE AND UTILITIES

Chairman
Justin Gould

COMMITTEE OF THE WHOLE

Vice Mayor Michele Weiss



UNIVERSITY HEIGHTS

To: City Council

From: Mayor Michael Dylan Brennan

Re: Citizens Advisory Committee on Policing Policies

Date: September 16, 2020

This evening the Citizens Advisory Committee on Policing Policies met to finalize their presentation to be made at the council meeting of September 21, 2020. The committee met eight Wednesday evenings since mid-July. During the course of the meetings, six subcommittees – or working groups – were created to divide up the issues surrounding Use of Force. Each subcommittee will present briefly at council their recommendations.

The sub committees are below. The lead presenter is italicized.

**Use of Force
(GO 130 1-7)**

Patti Carlyle
Ronald Collier
Joshua Hunt
Crystal Pickus

**Reporting – Oversight
(GO 130 8-14)**

O'Dasha Blue
C.P. "Neil" Gould, III
Tyler "Aliah" Lawson
Sheri Sax
Mike Sears
Vincent Stokes

**Non-lethal Weapons
(GO 131)**

Indira Gatlin
Adrian Hardin
Joanna Homann
Sheila Hubman
Paul Miller
Sean Weiss

**Lexipol/Communication/
Bridge Building w/ Police**

Indira Gatlin
Sheila Hubman
Crystal Pickus
Sheri Sax
Vincent Stokes
Sean Weiss

Outreach

O'Dasha Blue
Patti Carlyle
Joanna Homann
Aliah Lawson

De-escalation

Ronald Collier
Neil Gould
Adrian Hardin
Joshua Hunt
Paul Miller
Mike Sears

I thank all committee members above for their service. I also thank Priscilla Tate and Rev. Roger Osgood, who both made contributions during the process, but were forced to drop out due to the time commitment involved.

The Committee will continue to meet monthly, the third Wednesday of the month.

Before we convened this committee, Chief Dustin Rogers expressed his desire to have a Civilian Advisory Board to do much of what this committee has started to do. We will continue to meet with his support, as the Chief more fully sets forth his vision. I am delighted to have a strong cross-section of residents working together with our police department to make this City an ever better place to live, work, and raise a family.

Most of all, I can't think of anything I've done as Mayor that has been more gratifying or rewarding than working with this group of citizens on their deep dive into the Use of Force policy. The seriousness, the thoughtfulness, the collaboration, all with a positive and neighborly approach, is everything I love about the City of University Heights.

Citizens Advisory Committee on Policing Policies

Reporting

Use of Force (GO 130 1-7)

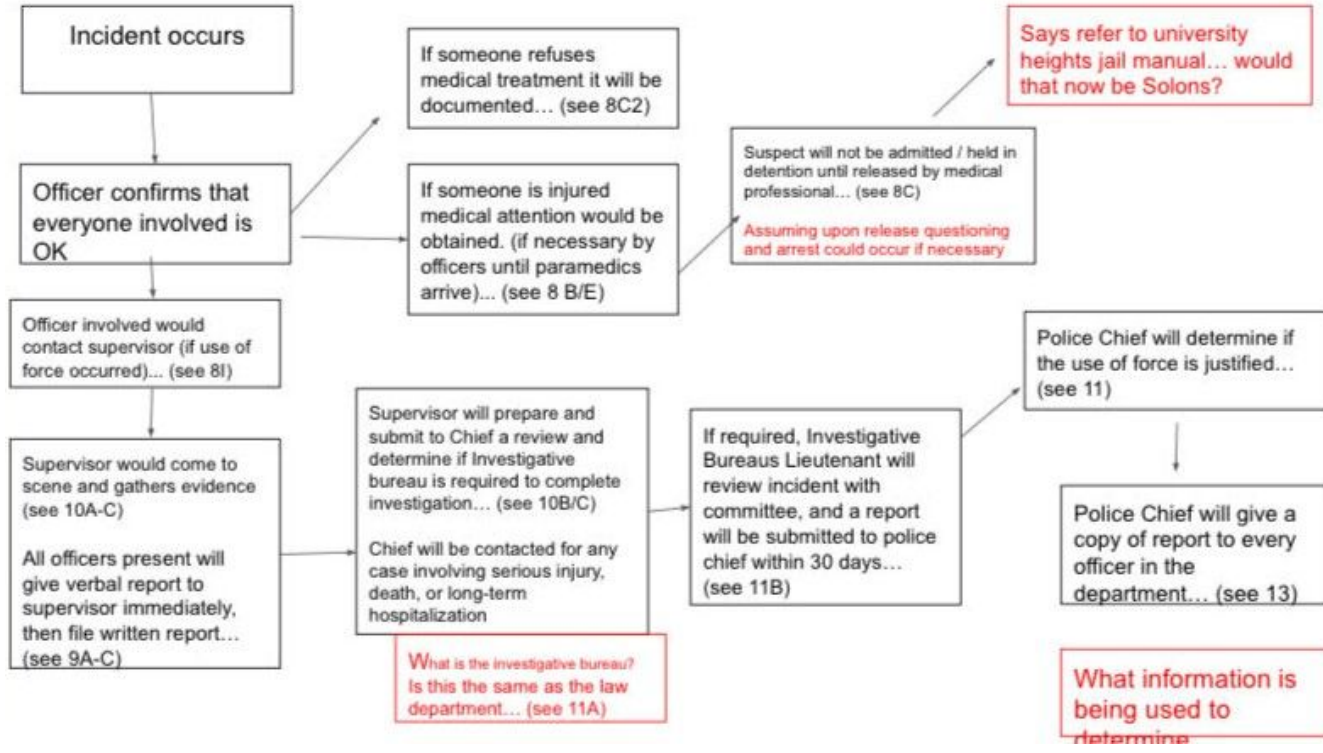
Goal: To recommend policy changes that reflect the values of the UH community and mitigate public relations risk associated with use of force incidents.

Objectives:

- Clarify, operationally define, and standardize the language used in the policy
Examples: Definitions of restraint, non-compliance, de-escalation, etc.
- Make policy more meaningful than the Graham v. Connor minimum standard
 - Accountability and citizen oversight
 - Disciplinary consequences associated with policy violation
 - Visibility and accountability to the community
 - Specific practical changes
 - Emphasis on minimal Use of Force
- Meet standards outlined [here](#)

Full accounting and recommendations: [Click here](#)

Reporting - Oversight (GO 130 8-14) Goal: To make procedures more clear



What information is now being used to determine next steps after an initial report of use of force? For example, a local investigative bureau, chief of police, and the state of Ohio BCI may all be involved. How is that decided?

Detailed Feedback: [Reporting Oversight GO 130 8 thru 14-NG-1](#)

Non-Lethal Weapons (GO 131)

Summary of Recommendations:

- Update the policy to reflect current non-lethal weapons available
- List and describe training minimums and how proficiency is measured

Link to Full Recommendations: [Click Here](#)

Link to Break Out Session Notes: [Click Here](#)

Link to Other Subcommittee Resources: [Click Here](#)

Lexipol/Communication/Bridge Building with Police

Goal: To build bridges and effective communication channels between citizens and the UH Police Department

Objectives and Recommendations:

- **Increase positive relationships between citizens and the Police Department**
 - 30 Officers – 3100 Households – Build Familiarity
 - Age appropriate interactions
 - Clarify and refine community policing initiative objectives
- **Transparency, clarity, and accessibility to information about the police department**
 - UH police department policies and procedures posted on the UH website
 - Reporting
 - Continue to engage appropriately via social media

For full narrative and resources on recommendations see notes [Here](#)

Outreach

Summary of Recommendations:

- Create a web page with educational resources
- Create a survey with the purpose to direct what content is shared on educational web page
- Organize breakout groups for interested community members

Link to Full Recommendations: [Click Here](#)

Link to Break Out Session Notes: [Click Here](#)

Link to Other SubCommittee Resources: [Click Here](#)

De-escalation

- Make De-escalation its own section
- Examples of Formatting
 - VII (A)
 - VIII (G)
- Other Suggestions & Considerations
 - Sample Language
 - Alternatives to Use of Force

Recommendations Document:

<https://drive.google.com/file/d/1veDCz5LIMCsxezfU7pacHDbdLZJKiLHM/view?usp=sharing>

ORDINANCE NO. 2020-44

INTRODUCED BY: MAYOR AND COUNCIL AS A WHOLE

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR RECYCLING PROCESSING SERVICES BETWEEN UNIVERSITY HEIGHTS AND KIMBLE COMPANY AND ~~DECLARING AN EMERGENCY~~

WHEREAS, pursuant to Ordinance No. 2020-44, the City of University Heights participated in the Consortium, organized by the Cuyahoga County Solid Waste District, comprising the communities of Beachwood, Cleveland Heights, Highland Hills, Independence, Lyndhurst, Moreland Hills, Pepper Pike, Shaker Heights, Solon, University Heights and Woodmere to request proposals for the processing of recyclables collected within the participating communities; and

WHEREAS, on behalf of the participants in the Consortium, the Cuyahoga County Solid Waste District advertised an Invitation to Bid for Recycling Processing Services in The Plain Dealer on May 31, 2020 and June 3, 2020; and

WHEREAS, on June 26, 2020, bids were received from four (4) companies and publicly opened; and

WHEREAS, on July 14, 2020 representatives from the Consortium communities met to review the bids and select the lowest and best bidder; and

WHEREAS, following the bid review, the Consortium communities, including University Heights, determined that Kimble Company has submitted the lowest and best bid and therefore it is in the best interest of University Heights to award a contract to Kimble Company for recycling processing services for the term to commence October 1, 2020.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, COUNTY OF CUYAHOGA, AND STATE OF OHIO, THAT:

Section 1. Council hereby approves the recommendation of the Consortium to select the bid submitted by Kimble Company as the lowest and best and to award the contract to Kimble Company to provide recycling processing services for the City of University Heights.

Section 2. Council hereby authorizes Mayor Michael Dylan Brennan, to execute and deliver to Kimble Company a copy of this Ordinance, which will also serve as a Notice of Award, and to execute, on behalf of the City of University Heights, the Agreement for Recycling Processing Services in a form and under such terms as are substantially similar to that which is attached hereto as Attachment A and incorporated by reference.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this 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 the requirements of Section 121.22 of the Ohio Revised Code.

~~**Section 4.** This Ordinance is declared to be an emergency measure necessary for the preservation of the public peace, safety, health and welfare of the citizens of the City of University Heights. It shall therefore become effective upon its passage by the affirmative vote of not less than five (5) members of Council and approval of the Mayor; otherwise it shall become effective at the earliest time allowed by law.~~

City of University Heights, Ohio

Michael Dylan Brennan, Mayor

Passed: _____

Attest: _____
Kelly M. Thomas, Clerk of Council

Approved
as to form: _____
Luke F. McConville, Law Director

AMENDED ORDINANCE NO. 2020-31

INTRODUCED BY: COUNCILMAN GOULD

AN ORDINANCE ENACTING CODIFIED ORDINANCE SECTION 280.04 ENTITLED “PUBLIC HEARINGS; NOTICE.”

WHEREAS, the University Heights City Beautiful Corporation is a community improvement corporation created to promote the health, safety, and general welfare of its residents, and growth and development of business and industry within the City through engagement in community development activities;

WHEREAS, it is anticipated that the City’s community improvement corporation will participate in the development of real property and improvements thereon located throughout the City;

WHEREAS, in order to promote transparency and highlight the role of the University Heights City Beautiful Corporation in promoting development throughout the City, Council wishes to conduct public hearings and create notice requirements in connection with the transfer of any City-owned real property to the University Heights City Beautiful Corporation;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, CUYAHOGA COUNTY, OHIO, that:

Section 1. Codified Ordinance Chapter 280.04 entitled “Public Hearings; Notice” is hereby enacted and shall read in its entirety as follows:

SECTION 280.04 PUBLIC HEARINGS; NOTICE.

Prior to any transfer, conveyance, sale or disposition of any City-owned real property and/or improvements to the University Heights City Beautiful Corporation, the City shall conduct a public hearing to solicit public comment. Notice of such public hearing shall be given as follows: (i) mailed notices shall be given to the record owners of any real property located within 200 feet from the exterior boundaries of the subject City-owned property not less than seven (7) days prior to the date of the public hearing, (ii) mailed notices shall be given to members of City Council not less than seven (7) days prior to the date of the public hearing, and (iii) posted notice to the general public in the manner set forth in City of University Heights Codified Ordinance Section 206.02. ~~The failure to deliver notice as provided in this section shall not invalidate the public hearing or any transfer, conveyance, sale or disposition of property to the University Heights City Beautiful Corporation.~~

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

CITY OF UNIVERSITY HEIGHTS, OHIO

MICHAEL DYLAN BRENNAN, MAYOR

FIRST READING: _____

PASSED: _____

ATTEST:

KELLY M. THOMAS, CLERK OF COUNCIL

APPROVED AS TO FORM:

LUKE F. MCCONVILLE, LAW DIRECTOR

CITY OF UNIVERSITY HEIGHTS
INTEROFFICE MEMORANDUM

TO: CITY COUNCIL MEMBERS/MAYOR MICHAEL BRENNAN

FROM: DENNIS KENNEDY, FINANCE DIRECTOR

SUBJECT: TAX RATE RESOLUTION FOR 2021

DATE: SEPTEMBER 1, 2020

CC: KELLY THOMAS, CLERK OF COUNCIL

I am requesting that Ms. Thomas add an item to the agenda for the September 9, 2020 Council meeting. The City needs to file its approved tax rate resolution for 2021 with the Cuyahoga County Budget Commission by September 30, 2020.

In July, we filed our proposed 2021 tax budget with the Budget Commission. That budget was approved at the tax rates and fund distributions detailed in the budget documents. As we discussed at the July meeting, property tax rates for residential and commercial parcels within the City will not change from current rates. Council approved a change in how those funds would be credited to the City by the Budget Commission in 2021 during the tax collection process.

Here is the information relative to the distribution of property tax collections previously provided:

TAX RATES IN 2021: The total rate of taxation on real property in the City in 2021 will remain the same as in 2020. The total mills requested of the Budget Commission is 13.2 mills. Those mills are assigned to two categories: inside (unvoted) millage and outside (voted levy) millage.

There is no proposed change to the outside millage being requested of the Budget Commission for 2021. That total remains at 9.15 mills and is allocated as 8.45 mills to the General Fund and 0.70 mills to the Debt Service Fund. The total inside millage rate in 2021 will remain at 4.05 mills.

What we are proposing is a change to the inside millage for 2021, to lower the amount of taxes collected being assigned to the Debt Service Fund and to increase the amount of tax collections to be credited to the General Fund and the Police and Fire Pension Funds.

The General Fund currently (2020) receives 2.15 mills for tax collected. In 2021, that amount will increase to 2.55 mills to help offset expenses that have impacted the cash/fund balance in the General Fund. We also will increase the mills directed to both safety forces pension funds, from the current rate of 0.30 mills to 0.50 mills. This increase will help pay for expanding pension costs without requiring additional resources from the General Fund.

The Debt Service Fund, which has a current inside millage rate of 1.3 mills, will have an adjusted millage rate of 0.5 mills. Because of the surplus fund balance in the Debt Service Fund, and the expiration of one of the annual bond payments in 2022, we will not need as much cash inflow in the next two years. After 2022, the inside mills assigned to Debt Service can be applied to the General Fund if Council desired.

Resolution 2020-35

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY FISCAL OFFICER

(CITY COUNCIL)
Revised Code, Secs. 5705.34-5705.35

The Council of the City of University Heights, Cuyahoga
County, Ohio, met in Regular session on the 21st day of September
(Regular Or Special)
2020, at the office of Via Zoom Meeting with the following members
present:

Mr./Mrs. _____ moved the adoption of the following Resolution:

WHEREAS, This Council in accordance with the provisions of law has previously
adopted a Tax Budget for the next succeeding fiscal year commencing January 1st,

2021; and

WHEREAS, The Budget Commission of Cuyahoga County, Ohio, has
certified its action thereon to this Council together with an estimate by the County Fiscal Officer of the rate
of each tax necessary to be levied by this Council, and what part thereof is without, and what part
within the ten mill tax limitation; therefore, be it

RESOLVED, By the Council of the City of University Heights,
Cuyahoga County, Ohio, that the amounts and rates, as determined
by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate
of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET
COMMISSION AND COUNTY FISCAL OFFICER'S ESTIMATED TAX RATES

| FUND | Amount to Be Derived from Levies Outside 10 M. Limitation | Amount Approved by Budget Commission Inside 10 M. Limitation | County Fiscal Officer's Estimate of Tax Rate to be Levied | |
|------------------------------|---|--|---|---------------------|
| | | | Inside 10 M. Limit | Outside 10 M. Limit |
| | Column II | Column IV | V | VI |
| General Fund | | | 2.55 | 8.45 |
| General Bond Retirement Fund | | | 0.50 | 0.70 |
| Police Pension | | | 0.50 | |
| Park Fund | | | | 0.00 |
| Recreation Fund | | | | |
| Fire Pension Fund | | | 0.50 | |
| | | | | |
| TOTAL | \$0 | \$0 | 4.05 | 9.15 |

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

| FUND | Maximum Rate Authorized to Be Levied | Co. Fiscal Officer Est. of Yield of Levy (Carry to Schedule A, Column II) |
|--|--------------------------------------|---|
| GENERAL FUND: | | |
| Current Expense Levy authorized by voters on _____ for not to exceed _____ years. | ,20 | |
| Current Expense Levy authorized by voters on _____ for not to exceed _____ years. | ,20 | |
| Total General Fund outside 10m. Limitation. | | |
| Park Fund: Levy authorized by voters on _____ for not to exceed _____ years. | ,20 | |
| Recreation Fund: Levy authorized by voters on _____ for not to exceed _____ years. | ,20 | |
| Fund: Levy authorized by voters on _____ for not to exceed _____ years. | | |
| Fund: Levy authorized by voters on _____ for not to exceed _____ years. | ,20 | |
| Fund: Levy authorized by voters on _____ for not to exceed _____ years. | ,20 | |
| Fund: Levy authorized by voters on _____ for not to exceed _____ years. | ,20 | |

and be it further

RESOLVED, That the Clerk of this Council be and he is hereby directed to certify a copy of this Resolution to the Fiscal Officer of said County.

Mr./Mrs. _____ seconded the Resolution and the roll being called

upon its adoption the vote resulted as follows:

Mr./Mrs. _____

Mr./Mrs. _____

Mr./Mrs. _____

Adopted the _____ day of _____, 20_____.

Attest:

President of Council

Clerk of Council

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio, Cuyahoga County, ss.

I, Kelly M. Thomas, Clerk of the Council of the City
of University Heights within and for said County, and in whose custody the Files
and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby
certify that the foregoing is taken and copied from the original Resolution #2020-35

now on file, that the foregoing has been compared by me with said original document,
and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, 20____

Clerk of Council

No. Resolution 2020-35

COUNCIL OF THE CITY OF

City of University Heights

Cuyahoga County, Ohio.

RESOLUTION
ACCEPTING THE AMOUNTS AND RATES
AS DETERMINED BY THE BUDGET
COMMISSION AND AUTHORIZING THE
NECESSARY TAX LEVIES AND CERTIFYING
THEM TO THE COUNTY FISCAL OFFICER

(City Council)

Adopted _____, 20 ____

Clerk of Council

Filed _____, 20 ____

County Fiscal Officer

By _____
Deputy

ORDINANCE 2020-45

INTRODUCED BY: MAYOR MICHAEL DYLAN BRENNAN

AN ORDINANCE ADOPTING A SMALL BUSINESS ASSISTANCE PROGRAM AND APPROPRIATING \$_____ IN CARES ACT FUNDING TO SAID PROGRAM, AND DECLARING AN EMERGENCY.

WHEREAS, the City of University Heights is the recipient of CARES Act funding issued pursuant to section 601(d) of the Social Security Act and as supplemented by section 5001 of the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”);

WHEREAS, the United States Department of Treasury has issued guidance on the permitted expenditure of CARES Act funding, including guidance that a program aimed at assisting small businesses with the costs of business interruption caused by required closures is permissible if a local government determines such assistance to be a necessary expenditure;

WHEREAS, certain businesses in University Heights currently face difficulty or impossibility in running their operations due to financial circumstances brought on by the COVID-19 pandemic and the State of Ohio Stay-at-Home orders issued through the office of Governor DeWine;

WHEREAS, City Council hereby makes the determination that the expenditure of CARES Act funding for a Small Business Assistance Program is a necessary expenditure; and

WHEREAS, Council wishes to adopt a Small Business Assistance Program as set forth herein;

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF UNIVERSITY HEIGHTS, CUYAHOGA COUNTY, OHIO, THAT:

Section 1: City Council hereby adopts a Small Business Assistance Program to be administered by the City Economic Development Department, in a form set forth and attached hereto as Exhibit A, which is incorporated herein by reference as if fully rewritten, and further authorizes the Mayor to take any action necessary to administer the Small Business Assistance Program.

Section 2: The City Council hereby makes the determination that the expenditure of CARES Act funding for a Small Business Assistance Program is a necessary expenditure.

Section 3: City Council hereby appropriates \$_____ of the City’s CARES Act funding for grants under the Small Business Assistance Program

Section 4: The Council hereby finds and determines that all formal actions relative to the passage of this Ordinance were taken in an open meeting of this Council, that all deliberations of this Council and of its committees, if any, which results in formal action were taken in meetings open to the public, in full compliance with the applicable legal requirements, including Section 121.22 of the ORC.

Section 5: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, so that the City can expeditiously receive applications for utility assistance, administer the Small Business Assistance Program and expend CARES Act funding prior to the end of calendar

year 2020; wherefore, this Ordinance shall be in full force and effect from and immediately after its adoption and approval by the Mayor.

CITY OF UNIVERSITY HEIGHTS, OHIO

**_____
MICHAEL DYLAN BRENNAN, MAYOR**

PASSED: _____

ATTEST:

**_____
KELLY M. THOMAS, CLERK OF COUNCIL**

APPROVED AS TO FORM:

**_____
LUKE F. MCCONVILLE, LAW DIRECTOR**

EXHIBIT A

[Small Business Assistance Program Document]

City of University Heights Small Business Assistance Program

The City of University Heights has authorized a Small Business Assistance Program to help mitigate some of the economic hardships experienced by our local businesses as a result of the COVID-19 pandemic. The program is intended to assist the businesses directly impacted by the pandemic with expenses resulting from business interruption.

The program is targeted towards for-profit companies located in University Heights, Ohio. Dates for submission and awards of applications will be set in accordance with provisions and conditions of the CARES Act and may be subject to change. Should the number of applications exceed the available funds, priority will be given based on need for assistance, likelihood that assistance funds will allow the business to retain jobs in University Heights, and the overall impact of the funds on the qualifying business. All applications will be subject to committee review and must have experienced a loss because of COVID-19. Grants provided will be up to \$5,000. A submission of application to the program does not guarantee financial assistance.

Eligibility requirements:

- Applicant must be a majority owner of the business
- Business must have a physical location in the City of University Heights
- Business must have been registered with the City of University Heights prior to March 23, 2020
- Business must be in good standing with the City of University Heights (no tax delinquencies)
- Must have been in business in the City of University Heights at least 12 months and have positive revenue pre-COVID (March 23, 2020)

Business must provide:

- Lease or rental agreement for the business location
- Most recent certified/signed payroll statement
- Profit and loss statement for the period of 3/23/2020 to 9/1/2020
- Profit and loss statement for the period of 3/23/2019 to 9/1/2019
- Federal Tax ID if applicable

Assistance funds may be used for:

- Employee wages and benefits (including fringe benefits associated with employment, such as health insurance)
- Rent
- Utilities
- Personal Protective Equipment
- Business modifications to meet social distancing standards
- Other COVID-19 related costs

University Heights Small Business Assistance Application

Applicants seeking COVID-19 Small Business Assistance funds through the City of University Heights must submit the following form and attachments for consideration. All applicable information requested in this form must be provided, and the applicant is responsible for the accuracy of the information submitted.

| Section 1: Business Contact Information | |
|--|--|
| Business Name: | |
| Doing Business As (DBA): | |
| Business Address: | |
| | |
| Time in Business: | |
| Mailing Address (if different) | |
| Applicant/Business Owner Name: | |
| Applicant Home Address: | |
| | |
| Name/Title of Other Company Officers/Principals: | |
| | |
| | |
| Business Phone: | |
| Applicant Phone: | |
| Contact Email: | |

| Section 2: Current Employment and Payroll | |
|---|--------------------|
| Full-time Permanent: | Full-time Payroll: |
| Part-time Permanent: | Part-time Payroll: |
| Temporary/Contract: | Temporary Payroll: |
| Seasonal: | Seasonal Payroll: |
| TOTAL NUMBER OF EMPLOYEES: | TOTAL PAYROLL: |

| Section 3: Delinquencies and Judgments | YES | NO |
|---|-----|----|
| Does the applicant, or affiliated company to benefit from the assistance program, owe any delinquent taxes to the State of Ohio or a political subdivision? | | |
| Does the applicant, or affiliated company to benefit from the assistance program, owe any money to the State or a State Agency for the administration or enforcement of any environmental laws? | | |
| Does the applicant, or affiliated company to benefit from the assistance program, owe any other monies to the State, a State | | |

| | | |
|---|--|--|
| agency, or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not? | | |
| Are there any current or pending lawsuits involving either the principals or the company? | | |

| |
|---|
| Section 4: Need for Assistance |
| Applicants must demonstrate the business experienced a decrease in gross revenue due to COVID-19 when comparing March 17-September 1, 2019 to March 23 – September 1, 2020. Please provide a summary of the impacts of the pandemic on your business and provide supporting financial records or bank statements. |
| |

| |
|--|
| Section 5: Other Assistance |
| Please describe any other assistance you have received to provide relief to your business (i.e. rent reductions, utility waivers, SBA or PPP funding etc. Please note expenses reimbursed through business interruption insurance or other federal aid are not eligible for the Small Business Assistance Program. |
| |

Section 6: Eligible Expenses

For each of the categories listed below, please estimate the amount to be expended by the applicant related to the COVID-19 pandemic.

Rent/Mortgage Payments:

Machinery/Equipment Payments:

Utility Payments:

Salaries/Wages (not covered by PPP):

PPE/Restart Ohio Upgrades:

TOTAL EXPENSES:

Section 7: Use of Funds

Please describe how the Small Business Assistance Funds will be used.

Section 8: Certifications

The undersigned does hereby certify that the statements made in the foregoing application and in all attachments submitted in connection with this application are true and correct to the best of the Applicant’s knowledge and belief and are submitted as a basis for determining approval of the Small Business Assistance Program. (Applicant is to initial and sign below)

| | |
|--|---|
| | I certify that I have the authority to apply for this grant on behalf of the business described herein. |
| | I certify that I am current on my federal, state, and local tax payments. |
| | I agree to notify the City of University Heights of any project modification. |
| | I agree to supply additional information upon request. |
| | I acknowledge these funds will be used for COVID-19 business related expenses only and not for household, personal, or consumer usage. |
| | I agree to allow the City of University Heights Finance Department to share relevant income tax withholding information with the Economic Development Department as part of the Small Business Assistance Program committee review. |
| | I certify that the information contained in this application is true, complete, and correct to the best of my knowledge. |
| | I agree that the City of University Heights may share publicly the names of businesses awarded funds as part of the Small Business Assistance Program. |
| | I understand that I must provide proof of expended funds to the City of University Heights by year end. |
| | I agree that unspent and/or improperly spent proceeds are to be repaid by the recipient of funds to the City of University Heights. |

Signature of Applicant

Applicant Name (Printed)

Title

Signature of Applicant

Applicant Name (Printed)

Title

Please submit application to City of University Heights, Economic Development Department, 2245 Warrensville Center Road, Suite 105, University Heights, OH 44118.

ORDINANCE 2020-46

INTRODUCED BY: MAYOR MICHAEL DYLAN BRENNAN

AN ORDINANCE ADOPTING A MORTGAGE ASSISTANCE PROGRAM AND APPROPRIATING \$_____ IN CARES ACT FUNDING TO SAID PROGRAM, AND DECLARING AN EMERGENCY.

WHEREAS, the City of University Heights is the recipient of CARES Act funding issued pursuant to section 601(d) of the Social Security Act and as supplemented by section 5001 of the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”);

WHEREAS, the United States Department of Treasury has issued guidance on the permitted expenditure of CARES Act funding, including guidance that a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure is permissible if a local government determines such assistance to be a necessary expenditure;

WHEREAS, some homeowners in University Heights currently face difficulty or impossibility in making their mortgage payments due to financial circumstances brought on by the COVID-19 pandemic;

WHEREAS, City Council hereby makes the determination that the expenditure of CARES Act funding for a Mortgage Assistance Program is a necessary expenditure; and

WHEREAS, Council wishes to adopt a Mortgage Assistance Program as set forth herein;

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF UNIVERSITY HEIGHTS, CUYAHOGA COUNTY, OHIO, THAT:

Section 1: City Council hereby adopts a Mortgage Assistance Program to be administered by the City Housing Department, in a form set forth and attached hereto as Exhibit A, which is incorporated herein by reference as if fully rewritten, and further authorizes the Mayor to take any action necessary to administer the Mortgage Assistance Program.

Section 2: The City Council hereby makes the determination that the expenditure of CARES Act funding for a Mortgage Assistance Program is a necessary expenditure.

Section 3: City Council hereby appropriates \$_____ of the City’s CARES Act funding for grants under the Mortgage Assistance Program

Section 4: The Council hereby finds and determines that all formal actions relative to the passage of this Ordinance were taken in an open meeting of this Council, that all deliberations of this Council and of its committees, if any, which results in formal action were taken in meetings open to the public, in full compliance with the applicable legal requirements, including Section 121.22 of the ORC.

Section 5: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, so that the City can expeditiously receive applications for mortgage assistance, administer the Mortgage Assistance Program and expend CARES Act funding prior to the end of calendar year 2020; wherefore, this resolution shall be in full force and effect from and immediately after its adoption and approval by the Mayor.

CITY OF UNIVERSITY HEIGHTS, OHIO

**_____
MICHAEL DYLAN BRENNAN, MAYOR**

PASSED: _____

ATTEST:

**_____
KELLY M. THOMAS, CLERK OF COUNCIL**

APPROVED AS TO FORM:

**_____
LUKE F. MCCONVILLE, LAW DIRECTOR**

EXHIBIT A

[Mortgage Assistance Program Document]



Mortgage Assistance Program

The City of University Heights has authorized a Mortgage Assistance Program to help mitigate some of the economic hardship experienced by our residents as a result of the COVID-19 pandemic. The program is intended to assist homeowners directly impacted by the pandemic with expenses resulting from a loss of income or employment.

Applications will be accepted through October 15, 2020. Awarded applicants will be notified by October 30, 2020. Should the number of applications exceed the available funds, priority will be given based on need for assistance, including foreclosure status. All applications will be subject to committee review and must have experienced a loss because of COVID-19. Grants provided will be up to \$4,000 for mortgage assistance. The applicant is also eligible to apply for utility assistance. A submission of application to the program does not guarantee financial assistance.

Eligibility requirements for Mortgage Assistance

- Applicant must provide a signed copy of the mortgage
- Applicant must provide 2019 tax returns
- Applicant must provide all foreclosure notices, if applicable
- Applicant must provide one verification for each dependent
 - Birth certificate, 2019 tax returns, school report card, etc.
- Applicant must provide a verification of income from the previous 30 days
 - Paystubs, benefit letters, unemployment verification, child support letters, pension reports, etc.
- Applicant must be current on all property taxes or be on a payment plan
- Applicant must be current on all income taxes or be on a payment plan
- Applicant must be the current occupant of the home
 - Owner-occupied two- or three-family homes are eligible for assistance
 - Buildings with 4+ units and/or rental properties are not eligible
- Applicant must have been a resident of the City before the COVID-19 crisis (March 17, 2020)



Mortgage Assistance Application

Applicants seeking COVID-19 Mortgage Assistance funds through the City of University Heights must submit the following form and attachments for consideration. All applicable information requested in this form must be provided, and the applicant is responsible for the accuracy of the information submitted.

Applicant Full Name: _____

Property Address: _____

Phone: _____ Email: _____

Date Home Purchased: _____

Have you lost income due to COVID-19? Yes No Are you on a fixed income? Yes No

Have you been served a foreclosure notice? Yes No Are you 65+? Yes No

Are you current on City income taxes? Yes No Current on property taxes? Yes No

Were you a resident before 3/23/2020? Yes No Is this your primary home? Yes No

Are you behind on your mortgage? Yes No

| Household Information (List additional household members on the back of this page) | | | |
|---|----------|------------|---------------|
| Name: | 18+? | Dependent? | Relationship: |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |

Amount requested (\$4,000 max) _____

Will this cover all mortgage payments owed? Yes No

How long have you been a resident of University Heights? _____

How much income has your household lost since 3/17/2020? _____

Other housing assistance received: _____

What type of unit do you live in? Single Family Two or Three Family Apartment Building

Please select all that apply: Layoff/Furlough Reduced Hours Sick from COVID-19

Increase of expenses: Childcare Family care Medical Utility

Describe the impact COVID-19 has had on your household income:

Please explain any other hardships that your household has incurred due to COVID-19:

Mortgage Processor: _____ Company: _____

Processor Phone: _____ Processor Email: _____

Checklist for application attachments:

- A signed copy of the mortgage loan
- 2019 tax returns for all household members over 18
- A verification of income from the past 30 days OR a copy of unemployment benefits OR a termination letter OR proof of loss of hours for affected household members over 18
- A statement from your mortgage processor of the past due amount since 3/23/2020
- A copy of foreclosure notice(s), if applicable

Contact information:

Brendan Zak, City Planner
bzak@universityheights.com
(216) 848-0734

Other assistance

CHN Housing Partners COVID-19 Assistance
chnhousingpartners.org/rentalassistance/
(216) 833-7368

ORDINANCE 2020-47

INTRODUCED BY: MAYOR MICHAEL DYLAN BRENNAN

AN ORDINANCE ADOPTING A RENTAL ASSISTANCE PROGRAM AND APPROPRIATING \$_____ IN CARES ACT FUNDING TO SAID PROGRAM, AND DECLARING AN EMERGENCY.

WHEREAS, the City of University Heights is the recipient of CARES Act funding issued pursuant to section 601(d) of the Social Security Act and as supplemented by section 5001 of the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”);

WHEREAS, the United States Department of Treasury has issued guidance on the permitted expenditure of CARES Act funding, including guidance that a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure is permissible if a local government determines such assistance to be a necessary expenditure;

WHEREAS, some tenants in University Heights currently face difficulty or impossibility in making their rent payments due to financial circumstances brought on by the COVID-19 pandemic;

WHEREAS, City Council hereby makes the determination that the expenditure of CARES Act funding for a Rental Assistance Program is a necessary expenditure; and

WHEREAS, Council wishes to adopt a Rental Assistance Program as set forth herein;

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF UNIVERSITY HEIGHTS, CUYAHOGA COUNTY, OHIO, THAT:

Section 1: City Council hereby adopts a Rental Assistance Program to be administered by the City Housing Department, in a form set forth and attached hereto as Exhibit A, which is incorporated herein by reference as if fully rewritten, and further authorizes the Mayor to take any action necessary to administer the Rental Assistance Program.

Section 2: The City Council hereby makes the determination that the expenditure of CARES Act funding for a Rental Assistance Program is a necessary expenditure.

Section 3: City Council hereby appropriates \$_____ of the City’s CARES Act funding for grants under the Rental Assistance Program

Section 4: The Council hereby finds and determines that all formal actions relative to the passage of this Ordinance were taken in an open meeting of this Council, that all deliberations of this Council and of its committees, if any, which results in formal action were taken in meetings open to the public, in full compliance with the applicable legal requirements, including Section 121.22 of the ORC.

Section 5: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, so that the City can expeditiously receive applications for rental assistance, administer the Rental Assistance Program and expend CARES Act funding prior to the end of calendar year 2020; wherefore, this resolution shall be in full force and effect from and immediately after its adoption and approval by the Mayor.

CITY OF UNIVERSITY HEIGHTS, OHIO

**_____
MICHAEL DYLAN BRENNAN, MAYOR**

PASSED: _____

ATTEST:

**_____
KELLY M. THOMAS, CLERK OF COUNCIL**

APPROVED AS TO FORM:

**_____
LUKE F. MCCONVILLE, LAW DIRECTOR**

EXHIBIT A

[Rental Assistance Program Document]



Rental Assistance Program

The City of University Heights has authorized a Rental Assistance Program to help mitigate some of the economic hardship experienced by our residents as a result of the COVID-19 pandemic. The program is intended to assist renters directly impacted by the pandemic with expenses resulting from a loss of income or employment.

Applications will be accepted through October 15, 2020. Awarded applicants will be notified by October 30, 2020. Should the number of applications exceed the available funds, priority will be given based on need for assistance, including eviction status. All applications will be subject to committee review and must have experienced a loss because of COVID-19. Grants provided will be up to \$3,000 for rental assistance. The applicant is also eligible to apply for utility assistance. A submission of application to the program does not guarantee financial assistance.

Applicant eligibility requirements for Rental Assistance

- Applicant must provide a signed copy of lease
 - Landlord may submit if not available to the tenant
- Applicant must provide 2019 tax returns for all persons over 18 living in the household
- Applicant must provide a statement showing total rent owed
- Applicant must provide all eviction notices, if applicable
- Applicant must provide one verification for each dependent
 - Birth certificate, 2019 tax returns, etc.
- Applicant must provide a verification of income for all persons over 18 from the previous 30 days
 - Paystubs, benefit letters, unemployment verification, child support letters, pension reports, etc.
- Applicant must be current on all City income taxes or be on a payment plan
- Applicant must have been a resident of the City before the COVID-19 crisis (March 17, 2020)

Landlord eligibility requirements for Rental Assistance

- Landlord must submit a W-9 Form and Landlord Payment Form to receive payment
- The property must be a registered rental in the City of University Heights
- The property must be current on all property taxes or be on a payment plan
- The property must not have any open housing violations or must be actively fixing all housing non-compliance issues



Rental Assistance Application

Applicants seeking COVID-19 Rental Assistance funds through the City of University Heights must submit the following form and attachments for consideration. All applicable information requested in this form must be provided, and the applicant is responsible for the accuracy of the information submitted.

Applicant Full Name: _____

Property Address: _____

Phone: _____ Email: _____

Lease Start Date: _____ Lease End Date: _____

Have you lost income due to COVID-19? Yes No Are you on a fixed income? Yes No
 Have you been served an eviction notice? Yes No Are you behind on rent? Yes No
 Are you current on City payroll taxes? Yes No Are you 65+? Yes No
 Were you a resident before 3/23/2020? Yes No Do you use Section 8? Yes No
 Have you received other rental assistance? Yes No

| Household Information (List additional household members on the back of this page) | | | |
|---|----------|------------|---------------|
| Name: | 18+? | Dependent? | Relationship: |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |

Amount requested (\$3,000 max) _____ Will this cover all rent owed? Yes No

How long have you been a resident of University Heights? _____

How much income has your household lost since 3/17/2020? _____

Other housing assistance received: _____

What type of unit do you live in? Single Family Two or Three Family Apartment Building

Please select all that apply: Layoff/Furlough Reduced Hours Sick from COVID-19

Increase of expenses: Childcare Family care Medical Utility

Describe the impact COVID-19 has had on your household income:

Please explain any other hardships that your household has incurred due to COVID-19:

Landlord Name: _____ Company: _____

Landlord Phone: _____ Landlord Email: _____

Checklist for application attachments:

- A signed copy of the lease
- 2019 tax returns for all household members over 18
- A verification of income from the past 30 days OR a copy of unemployment benefits OR a termination letter OR proof of loss of hours for affected household members over 18
- A statement from your landlord showing total rent owed since 3/17/2020
- A statement showing benefits from CMHD for section 8, if applicable
- A copy of eviction notice(s), if applicable

Contact information:

Brendan Zak, City Planner
bzak@universityheights.com
(216) 848-0734

Other assistance

CHN Housing Partners COVID-19 Assistance
chnhousingpartners.org/rentalassistance/
(216) 833-7368



Rental Assistance Landlord Payment Form

Landlords seeking COVID-19 Rental Assistance funds through the City of University Heights must submit the following form and attachments for consideration. All applicable information requested in this form must be provided, and the applicant is responsible for the accuracy of the information submitted.

Landlord Full Name: _____

Company: _____

Company Address: _____

Property Address: _____

Phone: _____ Email: _____

Lease Start Date: _____ Lease End Date: _____

Are you current on property taxes? Yes No Is your rental registered? Yes No

Are you on a payment plan? Yes No Is this a CMHD property? Yes No

Do you have open housing violations? Yes No If yes, are you fixing them? Yes No

What type of unit is this? Single Family Two or Three Family Apartment Building

Payment Information:

Address: _____

Checklist for Landlords:

- W-9 Form
- Signed copy of lease
- Signed statement showing rent owed since 3/17/2020
- CMHD agreement, if applicable
- A copy of eviction notices, if applicable

Contact information:

Brendan Zak, City Planner
bzak@universityheights.com
(216) 848-0734

Other assistance

CHN Housing Partners COVID-19 Assistance
chnhousingpartners.org/rentalassistance/
(216) 833-7368

ORDINANCE 2020-48

INTRODUCED BY: MAYOR MICHAEL DYLAN BRENNAN

AN ORDINANCE ADOPTING A UTILITY ASSISTANCE PROGRAM AND APPROPRIATING \$_____ IN CARES ACT FUNDING TO SAID PROGRAM, AND DECLARING AN EMERGENCY.

WHEREAS, the City of University Heights is the recipient of CARES Act funding issued pursuant to section 601(d) of the Social Security Act and as supplemented by section 5001 of the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”);

WHEREAS, the United States Department of Treasury has issued guidance on the permitted expenditure of CARES Act funding, including guidance that a program to provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services is permissible if a local government determines such assistance to be a necessary expenditure;

WHEREAS, some residents in University Heights currently face difficulty or impossibility in making their utility payments due to financial circumstances brought on by the COVID-19 pandemic;

WHEREAS, City Council hereby makes the determination that the expenditure of CARES Act funding for a Utility Assistance Program is a necessary expenditure; and

WHEREAS, Council wishes to adopt a Utility Assistance Program as set forth herein;

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF UNIVERSITY HEIGHTS, CUYAHOGA COUNTY, OHIO, THAT:

Section 1: City Council hereby adopts a Utility Assistance Program to be administered by the City Housing Department, in a form set forth and attached hereto as Exhibit A, which is incorporated herein by reference as if fully rewritten, and further authorizes the Mayor to take any action necessary to administer the Utility Assistance Program.

Section 2: The City Council hereby makes the determination that the expenditure of CARES Act funding for a Utility Assistance Program is a necessary expenditure.

Section 3: City Council hereby appropriates \$_____ of the City’s CARES Act funding for grants under the Utility Assistance Program

Section 4: The Council hereby finds and determines that all formal actions relative to the passage of this Ordinance were taken in an open meeting of this Council, that all deliberations of this Council and of its committees, if any, which results in formal action were taken in meetings open to the public, in full compliance with the applicable legal requirements, including Section 121.22 of the ORC.

Section 5: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, so that the City can expeditiously receive applications for utility assistance, administer the Utility Assistance Program and expend CARES Act funding prior to the end of calendar year 2020; wherefore, this resolution shall be in full force and effect from and immediately after its adoption and approval by the Mayor.

CITY OF UNIVERSITY HEIGHTS, OHIO

MICHAEL DYLAN BRENNAN, MAYOR

PASSED: _____

ATTEST:

KELLY M. THOMAS, CLERK OF COUNCIL

APPROVED AS TO FORM:

LUKE F. MCCONVILLE, LAW DIRECTOR

EXHIBIT A

[Utility Assistance Program Document]



Utility Assistance Program

The City of University Heights has authorized a Utility Assistance Program to help mitigate some of the economic hardship experienced by our residents as a result of the COVID-19 pandemic. The program is intended to assist renters and homeowners directly impacted by the pandemic with expenses resulting from a loss of income or employment.

Applications will be accepted through October 15, 2020. Awarded applicants will be notified by October 30, 2020. Should the number of applications exceed the available funds, priority will be given based on need for assistance, including utility shutoff notifications. All applications will be subject to committee review and must have experienced a loss because of COVID-19. Grants provided will be up to \$1,000 for utility assistance. The applicant is also eligible to apply for housing assistance. A submission of application to the program does not guarantee financial assistance.

Eligibility for rental units

- Applicant must provide the most recent copy of all utility bills the household pays, even if their name is not on the bill
- Applicant must provide all shutoff notices, if applicable
- Applicant must provide 2019 tax returns
- Applicant must provide a verification of income for previous 30 days
 - Paystubs, benefit letters, unemployment verification, child support letters, pension reports, etc.
- Applicant must provide verification for each dependent
- Applicant must have been a resident of the City before the COVID-19 crisis (3/23/2020)

Eligibility for owner-occupied units

- Applicant must provide the most recent copy of all utility bills the household pays, even if their name is not on the bill
- Applicant must provide all shutoff notices, if applicable
- Applicant must provide 2019 tax returns
- Applicant must provide a verification of income for previous 30 days
 - Paystubs, benefit letters, unemployment verification, child support letters, pension reports, etc.
- Applicant must provide verification for each dependent
- Applicant must have been a resident of the City before the COVID-19 crisis (3/23/2020)



Utility Assistance Application

Applicants seeking COVID-19 Utility Assistance funds through the City of University Heights must submit the following form and attachments for consideration. All applicable information requested in this form must be provided, and the applicant is responsible for the accuracy of the information submitted.

Applicant Full Name: _____

Property Address: _____

Phone: _____ Email: _____

Date Home Purchased or Start of Lease: _____

Have you lost income due to COVID-19? Yes No Are you on a fixed income? Yes No

Are you behind on utility payments? Yes No Are you 65+? Yes No

Are you current on City payroll taxes? Yes No Current on property taxes? Yes No

Were you a resident before 3/23/2020? Yes No Is this your primary home? Yes No

| Household Information (List additional household members on the back of this page) | | | |
|---|----------|------------|---------------|
| Name: | 18+? | Dependent? | Relationship: |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |
| | Yes / No | Yes / No | |

Amount requested (\$1,000 max) _____

Will this cover all utility payments owed? Yes No

Were you current on utilities before 3/17/2020? Yes No

How long have you been a resident of University Heights? _____

How much income has your household lost since 3/17/2020? _____

Other assistance received: _____

What type of unit do you live in? Single Family Two or Three Family Apartment Building

Please select all that apply: Layoff/Furlough Reduced Hours Sick from COVID-19

Increase of expenses: Childcare Family care Medical Utility

Describe the impact COVID-19 has had on your household income:

Please explain any other hardships that your household has incurred due to COVID-19:

Checklist for application attachments:

- A signed copy of your mortgage or lease OR other proof of residency
- 2019 tax returns for all household members over 18
- A verification of income from the past 30 days OR a copy of unemployment benefits OR a termination letter OR proof of loss of hours for affected household members over 18
- A statement from your utility/utilities showing total fees owed since 3/17/2020
- A copy of shutoff notice(s), if applicable

Contact information:

Brendan Zak, City Planner
bzak@universityheights.com
(216) 848-0734

Other assistance

CHN Housing Partners COVID-19 Assistance
chnhousingpartners.org/rentalassistance/
(216) 833-7368

SECTION 1: REQUEST FOR APPLICATIONS (RFA) OVERVIEW

1.1 RFA Timetable

- Release of RFA: July 1, 2020
- [Ohio EPA Webinar 1 for applicants](#) (no registration required) July 9, 2020, 2:00 p.m.
- [Ohio EPA Webinar 2 for applicants](#) (no registration required) July 14, 2020, 10:00 a.m.
- Application Deadline September 30, 2020 at 3:00 p.m.
- Grant Awards announced (tentative) January 15, 2021

Ohio EPA reserves the right to adjust the dates listed above, for whatever reasons it deems appropriate.

1.2 Program Background

The Ohio Environmental Protection Agency (Ohio EPA) invites applications for grants under its Diesel Mitigation Trust Fund (DMTF) program to help fund the installation of publicly available Level 2 Electric Vehicle (EV) charging stations in [26 Ohio priority counties](#).

The purpose of this part of the DMTF program is to increase the availability and public awareness of charging stations. This, in turn, should help increase EV adoption and reduce petroleum-based fuel consumption by vehicles, thereby, mitigating nitrogen oxides and decreasing particulate matter and greenhouse gas emissions in Ohio.

Grants will be funded with dollars allocated to Ohio from the Volkswagen (VW) Mitigation Trust Fund, as part of a court-ordered settlement to offset the excess air pollution emitted by some VW vehicles that violated the Clean Air Act. Because these are considered public dollars, these funds are dedicated to supporting **publicly available** locations. Consequently, charging primarily for residents of individual homes or multi-unit dwellings, or employees at workplaces is not eligible for funding under this program.

This current offering is for **Level 2 charging stations only**. A separate funding will be made available in early 2021 for DC Fast Charging stations. The total funding under this Level 2 competitive grant offering is approximately \$3,250,000 of which \$250,000 is set aside for public charging in certain Ohio state parks and other state government facilities. Of the remaining funds, \$115,000 is allocated for sites in each of the 26 eligible counties as follows:

For chargers located on **Government Owned Property**, Ohio EPA will provide **the lesser of**:

- \$7,500 per single port networked Level 2 charger or up to 100% of eligible project costs
- \$15,000 per dual port networked Level 2 charger or up to 100% of eligible project costs

For chargers located on **Non-Government Owned Property**, Ohio EPA will provide **the lesser of**:

- \$7,500 per single port networked Level 2 charger or up to 80% of eligible project costs
- \$15,000 per dual port networked Level 2 charger or up to 80% of eligible project costs

Where the 20% match is required, eligible options include cash, loans, other grants, or capital assets dedicated to the project. The costs of site preparation and equipment installation are also eligible for consideration as local match provided a clear itemized quote is included. Grants will be awarded based on the eligibility and selection criteria listed in Sections 3 through 5 of this RFA. Applicants are strongly encouraged to provide a match greater than the minimum required, to improve the competitiveness of their applications.

Under this program, Ohio EPA reserves the right to:

- Extend application deadlines to accommodate more applications,
- Request additional information after the deadline to assist in the review process,
- Negotiate with applicants to modify the project scope, level of funding, or both.
- Make full, partial or no grant awards to an applicant, and
- Reallocate unspent funds from one county to another based on demand.

Recipients of a grant for charging stations under this program are required to operate and maintain the chargers for a minimum of **5 years** from the date the chargers are first put into service. Recipients will also be required to submit semiannual usage reports to Ohio EPA for the first five years from the date the chargers are first put into service. The grant agreement will stipulate that failure to do so will result in the recipient paying back the grant award amount.

Applications are due in the form of a pdf file via email to evcharging@epa.ohio.gov no later than **3:00 PM on September 30, 2020**.

1.3 Program Contacts and Questions about this RFA

Questions or requests for clarification about this program may be submitted in writing via email to alauddin.alauddin@epa.ohio.gov or carolyn.watkins@epa.ohio.gov. If the question or request for clarification pertains to a specific section of this guidance document, please reference the section and page number. A list of written questions and answers will be available for review at <https://epa.ohio.gov/oeo/#131365122-vw-mitigation-grants>. Ohio EPA reserves the right to amend this RFA at any time by addendum. If the addendum is issued after the closing date for receipt of applications, Ohio EPA may, in its sole discretion, allow applicants to amend their project applications in response to the addendum, if necessary.

SECTION 2: GENERAL REQUIREMENTS FOR ALL APPLICANTS

2.1 Fund Reimbursement Policy

This is a reimbursement program and applicants must provide their own funding to cover expenses as they are incurred. Grant applications must include a demonstration that the applicant can cover the full cost of the project prior to approval of the reimbursement if the grant is awarded. Projects selected for funding will then be reimbursed up to the amount authorized for that project after the awardee submits acceptable documentation to show that eligible expenses have already been paid by the awardee and the equipment has been properly installed and the charging station is in use.

DMTF funds may not be used to reimburse grant recipients for any grant expenses, including equipment purchased, prior to execution of the grant agreement and obtaining Ohio EPA authorization to proceed with the scope of work, as explained in Section 2.2 below. Applicants should plan accordingly for scheduling equipment purchases and installations.

2.2 Contracting Procedures

Ohio EPA must certify to the Trustee of the Volkswagen Mitigation Trust that all vendors were or will be selected in accordance with state contracting laws. Any project-related expenditures, including but not limited to ordering the charging equipment, incurred prior to obtaining this authorization will be ineligible for reimbursement. Entities using one of Ohio Department of Administrative Service's (DAS) Multiple Award Contracts resulting from [Invitation to Bid RS900320/GDC169](#) will receive a higher priority in the application review process.

2.3 Public Information and Records Retention

Public financing requires transparency and documentation. All applications and supporting documentation submitted become public records. These records will be provided to the VW Mitigation Trust Fund trustee and are subject to public record requests and compliance review by Ohio EPA as the oversight agency. This information is not eligible for trade secret protection under Ohio law. Documentation regarding funded projects, including invoices submitted and approved for reimbursement, will reside in paper and electronic files at Ohio EPA that may be the subject of a public records request or audits.

Further, DMTF grant awardees will be required to maintain all financial and other project related documentation for a period of five years, consistent with the executed Grant Agreement. Applicants should therefore include in the project narrative an explanation of the technology and/or procedures they will use to track and verify the utilization and maintenance of the charging stations for a minimum of five years from the date the charging station is operational.

2.4 Non-Performance

Applicants should develop firm project scopes, schedules, fiscal commitments and partnering agreements prior to applying for a DMTF grant. Ohio EPA will not consider or approve more than one scope change from what was included in the submitted DMTF application.

If Ohio EPA determines that an awardee is not making satisfactory progress implementing the project, Ohio EPA may notify the grant awardee that the grant is being revoked and reallocate the funds to another eligible project applicant.

Progress will be measured against the following milestones:

- Submittal of documentation that purchasing requirements have been completed, and the equipment has been ordered, within **180 days** of execution of the grant agreement between Ohio EPA and the awardee.
- Completion of the project within 24 months of the execution of the grant agreement. On a case by case basis, for extenuating circumstances, Ohio EPA may approve a one-time extension of up to 12 months to extend the total project completion period to a maximum of 36 months.
- Submittal of final invoices for reimbursement of allowed expenses no later than the project period ending date.

SECTION 3: PROGRAM ELIGIBILITY

Below is general guidance on the different eligibility requirements under this program. It is not intended to be a full comprehensive list and Ohio EPA reserves the right to make an eligibility determination on a case-by-case basis. If there is any doubt, applicants are strongly advised to confirm eligibility with the program contacts listed in Section 1.3 prior to applying.

3.1 Eligible Counties

To be eligible for grant funds, the charging stations must be installed in one of the priority counties identified in Ohio’s DMTF program and listed below:

| First Priority Counties | | Second Priority Counties | |
|-------------------------|---------|--------------------------|----------|
| Butler | Lake | Ashtabula | Stark |
| Clermont | Licking | Erie | Trumbull |
| Cuyahoga | Lorain | Greene | |
| Delaware | Madison | Lucas | |
| Fairfield | Medina | Mahoning | |
| Franklin | Portage | Montgomery | |
| Geauga | Summit | Ottawa | |
| Hamilton | Warren | Sandusky | |

For purposes of initial scoring and ranking for this grant offering, Ohio EPA will not make a distinction between first and second priority counties. Ohio EPA does reserve the right to, at the time it deems appropriate, reallocate unspent funds from one county to another based on demand.

A map of DMTF Ohio priority counties is also included in Appendix A of this RFA.

3.2 Eligible Sites

Ohio EPA’s goal for this grant program is to increase the number of “**publicly available**” electric vehicle charging stations in Ohio. Sites hosting these charging stations may be publicly or privately owned but they should be publicly available to EV owners. For purposes of this grant, except for parks, “publicly available” means available to any member of the public at least **16 hours a day** including prime business or daylight hours. Since the hours that parks are open to the public varies by season, parks are eligible to apply provided the chargers are available to members of the public throughout the hours they are open in each day.

Other examples of eligible sites include publicly available parking facilities facilitating access to government offices, airports and transit centers, shopping centers, libraries, sporting arenas and other recreation facilities.

Examples of ineligible sites include parking facilities that serve tenants of a single landlord or the employees or customers of a single business.

Hospital parking facilities for patients and visitors are eligible, while those for employees only are ineligible.