



CLEVELAND HEIGHTS

**Council Committee of the Whole
November 21, 2022
6:00 p.m.
City Hall – Executive Conference Room**

Agenda

1. Legislation Review/Caucus—15 minutes
2. CAC Presentation to Council (Jessica Shantz and Brian Iorio)—30 minutes
3. Executive Session—15 minutes
 - a. *To consider the terms of sale or lease of City-owned real or personal property.*
4. NOPEC Update—10 minutes
5. Proclamations/Resolution Discussion—10 minutes
6. December Break—5 minutes

MEMO

To: Mayor Kahlil Seren; City Council

From: Brian Iorio, CDBG Coordinator

C.C.: Eric Zamft, Director of Planning & Development

RE: Year 49 CDBG Applications and Recommendations

As is done annually, the Citizens Advisory Committee (CAC) and the City Administration have concluded their application, review and recommendation process for the 49th year of the CDBG program. As you will see, the CAC and Administration recommendations for 2023 funding are identical. Included in this packet are also the applications for funding that were received. They are organized in the order that they first appear in the recommendations table. Attachments were not included in this packet due to size. However, they can be provided upon request.

CAC Chair Jessica Schantz will be presenting the CAC recommendations at the November 21, 2022 Council Committee of the Whole meeting. I will be present to confirm that the Administration's recommendations are identical. Following that, with Council's agreement, City staff will draft the Annual Action Plan (the "Plan") for 2023 and release a public notice for a 30-day public comment period regarding the Plan and the process for developing the Plan. After the end of the 30-day public comment period, the CAC will hold a public hearing in order to review any comments received. City Council will then be presented legislation in early 2023 to approve the 2023 Annual Action Plan and grant the Mayor the authority to submit the Plan to the US Department of Housing and Urban Development (HUD).

In addition to the recommended allocations included in this packet, the City will be reallocating funds from prior years. These allocations include the reallocation of approximately \$82,000 from the no longer active HPO Neighborhood Relations Program to the HPO Strategic Home Repair Program and the reallocation of approximately \$115,000 from the Cedar Lee Mini-Park Project to a City administered Public Building and Lands Accessibility program that will repair and/or replace accessibility features at the Cedar Lee Mini Park (i.e., ADA improvements). Any remaining funds from this project will be used to improve accessibility at other City parks and facilities.

As always, please contact me if you have any questions, comments or concerns. I can be reached via email at biorio@clevelandheights.gov or by phone at (216) 291-4845.

	2021 Allocations	2022 Allocations	2023 Requests	2023 Subcommittee Recommendations	CAC Recommendation	2023 Admin Recommendations
ADMINISTRATIVE ACTIVITIES maximum funding is capped at 20%						
CD Administration	\$ 150,256	\$ 146,223	\$ 179,500	\$ 179,500	\$ 171,651	\$ 171,651
Fair Housing Activities	\$ 34,000	\$ 26,036	\$ 58,600	\$ 26,000	\$ 58,600	\$ 58,600
GIS	\$ 12,000	\$ 35,000	\$ -	\$ -		\$ -
North Coventry Neighborhood Planning		\$ 30,000	\$ -	\$ -		\$ -
FutureHeights - Community Capacity-Building	\$ 50,000	\$ 45,000	\$ 50,000	\$ 50,000	\$ 45,000	\$ 45,000
ADMINISTRATIVE SUB-TOTAL	\$ 246,256	\$ 282,259	\$ 288,100	\$ 255,500	\$ 275,251	\$ 275,251
PUBLIC SERVICE ACTIVITIES maximum funding is capped at 15%						
HRRC Housing Counselor	\$ 25,000	\$ 25,000	\$ 28,744	\$ 28,744	\$ 25,000	\$ 25,000
Office on Aging - Social Worker	\$ 30,000	\$ 36,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Heights Emergency Food Ctr.	\$ 28,000	\$ 24,000	\$ 26,470	\$ 26,470	\$ 26,470	\$ 26,470
Family Connections (HPC)	\$ 25,000	\$ 21,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Family Connections - Parent Café		\$ 3,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Open Doors Academy (Middle School Program)	\$ 15,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
ODA - Pathways to Independence Program at Cleveland Heights High School	\$ 15,000	\$ 16,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Start Right Food Program	\$ 10,000	\$ 7,000	\$ 15,000	\$ 8,000	\$ 10,000	\$ 10,000
Gesher	\$ 10,000	\$ 10,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Lake Erie Ink	\$ 12,000	\$ 11,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Bhutanese Community of Greater Cleveland Community Center	\$ 10,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -
Street Outreach Program	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
WAVE Mentoring Program	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Naaleh Cleveland		\$ 8,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
PUBLIC SERVICES SUB-TOTAL	\$ 210,000	\$ 195,000	\$ 238,214	\$ 231,214	\$ 229,470	\$ 229,470

PUBLIC FACILITIES & IMPROVEMENTS						
<i>PUBLIC FAC. & IMP. SUB-TOTAL</i>						
ADA Curb Ramp Construction	\$ 190,000	\$ 195,000	\$ 195,000	\$ 195,000	\$ 190,000	\$ 190,000
Shannon Rd Waterline Replacement & Street Resurfacing	\$ 42,532	\$ -	\$ -	\$ -	\$ -	\$ -
Heights Emergency Food Center - ADA Improvements		\$ 45,000	\$ -	\$ -	\$ -	\$ -
FutureHeights - Noble Banner Project		\$ 10,000	\$ -	\$ -	\$ -	\$ -
FutureHeights - Cedar Lee Mini-Park Placemaking Project	\$ 30,000	\$ 70,000	\$ -	\$ -	\$ -	\$ -
Mayfield-Warrensville Streetscape		\$ 35,000	\$ -	\$ -	\$ -	\$ -
Benjamin Rose - ADA Improvements		\$ 15,000	\$ -	\$ -	\$ -	\$ -
PUBLIC FAC. & IMP. SUB-TOTAL	\$ 276,932	\$ 370,000	\$ 195,000	\$ 195,000	\$ 190,000	\$ 190,000
HOUSING ACTIVITIES						
<i>Home Repair Resource Center (HRRC)</i>						
HRRC Operating Expenses	\$ 139,000	\$ 139,000	\$ 125,000	\$ 116,194	\$ 116,194	\$ 116,194
Assist Incentive Grant	\$ 15,000	\$ 18,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Deferred Loan Match	\$ 5,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 3,000	\$ 3,000
Sr. Home Stability Grant	\$ 4,500	\$ 4,000	\$ -	\$ -	\$ -	\$ -
Lead Benefits	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ -
<i>HRRC SUB-TOTAL</i>	<i>\$ 164,000</i>	<i>\$ 169,000</i>	<i>\$ 153,000</i>	<i>\$ 144,194</i>	<i>\$ 134,194</i>	<i>\$ 134,194</i>
<i>Housing Preservation Office (HPO)</i>		\$ -				
Paint Program	\$ 80,000	\$ 60,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
Violation Repair Program for Seniors	\$ 20,000	\$ 20,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Strategic Home Repair	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Nuisance Abatement	\$ 44,256	\$ 26,060	\$ 50,000	\$ 50,000	\$ 40,000	\$ 40,000
HPO Operating/Staff	\$ 285,000	\$ 300,000	\$ 327,100	\$ 331,000	\$ 304,480	\$ 304,480
LMI Code Enforcement	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
<i>HPO SUB-TOTAL</i>	<i>\$ 479,256</i>	<i>\$ 456,060</i>	<i>\$ 597,100</i>	<i>\$ 601,000</i>	<i>\$ 564,480</i>	<i>\$ 564,480</i>
FutureHeights - FutureHomes Program		\$ -	\$ -	\$ -	\$ -	\$ -
Start Right - Good Neighbor Home Rehab Program		\$ -	\$ -	\$ -	\$ -	\$ -
HOUSING SUB-TOTAL	\$ 643,256	\$ 625,060	\$ 750,100	\$ 745,194	\$ 698,674	\$ 698,674
COMMERCIAL/ECONOMIC DEVELOPMENT						
<i>Economic Development Department</i>						

E.D Administration	\$ 125,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Storefront Consultants	\$ 19,256	\$ -	\$ -	\$ -	\$ -	\$ -
Storefront Renovation Loans	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 100,000	\$ 100,000
Storefront Renovation Rebates	\$ -	\$ 65,160	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Microenterprise Program	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
<i>ED SUB-TOTAL</i>	\$ 169,256	\$ 90,160	\$ 300,000	\$ 300,000	\$ 200,000	\$ 200,000
FutureHeights - Small Business Outreach	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
COMMERCIAL/ED SUB-TOTAL	\$ 194,256	\$ 115,160	\$ 300,000	\$ 300,000	\$ 200,000	\$ 200,000
NEXT YEAR'S STRATEGIC IMPACT OPPORTUNITY						
STRATEGIC IMPACT OPPORTUNITY TOTAL	\$ 23,319	\$ -	\$ -	\$ -	\$ -	
CURRENT YEAR'S STRATEGIC IMPACT OPPORTUNITY						
STRATEGIC IMPACT OPPORTUNITY TOTAL	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 1,689,019	\$ 1,587,479	\$ 1,771,414	\$ 1,726,908	\$ 1,593,395	\$ 1,593,395
Contingency/SIO	\$ 75,442	\$ 23,319		\$ 43,395	\$ 43,395	\$ 43,395
HUD ACTUAL ALLOCATION	\$ 1,605,789	\$ 1,564,160	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000
SUBCOMMITTEE ASSIGNMENTS KEY						
Commercial Areas						
Finance and Other						
Neighborhood Activities						
Preservation and Housing						



City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

City of Cleveland Heights CDBG Administration

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 179,500.00 Requested

\$ 0 Leveraged Dollars

Submitted: 7/28/2022 10:22:15 AM (Pacific)

Project Contact

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Additional Contacts

none entered

City of Cleveland Heights

40 Severance Circle

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Web www.clevelandheights.gov

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

The CDBG Administration program is tasked with managing the CDBG Program for regulatory compliance, timeliness, efficiency and continuous improvement. The CDBG Administration program includes the necessary staff, supplies and contracts in order

to carry out the various administrative requirements to effectively manage the CDBG, HOME and Lead Safe programs. CDBG Administration is considered by statute to be an administrative activity and therefore does not directly benefit low- and moderate-income households or aid in the prevention or removal of slum and/or blighted conditions.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:

☒ Existing Program or Project



New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☐ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☒ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

40 Severance Circle, Cleveland Heights, Ohio 44118

6. Please identify your program or project's target population:

-answer not presented because of the answer to #3-

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

-answer not presented because of the answer to #3-

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

Racial equity and inclusion is an implicit goal of the Community Development Block Grant due to its focus on serving low- and moderate-income households, fairness in access to its funded activities and the demographic of Cleveland Heights' low- and moderate-income population.

10. Please list the eligibility requirements for participants of your program or project:

-answer not presented because of the answer to #3-

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

-answer not presented because of the answer to #3-

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

NA

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

NA

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

Cleveland Heights proudly connects with its history as a first suburb of Cleveland and as a mature, integrated, residential community. Full mission statement can be found at: <http://www.clevelandheights.com/588/Mission-Statement>.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

The CDBG Program requires that resources be made available to ensure that CDBG funded activities follow the assortment of rules and regulations required by the Federal Government. This includes cross cutting issues, such as the National Environmental Policy Act, the Uniform Relocation Act, the Davis Bacon Act, and other acts of Congress and Executive Orders that apply to recipients of federal funding.

3. Please describe the program or project for which you are requesting funds:

CDBG Administration funds the staff and overhead required to operate a compliant, efficient and responsible program. CDBG Administration also funds program planning which explores the potential uses of funds and furthers the CDBG program. Also, CDBG Administration funds the management of other Federal programs that help the City address its community development needs, such as the HOME Investment Partnership, Lead Safe Cuyahoga, and the County Demolition Program

4. Please briefly describe what makes your agency or department a good fit for this activity:

The City of Cleveland Heights is the responsible entity for ensuring compliance with Federal rules and regulations.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

This activity includes personnel costs for portions of 6 employees. This includes the migration of the GIS Coordinator position that was included in a separate application in the past. Additionally, indirect costs, software expenses, office expenses, travel expenses and historic preservation professional services are included.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

50% of an additional staff person has been included in order to assist with the administration of the CDBG, HOME and Lead Safe grants.

7. Please indicate if your program or project will generate any program income:



Yes



No

8. Please estimate the amount of program income you expect to earn in Year 48:

NA

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

The effectiveness of the program will be measured through:

- HUD review of the Annual Action Plan
- HUD review of the Consolidated Annual Performance and Evaluation Report
- HUD monitoring reviews
- The City of Cleveland Heights annual financial audit
- Evaluation of the CDBG funded outcomes against the City's Master Plan

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

Monthly and quarterly reports from our non-profit partners are evaluated as they are received. Additionally, the City's requisition/purchasing system ensures that costs associated with City programs are allowable according to CDBG rules and regulations.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

NA

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

☒ Yes, my organization was last funded in Year 48 (FY 2022)

☐ Yes, my organization was last funded prior to Year 48 (FY 2022)

☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

CDBG Administration, 2022

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

NA	Total Persons assisted
NA	Total Households assisted
NA	Total Housing Units assisted
NA	Total Businesses assisted
NA	Other
NA	Cleveland Heights persons assisted
NA	Cleveland Heights households assisted
NA	Cleveland Heights housing units assisted
NA	Cleveland Heights businesses assisted
0.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

NA

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

NA

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

Decreases or delays in Federal appropriations for CDBG, HOME or any other related community development programs

greatly reduces the impact of the City's Community Development efforts.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

100%

19. What percent of your organization's budget is made up by the proposed activity?

Less than 1%

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

General Fund dollars are used to fund personnel beyond what CDBG is capable of funding.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

The carryover of prior year funds has been incorporated into this proposal. Reductions in funding would result in limited capacity to carry out the compliance necessary to operate the program

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

Generally, any unspent funds from prior years are used to fund the program until the annual allocation is made available.

Additionally, the "new" CDBG assistant position has remained unfilled. This has been incorporated into this request.

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

Our request for 2023 is approximately \$30,000 more than last year due to the incorporation of the GIS Coordinator position into the Planning & Development Department.

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

In 2020, CDBG-CV was introduced to assist with the local response to the COVID-19 pandemic.

25. What new approaches are being developed or explored to generate new sources of funds?

New grants awarded to the City occasionally allow administrative expenses to be charged to the grant. However, many times the City chooses to forego this allowable expense in order to maximize the impact of the funds awarded. Most often, administrative expenses are not an allowable expense for non-federal awards.

26. What steps have been taken in the past year to make the agency more cost effective?

Due to fiscal constraints resulting from the economic slowdown associated with the COVID-19 pandemic, the City was forced to severely limit the hiring of new personnel and the replacement of personnel that have left. This has required City Departments to reevaluate work assignments and in some cases reduce levels of service.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

Yes, CDBG-CV has required additional staff time in order to implement the associated activities and comply with Federal regulations.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

CDBG Administration does not directly mitigate the effects of the pandemic.

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☒ I prefer the online application
- ☐ I prefer the paper application
- ☐ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

None

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 179,468.36	\$ 149,222.34	\$ 1.20
Prior Year CDBG funds (estimated rollover going to Year 46)	\$ 93,368.29	\$ 69,871.41	\$ 1.34
Applicant Agency Funds			\$ 0.00
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)			\$ 0.00
Special Fundraising Efforts			\$ 0.00
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 272,836.65	\$ 219,093.75	\$ 1.25

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 197,736.65	\$ 197,736.65	\$ 177,934.00	\$ 177,934.00
Supplies/Printing/Postage/Advertising	\$ 2,000.00	\$ 2,000.00	\$ 3,300.00	\$ 3,300.00
Indirect Costs	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
Conferences/Travel/Mileage	\$ 6,000.00	\$ 6,000.00	\$ 3,000.00	
Subscriptions/Memberships	\$ 1,100.00	\$ 1,100.00	\$ 1,800.00	
Professional Services	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00
Software	\$ 11,000.00	\$ 11,000.00	\$ 5,500.00	\$ 5,500.00
NA				
NA				
NA				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	\$ 272,836.65	\$ 272,836.65	\$ 236,534.00	\$ 231,734.00

Budget/Tables Narrative

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1. CDBG Coordinator	✓	40 Hours	40 Hours	\$ 94,357	\$ 94,357	\$ 96,929	\$ 96,929
2. Assistant Director of Planning	✓	40 Hours	4 Hours	\$ 9,556	\$ 9,556	\$ 9,581	\$ 9,581
3. Director - Planning	✓	40 Hours	4 Hours	\$ 12,192	\$ 12,192	\$ 2,542	\$ 2,542
4. GIS Coordinator	✓	40 Hours	20 Hours	\$ 41,216	\$ 41,216	\$ 0	\$ 0
5. Environmental Specialist	✓	40 Hours	20 Hours	\$ 26,496	\$ 26,496	\$ 25,977	\$ 25,977
6. Accountant	✓	40 Hours	10 Hours	\$ 13,920	\$ 13,920	\$ 13,660	\$
7. Administrative Support	✓	40 Hours	4 Hours	\$ 0	\$ 0	\$ 4,247	\$ 4,247
8.	€	Hours	Hours	\$	\$	\$	\$
9.	€	Hours	Hours	\$	\$	\$	\$
10.	€	Hours	Hours	\$	\$	\$	\$
Total		280 Hours	102 Hours	\$ 197,737	\$ 197,737	\$ 152,936	\$ 139,276

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.	€	€	€	\$	\$	\$	\$
2.	€	€	€	\$	\$	\$	\$
3.	€	€	€	\$	\$	\$	\$
4.	€	€	€	\$	\$	\$	\$
5.	€	€	€	\$	\$	\$	\$
6.	€	€	€	\$	\$	\$	\$
7.	€	€	€	\$	\$	\$	\$

8.				\$	\$	\$	\$
9.				\$	\$	\$	\$
10.				\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	0	0	0

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	0	0	0	0

Documents [top](#)

Documents Requested *

Required? Attached Documents *

A copy of your organization's Articles of Incorporation

A copy of your organization's IRS Tax Exempt Status Determination Letter

A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)

A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Optional Document #3

Optional Document #4



[NA](#)



[NA](#)



[NA](#)

Application ID: 411475

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

City of Cleveland Heights Fair Housing

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 58,600.00 Requested

\$ 0 Leveraged Dollars

Submitted: 7/28/2022 10:20:32 AM (Pacific)

Project Contact

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City of Cleveland Heights

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Mayor

Kahlil Seren

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Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

Receipt of CDBG and any other HUD funds require that the City work to "Affirmatively Further Fair Housing." This is in line with the City's longstanding tradition of being an inclusive community that puts a high value on diversity. The proposed Year 49/2023 Fair Housing Activities are: Fair Housing Testing, Diversity Programming, Fair Housing Outreach, Fair Lending Coalition Membership, Landlord/Tenant Education, Racial Equity and Inclusion Training and Eviction Prevention Assistance.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:



Existing Program or Project



New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the CDBG Administrator.



Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)

- ☐ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☒ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

The City of Cleveland Heights

6. Please identify your program or project's target population:

-answer not presented because of the answer to #3-

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

-answer not presented because of the answer to #3-

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

This activity inherently seeks to address racial equity and inclusion in housing by enforcing fair housing laws and educating the public about fair housing laws.

10. Please list the eligibility requirements for participants of your program or project:

-answer not presented because of the answer to #3-

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

-answer not presented because of the answer to #3-

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

44,571

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

Promote and maintain the City's longstanding tradition of diversity and actively foster an environment of inclusiveness.

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

Cleveland Heights proudly connects with its history as a first suburb of Cleveland and as a mature, integrated, residential community. Full mission statement can be found at: <http://www.clevelandheights.com/588/Mission-Statement>.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

HUD requires that the City "Affirmatively Further Fair Housing." This entails not only enforcing the City, County, State and National Fair Housing Laws, but to also take actions to combat the negative lasting effects of residential segregation.

3. Please describe the program or project for which you are requesting funds:

Fair Housing Activities entails several separate activities: Fair Housing Sales and Rental Audits; Heights Community Congress' Diversity Program; Fair Housing Outreach, Fair Lending monitoring and organizing; Landlord/Tenant training and resources; Racial Equity and Inclusion education and an Equity Footprint analysis of the City of Cleveland Heights.

4. Please briefly describe what makes your agency or department a good fit for this activity:

All of these activities will be carried out either through contractors that the City will determine to be the best fit for each activity or through City Staff.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

Total funding for this activity is \$85,500. This includes expected carryover of \$26,900. This activity relies heavily on partnerships with the Heights Community Congress, the Legal Aid Society of Cleveland, the Fair Housing Center for Rights and Research, the Home Repair Resource Center, the Greater Cleveland Reinvestment Coalition, and the National Community Reinvestment Coalition.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

Third Space Action Lab will be hired to conduct the Racial Equity and Inclusion trainings. Heights Community Congress will be contracted to conduct Rental and Sales Audits, Diversity Programming and Fair Housing Outreach. The Home Repair Resource Center and Heights Community Congress will be contracted to conduct Landlord/Tenant training. The Legal Aid Society of Cleveland will continue their eviction prevention work in the Cleveland Heights Housing Court. In-kind contributions consist of non-CDBG employees that staff the Fair Practices Board and overhead costs in excess of the City's approved indirect cost plan.

7. Please indicate if your program or project will generate any program income:

- ☐ Yes
☒ No

8. Please estimate the amount of program income you expect to earn in Year 48:

NA

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

- Fair Housing Audits: number of sales audits, number of rental audits, subject protected classes covered.
- Fair Housing Outreach: Number of addresses contacted
- HCC Diversity Programming: number of events, number of attendees
- Fair Lending Monitoring: CRA loans originated (collected on an annual basis)
- Landlord/Tenant education: number of landlords/tenants reached
- REI training: number of attendees
- Eviction Prevention - Number of tenants assisted, legal consultation hours

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

Landlords and real estate professionals will more likely understand that there are consequences for those who violate fair housing ordinances. The Community will more likely understand current fair housing issues and be prepared to advocate for positive change. Landlords and tenants will more likely know their rights and responsibilities. Tenant households will become more stable by avoiding unwarranted evictions.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

Financial Institutions will more likely originate mortgages, rehab loans and small business loans in CRA qualified areas. Landlords and real estate professionals will be less likely to violate fair housing laws.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

- ☒ Yes, my organization was last funded in Year 48 (FY 2022)
- ☐ Yes, my organization was last funded prior to Year 48 (FY 2022)
- ☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Fair Housing Activities - 2022

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

NA	Total Persons assisted
NA	Total Households assisted
NA	Total Housing Units assisted
NA	Total Businesses assisted
NA	Other
NA	Cleveland Heights persons assisted
NA	Cleveland Heights households assisted
NA	Cleveland Heights housing units assisted
NA	Cleveland Heights businesses assisted
0.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

Information regarding fair housing testing and audits will help our partner, Heights Community Congress, alter their testing methodology. Fair lending data has enabled the City, along with partners such as the Home Repair Resource Center and the Greater Cleveland Reinvestment Coalition, advocate for increased access to credit in Cleveland Heights.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

It is expected that landlords and real estate professionals will know their responsibilities regarding fair housing and not violate fair housing laws. If they do, this activity will help determine who is not following the law and take action. Additionally, the community will be better aware of the issues surrounding fair housing, fair lending and residential segregation and will be better able to take action personally, professionally and civically, to ensure that our community is welcoming, equitable and diverse.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

Actions taken on a local, state and national level to weaken fair housing laws and pro-diversity initiatives can negatively affect our goals. However, actions such as those will only make this activity more important for the community.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

100%

19. What percent of your organization's budget is made up by the proposed activity?

Less than 1%

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

CDBG-CV funds are being used currently to supplement some of the costs of the Eviction Prevention Program.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

The City will forego its lowest priority fair housing activities.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

The City has had carryover amounts (around 35%) due to the lack of in-person Phase I REI trainings available.

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

This request is similar to the request for Year 48 CDBG funding.

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

Funding sources for this activity have not changed significantly in the last 2 years.

25. What new approaches are being developed or explored to generate new sources of funds?

This is currently the only source of funding for this activity. Additional sources of funding will be explored. Additional sources of funding will more likely be attainable by our Fair Housing partners rather than the Municipal Government.

26. What steps have been taken in the past year to make the agency more cost effective?

The majority of expenses are contracted activities and are therefore subject to market rates.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

Seminars and trainings are being forced to be undertaken virtually. Due to this, some activities, such as the Phase I REI Training were delayed until in-person trainings are feasible.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

Landlord Tenant education helps clarify rights and responsibilities in an age of massive housing insecurity.

Application Survey

29. Please indicate your preference regarding this revised online application form:

☒ I prefer the online application



I prefer the paper application



I have no preference



I have never filled out a paper application

30. Please offer any suggestions to improve this application:

None

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 58,600.00	\$ 26,036.00	\$ 2.25
Prior Year CDBG funds (estimated rollover going to Year 49)	\$ 26,900.00	\$ 51,265.00	\$ 0.52
Applicant Agency Funds			\$ 0.00
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)			\$ 0.00
Special Fundraising Efforts			\$ 0.00
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 85,500.00	\$ 77,301.00	\$ 1.11

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Fair Housing Audits	\$ 11,900.00	\$ 11,900.00	\$ 11,900.00	\$ 11,900.00
HCC Diversity Training	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Fair Lending Coalition Memberships	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Landlord Tenant Education	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
REI Trainings (Groundwater)	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00
REI Trainings (Phase I)	\$ 18,000.00	\$ 18,000.00	\$ 0.00	\$ 0.00
SOI Education	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Eviction Prevention	\$ 30,000.00	\$ 30,000.00	\$ 25,000.00	\$ 25,000.00
Total	\$ 85,500.00	\$ 85,500.00	\$ 62,500.00	\$ 62,500.00

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1.		Hours	Hours	\$	\$	\$	\$
2.		Hours	Hours	\$	\$	\$	\$
3.		Hours	Hours	\$	\$	\$	\$

4.		Hours	Hours	\$	\$	\$	\$
5.		Hours	Hours	\$	\$	\$	\$
6.		Hours	Hours	\$	\$	\$	\$
7.		Hours	Hours	\$	\$	\$	\$
8.		Hours	Hours	\$	\$	\$	\$
9.		Hours	Hours	\$	\$	\$	\$
10.		Hours	Hours	\$	\$	\$	\$
Total		0 Hours	0 Hours	\$ 0	\$ 0	\$ 0	\$ 0

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.				\$	\$	\$	\$
2.				\$	\$	\$	\$
3.				\$	\$	\$	\$
4.				\$	\$	\$	\$
5.				\$	\$	\$	\$
6.				\$	\$	\$	\$
7.				\$	\$	\$	\$
8.				\$	\$	\$	\$
9.				\$	\$	\$	\$
10.				\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			

Moderate Income (<80% AMI)			
Other			
Total	0	0	0

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	0	0	0	0

Documents [top](#)

Documents Requested *

A copy of your organization's Articles of Incorporation

A copy of your organization's IRS Tax Exempt Status Determination Letter

A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)

A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Optional Document #3

Optional Document #4

Required? Attached Documents *

✓ [NA](#)

✓ [NA](#)

✓ [NA](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 411910

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

FutureHeights Inc Community Capacity Building Program

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 50,000.00 Requested
\$ 49,875 Leveraged Dollars

Submitted: 7/28/2022 8:39:21 AM (Pacific)

Project Contact

Micah Kirman

mekirman@futureheights.org

Tel: 216-320-1423

Additional Contacts

none entered

FutureHeights Inc

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United States

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Fax

Web www.futureheights.org

Interim Executive Director

Micah Kirman

mekirman@futureheights.org

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

FutureHeights' Community Capacity Building Program is designed to empower groups that are typically under-represented in our community to engage with boards, committees, commissions, councils, and city leaders with the goal of seeking leadership positions on those committees. The program also facilitates the creation and development of neighborhood and civic groups, to address neighborhood concerns, create neighborhood plans, and take corrective actions to resolve those concerns.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:



Existing Program or Project



New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the CDBG Administrator.



Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)

- ☐ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☒ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

The Community Capacity Building program operates community-wide with a focus on low-moderate income areas and areas with a higher percentage of demographic minorities and new immigrants.

6. Please identify your program or project's target population:

-answer not presented because of the answer to #3-

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

-answer not presented because of the answer to #3-

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

Racial equity is promoted with the program's focus on areas with higher African American populations, specifically North of Mayfield Road in Cleveland Heights in the Noble, North Taylor, and North Coventry neighborhoods. More intensive outreach, organizing, and direction action by program staff are dedicated to these areas of Cleveland Heights.

10. Please list the eligibility requirements for participants of your program or project:

-answer not presented because of the answer to #3-

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

-answer not presented because of the answer to #3-

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

300

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

"Continue to promote and support neighborhood identities to enhance a sense of place and build pride among resident"s

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

Mission: To facilitate an equitable, prosperous and vibrant future for Cleveland Heights and University Heights and to engage in and promote economic and social development through meaningful engagement of residents and collaboration with local organizations, businesses and governments.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

Cleveland Heights (CH) is an inner-ring suburb that has been experiencing transition. The need for civic engagement and community-building programs has increased as some neighborhoods have experienced decline, with rising poverty and crime rates, home foreclosures and disinvestment. Community engagement initiatives combat these challenges as sustaining healthy communities requires engaged individuals, organizations, and institutions. There are several key factors that contribute to the increased need for intentionally building community and creating opportunities for civic engagement, including an increase in poverty, a decrease in home ownership, and the perceived increase in crime. According to the CH Master Plan "in comparison to the County as a whole, CH has slightly higher levels of very low incomes and slightly higher levels of very high incomes." The report continued, "In 2013, the City's household income by category showed that 19.0% of households earned less than \$15,000 annually. This is higher than the countywide average and displays an income disparity, despite the higher median household income of the community." Community building and placemaking in neighborhoods under distress or in transition will create stability, and empower residents to work toward collectively combating challenges, which will result in a sense of responsibility toward neighbors, neighborhoods, and their overall community. Some areas with high vacancy rates and other physical challenges have little to no organization of residents. Other areas have limited levels of organization, lacking participation from a fuller cross-section of the neighborhood. For any of these groups to have a greater impact on the Heights community as a whole, they need training and opportunities to build relationships, learn best practices, share information with one another, and access to resources. As groups are organized, they can work with the city to address pressing issues across all of CH.

3. Please describe the program or project for which you are requesting funds:

FH seeks funds to continue and grow its successful Community Capacity-Building Program. This p which helps neighborhoods leverage their assets and provides tools to enable neighborhood leaders to work together on creative solutions to the challenges that face them. We envision vibrant, sustainable neighborhoods that have increased resilience through grassroots resident participation in civic life. In doing so, CH becomes better equipped to address challenges in the physical and social environment, drawing and activating the assets of people, nonprofits and public entities.

Program objectives:

- 1) Empower underrepresented groups to engage in city leadership and seek leadership positions in the form of boards, commissions, and Council (Goal A)
- 2) Further the CDBG program by promoting CDBG-related programs and CDBG funding to organizations
- 3) Facilitate the development of new neighborhood groups and the strengthening of existing ones
- 4) Empower neighborhood groups to listen, learn, and analyze to create assessments of their areas
- 5) Assist city and neighborhood groups in developing a neighborhood plan (Goal E2)
- 6) Foster the identification of priority issues and development of action steps to create early wins in improving the physical and social environment of distressed areas
- 7) Help neighborhood groups tell their stories, and share their successes (Goal E)
- 8) Conduct outreach/info sessions in target neighborhoods regarding housing improvement and financing programs and encourage investment in homes to stabilize neighborhoods.
- 9) Assist groups to facilitate neighborhood meetings (Goal C2) to understand needs and visions for their neighborhood.
- 10) Support placemaking and resident-led projects that address neighborhood challenges with creative solutions and build community.

Objectives will be met through execution of a neighborhood leadership workshop series, mini-grants, public forums, one-on-one coaching, listening sessions and committee meetings partici

4. Please briefly describe what makes your agency or department a good fit for this activity:

FH serves as an advocate for the citizen's voice in Cleveland Heights as an integral component of good neighborhood decision-making, and FutureHeights provides opportunities for citizens to express their ideas and concerns. FH is committed to racial equity and inclusion and seeks ongoing training.

FutureHeights has approximately 400 current members (this fluctuates between 380-500 as dues expire). Our working committees: FutureHomes, Planning & Development, Mini-Grants, and most importantly, Community & Civic Engagement are all staffed by volunteers representing all neighborhoods of the community. These neighborhoods include the targeted CDBG low/moderate income neighborhoods. We have long-established relationships with civic groups, like Noble Neighbors, and stakeholders like the churches and institutions located within these targeted neighborhoods.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

Staff member, Sarah Wolf is primarily responsible for implementing FutureHeights' Community Capacity Building Program. She will be assisted and overseen by the Executive Director of FutureHeights in her activities. In the course of community capacity building activities, she will occasionally rely on paid consultants and experts to help with workshops and training. Resources are mostly needed to offset expenses associated with her salary, oversight and direction, and smaller amounts going toward equipment, supplies, continuing education/training. The breakdown is as followed:

Community Capacity Building Staff Salary: \$53 575
Exec Director Salary -- Program Related: \$20 000
Health Insurance Expenses: \$10 000
Mini-Grants Program/Sub-Program: \$10 000
Workshop Expenses/Consultants: \$ 2 700
Supplies & Equipment -- Program Related: \$ 1 200
Printing -- Program Related: 500
Training/Seminars/Webinars \$ 1 000

Total Program Funding: \$98 975

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

Sarah Wolf, Community Building Programs Manager, primary staff person (40 hours/week)
Micah Kirman, Executive Director, secondary staff person (10 Hours/Week)
Mark Chupp, Assistant Professor, Mandel School of Applied Social Sciences at Case Western Reserve University (5 hours total)
April Urban, Center on Urban Poverty and Community Development (5 hours total)
Nicole Thomas, Lead Consultant at Nicole Thomas Consultant (30 hours total)
Mark Souther, Professor of History at Cleveland State University (5 hours total)
Erika Brown, Community Network Builder at Neighborhood Connections (5 hours total)
Nelson Beckford, Program Director Neighborhood Revitalization and Engagement at The Cleveland Foundation (3 hours total)
Brenda May, Neighborhood Leader at Noble Neighbors (15 hours total)
Nicole Rossa, Artist and Organizer at The Old Vaudevillian (5 hours total)
Trevelle Harp, Executive Director at Northeast Alliance for Hope (NOAH) (5 hours total)
Daniel Ortiz, Outreach Director, Policy Matters Ohio (5 hours total)
Charniece Holmes, Family Connections and Diversity Consultant (5 hours total)
Joi Carter, Community Engagement, MidTown CDC (5 hours total)
Eric Dillenbeck, Executive Director, Heights Community Congress (5 hours total)
Pastor Luvirt Parker, Pastor, Christ Community Church (5 hours total)
Rachel Bernstein, Executive Director, Heights Arts (5 hours total)
Jessica Cohen, CH resident, advocate, and community-builder (5 hours total)
Pastor Anthony Mattox, City Council Member and Community Advocate (5 hours total)
Barbara Sosnowski, Noble Neighbors (5 hours total)
Calvin Singleton, Civic Engagement Committee Co-Chair, (20 hours total)
Rhonda Davis Lovejoy, Civic Engagement Committee Co-Chair (20 hours total)
Julie Nations, MetroHealth (5 hours total)
Klen Kuruvilla, Christ Culture Church (5 hours total)

We plan to engage or sign contracts with these and others for the FY 49 workshops series, public forums, or other civic engagement programs and activities. Many of the consultants donated all or a portion of their time, rather than charging us full price. The mini-grants committee is made up of civic leaders who volunteered their time throughout the program (15-20 hours per volunteer, seven volunteers). Furthermore, speakers and presenters at FH public forums often donate their time preparing for presentations and presenting at public forums (3-6 hours per speaker, 12-18 speakers total for the four to six public forums per year).

Diversity, representation, and inclusion is a dearly held value of FH, and many of our consultants are from under-represent groups. FH aims to represent and celebrate the diversity of CH.

7. Please indicate if your program or project will generate any program income:



Yes



No

8. Please estimate the amount of program income you expect to earn in Year 48:

N/A

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

Measurements of Success

- Increase in the number of neighborhood groups in the database that FH maintains.
- Increase in the attendance at FH neighborhood training and networking meetings
- Increase in the percentage of the city that is covered by a known neighborhood group, particularly in LMI areas
- Increase in the number of applicants and projects completed through the Neighborhood Mini-Grants program and the dollars leveraged
- Increase in the number of stories about neighborhood issues published in the Heights Observer, particularly in LMI areas
- Number of Neighborhood Leadership Workshops graduates who continue their community work through organizing their neighborhood, pursuing a neighborhood mini-grant or CDBG funding, organizing/implementing a community event, joining a leadership position on a non-profit board or city committee

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

Participants will become more aware of the assets and resources that their neighborhood already has, and they will begin to become familiar with resources and personnel that can assist in their efforts. Participants meet like-minded people and develop a sense of shared ownership and begin to recognize the importance of "ownership". Participants become linked-in as they gain awareness that they can influence change for the better in their own respective neighborhoods. Participants begin to identifying issues and projects, and maybe for the first time start thinking strategically to organize themselves and make sure that their voice is heard. In short, participants start to become empowered to take action to implement those projects (MP-Goal E) to improve their neighborhoods. In doing so, they begin to cultivate their own strengths and skills for use on larger, more impacting neighborhood and community-wide issues and projects.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

In 12 months, participants either begin to see the fruits of their success or learn from their failures. But participants will have developed meaningful contacts and relationships with human and financial resource partners and learned the "road map" they can follow to achieve their goals. The experience and confidence gained in facing challenges, completing small projects, or several small projects, can then be parlayed into larger projects, perhaps undertaken in partnership with the city, foundations, or private funders. Success breeds success, and participants will be equipped to assume positions of leadership, should they choose, or higher profile roles to accomplish more items as needed to improve conditions and/or their quality of life.

FH annually tracks the number and participation level of its community forums, leadership training participants, survey respondents, mini grant applicants and total of projects funded, FH also tracks early workshop and training participants who go on to assume leadership positions with their block clubs, civic organizations, various city committees and commissions, or decide to run for city council.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

- ☒ Yes, my organization was last funded in Year 48 (FY 2022)
- ☐ Yes, my organization was last funded prior to Year 48 (FY 2022)
- ☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Community Capacity Building Program, Small and Minority Business Outreach Program, FutureHomes House, Cedar Lee Mini Park Project, Noble Banners Program

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

350	Total Persons assisted
176	Total Households assisted
1	Total Housing Units assisted
0	Total Businesses assisted
	Other
350	Cleveland Heights persons assisted
176	Cleveland Heights households assisted
1	Cleveland Heights housing units assisted
0	Cleveland Heights businesses assisted
1,054.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

FutureHeights tracks the numbers of attendees, applicants, participants, projects, and dollars spent on its Community Capacity Building Program initiatives. The data suggests the standard elements of the program conducted each year are successful and should continue based on increases at all applicable indicator levels. Three standard elements include:

- * FutureHeights Mini-Grants Program
- * FutureHeights Leadership Training Work Shops
- * FutureHeights Community Forums, which in 2022 included our "CrowdSourced Conversations" series.

Each of these elements or sub-programs saw increases in level of interest and participation from previous years.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

FutureHeights did a much better job in 2022 of utilizing its Crowd-Sourced Conversations series to generate actionable data (typically through community surveys) for our FutureHomes Committee and our Planning and Development Committee. Since Community Capacity Building falls under purview of our Community & Civic Engagement Committee, this establishes better interaction and integration across our organizational committee structure. This will be critically important if, as expected, our organization becomes more involved with real estate development projects in the future.

Similarly, the data, especially the information related to the surveys and forums on sustainability, safety, and housing is can be utilized by the city in its program design and implementation. Surveys and conversations revealed the strong interest from the community in seeing more inspections of dilapidated housing, more accountability from negligent owners, high concern about out-of-town investors, and more action specifically from the city and non-profit partners,

FutureHeights' Leadership Training sub-program continues to see 'graduates' move on to leadership positions at FutureHeights and at the city, serving on various boards and commissions.

FutureHeights Mini-Grant program has seen an increase in number of applicants and number of projects indicating that more stakeholders are willing to organize and collaborate to achieve common goals (as the program requires).

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

Covid 19 continues to be a hurdle as face-to-face interaction fosters more ideas and collaborations that are the hallmark of the Community Capacity Building program than remote/online meetings do.

There is also still some mystery surrounding the new administration as FutureHeights is not certain what new staff or programs may be introduced that would impact the scope and direction of the program. Our hope is not to duplicate efforts or create redundancy with the city or any other organization.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

50.5%

19. What percent of your organization's budget is made up by the proposed activity?

18.7%

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

Other funding sources include operating support from membership dues, foundations, fundraisers to generate unrestricted income, and advertising revenue from the Heights Observer newspaper. These funds are ongoing and are generated continuously throughout the year. City CDBG funds are the only source that is restricted and specifically targeted for this position.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

FutureHeights would try to identify alternate source(s) of funding for the position, but it is highly likely the position would be eliminated if CDBG funds are not received. FutureHeights is currently working to expand its sources of income particularly through real estate development activities, collecting additional development fees, rental income, sales proceeds, etc. We may be three years away from being able to support this position without city/CDBG assistance. Until that time, CDBG funds are critical to keeping the Community Capacity Building program running.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

1) We did not expend all CDBG funds for the Cedar-Lee Mini-Park project because it has not yet proceeded due to lack of funds and staff turn-over at FutureHeights. In particular, the three staff members directly responsible for the Cedar Lee Mini Park project are no longer working for the organization. The Interim Director is actively

2) We will not expend all CDBG funds allocated for the Small and Minority Business Outreach position because the part-time employee responsible for this program resigned. We were allocated \$25k for this position of which we spent \$10,564 (42%). FutureHeights has determined that the duties ascribed to this position are better suited to a full-time employee and will look to hire this employee later in 2023.

3) FutureHeights will not expend the CDBG funds awarded to the Noble Banner project due to lack of total funds necessary to proceed. We were allocated \$10k and spent \$0 (0%). This project was not fully conceived and the timing may be wrong for a banner project along the Noble Corridor. We believe the \$10k CDBG funds would best be spent elsewhere and that perhaps Aarpa funds would be a better fit for a project like this.

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

Overall, FutureHeights' budget has increased just over 23% since FY 2020. But FY 2020 was atypical due to Covid-19 and saw a 15% drop from our normal operating budget. Specifically, the pandemic negatively affected advertising revenue generated through the Heights Observer (local business couldn't operate normally, therefore couldn't advertise). And our largest fundraiser fell below expectations because people were not able or comfortable with face-to-face gatherings.

The community Capacity Building Program budget has increased 5.8% since FY2020 (\$93,275 to \$98,975), reflecting cost of living increases in rate of pay and added health insurance compensation. Adjustments have been made in equipment/supplies and postage/printing to decrease budgeted expenses associated with this program resulting in the modest 5.8% overall increase.

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

The primary change affecting the FutureHeights funding is the drop in expected development fee income generated through our FutureHomes program housing rehabs and the the potential expiration of the city's funding for our Housing Manager position in 2023. The county land bank pool of available properties has decreased significantly in the past year as has the amount they make available to non-profit organizations like FutureHeights. We are expecting the pipeline of available houses to open more freely, making more houses available through the county, thereby allowing FutureHeights the ability to generate development fees through acquisition and rehab oversight, in late 2022.

In addition, FutureHeights has experienced significant staff turnover between November 2021 and April 2022 -- Three full-time

and two part-time positions in all which has affected our ability to proceed with our normal grant writing and procurement schedule, and hold smaller fundraisers as we did in past years.

FutureHeights is in the process of hiring additional staff to fill these voids and is thus far keeping pace with foundational support. FutureHeights met with the Mayor in July 2022 to discuss extending the funding for our Housing position. While the meeting was positive, the decision on this has yet to be determined.

25. What new approaches are being developed or explored to generate new sources of funds?

FutureHeights must identify funds to employ a housing/real estate development manager. This is the only position, outside the Heights Observer sales representative, that can generate income for the organization while helping improve conditions in the community and helping the city achieve its goals. FutureHeights will explore alternate strategies to acquire and renovate houses and procure development fees, including nuisance abatement receiverships and direct acquisitions at sheriff's sales. FutureHeights will also explore creating a pool of funds for housing acquisition in partnership with Village Capital Corporation, and/or IFF.

FutureHeights will also explore commercial or mixed use property acquisition for rehab and re-use. This will allow us to generate rental income for the first time, and can also cut down our operating expenses if we relocate to a building we own and our occupancy is subsidized, in full or in part, by rental income from other tenants (i.e upstairs apartments or neighboring commercial tenants in a multi-unit building).

26. What steps have been taken in the past year to make the agency more cost effective?

FutureHeights' operating expenses have been relatively low and consistent the past few years. FutureHeights has always been diligent about spending within our means, hiring part-time employees as needed, utilizing interns, paying low rents, and keeping printing and supplies to a minimum. Before the large staff turnover between 11/21 - 04/22, the organization was on course to making a small profit in 2022. While this approach is good short-term, FutureHeights recognizes this approach doesn't necessarily position the organization well for the future.

Since 04/22, FutureHeights has been more actively looking at becoming less reliant on the city for funding and relying on our annual benefit fundraiser, and instead diversifying our income streams and investing in the personnel and practices that will allow the organization to generate more income on its own. Hiring an Executive Director who is familiar with real estate development and hiring a Housing Programs Manager experienced with multiple strategies for direct acquisition and redevelopment will help put FutureHeights on more sound budgetary grounds.

FutureHeights has the ability to both lower operating expenses significantly by relocating into a build it owns and operates, and improves the community in the process. Discussions around this "investment" approach are much more frequent and consensus is gaining momentum.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

Covid-19 significantly impacted FY 2020 but not as much last year. FutureHeights was able to conduct most of its Community Capacity Building program components (Leadership Training, Crowd-sourced Conversations, Mini-Grants) in-person in 2021-2022, and attendance/participation was excellent, though many committee meetings were still held online. Efforts were made to increase the size of the venue spaces for forums and workshops but the impact of Covid-19 on the Community Capacity Building Program last year was entirely manageable.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

FutureHeights will still attempt to hold in-person forum and workshops but may increase its use of online communications and resources. A goal of the Community Capacity Building Program is more open communication and comfortable collaboration.

Application Survey

29. Please indicate your preference regarding this revised online application form:

☒ I prefer the online application

☐ I prefer the paper application

☐ I have no preference

☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

I think its very good overall. Sometimes it is a little unclear if questions relate to just the one program applying for funding or the organization as a whole.

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 50,000.00	\$ 50,000.00	\$ 1.00
Prior Year CDBG funds (estimated rollover going to Year 46)	\$ 0.00	\$ 0.00	\$ 0.00
Applicant Agency Funds	\$ 25,000.00	\$ 20,000.00	\$ 1.25
Other Federal Funding	\$ 0.00	\$ 0.00	\$ 0.00
State Gov't Funding	\$ 0.00	\$ 0.00	\$ 0.00
County Gov't Funding	\$ 0.00	\$ 0.00	\$ 0.00
Private Sector Funding (e.g. Foundations)	\$ 10,000.00	\$ 22,680.00	\$ 0.44
Special Fundraising Efforts	\$ 8,975.00	\$ 0.00	\$ 0.00
Client Fees for Service	\$ 0.00	\$ 0.00	\$ 0.00
In-kind Contributions	\$ 5,000.00	\$ 6,100.00	\$ 0.82
Total	\$ 98,975.00	\$ 98,780.00	\$ 1.00

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 83,575.00	\$ 50,000.00	\$ 76,200.00	\$ 50,000.00
Supplies/Printing/Postage	\$ 1,000.00	\$ 0.00	\$ 2,500.00	\$ 0.00
Non Capital Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Conferences/Travel/Mileage	\$ 1,000.00	\$ 0.00	\$ 1,860.00	\$ 0.00
Subscriptions/Memberships	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rent	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Utilities	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Items	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Program Grants & Loans	\$ 10,000.00	\$ 0.00	\$ 8,000.00	\$ 0.00
Other: Remote meeting software	\$ 200.00	\$ 0.00	\$ 1,500.00	\$ 0.00
Other: Workshop consultants	\$ 1,000.00	\$ 0.00	\$ 2,500.00	\$ 0.00
Other: Program marketing & outreach	\$ 1,000.00	\$ 0.00	\$ 1,800.00	\$ 0.00
Other: Volunteers & Community Builders	\$ 0.00	\$ 0.00	\$ 3,600.00	\$ 0.00
Other:speakers for public forums	\$ 1,200.00	\$ 0.00	\$ 800.00	\$ 0.00
Other:				\$ 0.00
Other:				\$ 0.00
Other:				
Other:				
Other:				
Total	\$ 98,975.00	\$ 50,000.00	\$ 98,760.00	\$ 50,000.00

Budget/Tables Narrative

Two staff people --the Community Building Programs Manager and the Executive Director will be involved in operating this program. CDBG funds to offset their salaries as relates to this program. About 51% of program expenses will be paid through CDBG funds, the remaining 49% would come from other income sources.

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1. Sarah Wolf	✓	40 Hours	30 Hours	\$ 43,931	\$ 43,931	\$ 45,732	\$ 40,000
2. Micah Kirman	✓	40 Hours	10 Hours	\$ 17,000	\$ 6,069	\$ 7,633	\$ 3,000
3. Former Deputy Director	✓	Hours	Hours	\$	\$	\$ 22,866	\$ 7,000
4.	Ⓔ	Hours	Hours	\$	\$	\$	\$
5.	Ⓔ	Hours	Hours	\$	\$	\$	\$
6.	Ⓔ	Hours	Hours	\$	\$	\$	\$
7.	Ⓔ	Hours	Hours	\$	\$	\$	\$
8.	Ⓔ	Hours	Hours	\$	\$	\$	\$
9.	Ⓔ	Hours	Hours	\$	\$	\$	\$
10.	Ⓔ	Hours	Hours	\$	\$	\$	\$
Total		80 Hours	40 Hours	\$ 60,931	\$ 50,000	\$ 76,231	\$ 50,000

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1. Mini Grants Program	✓	Ⓔ	Ⓔ	\$ 10,000	\$ 0	\$ 8,000	\$ 0
2.	Ⓔ	Ⓔ	Ⓔ	\$	\$	\$	\$
3.	Ⓔ	Ⓔ	Ⓔ	\$	\$	\$	\$
4.	Ⓔ	Ⓔ	Ⓔ	\$	\$	\$	\$
5.	Ⓔ	Ⓔ	Ⓔ	\$	\$	\$	\$
6.	Ⓔ	Ⓔ	Ⓔ	\$	\$	\$	\$
7.	Ⓔ	Ⓔ	Ⓔ	\$	\$	\$	\$
8.	Ⓔ	Ⓔ	Ⓔ	\$	\$	\$	\$
9.	Ⓔ	Ⓔ	Ⓔ	\$	\$	\$	\$

10.	\$	\$	\$	\$
Total	\$ 10,000	\$ 0	\$ 8,000	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	N/A	N/A	N/A
Low Income (<50% AMI)	N/A	N/A	N/A
Moderate Income (<80% AMI)	N/A	N/A	N/A
Other			
Total	0	0	0

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian	N/A	N/A	N/A	N/A
Black/African American	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A
American Indian/Alaska Native	N/A	N/A	N/A	N/A
Native Hawaiian/Other Pacific Islander	N/A	N/A	N/A	N/A
Multi-Racial	N/A	N/A	N/A	N/A
Total	0	0	0	0

Documents [top](#)

Documents Requested *

A copy of your organization's Articles of Incorporation

A copy of your organization's IRS Tax Exempt Status Determination Letter

A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)

A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Optional Document #3

Optional Document #4

Required? Attached Documents *

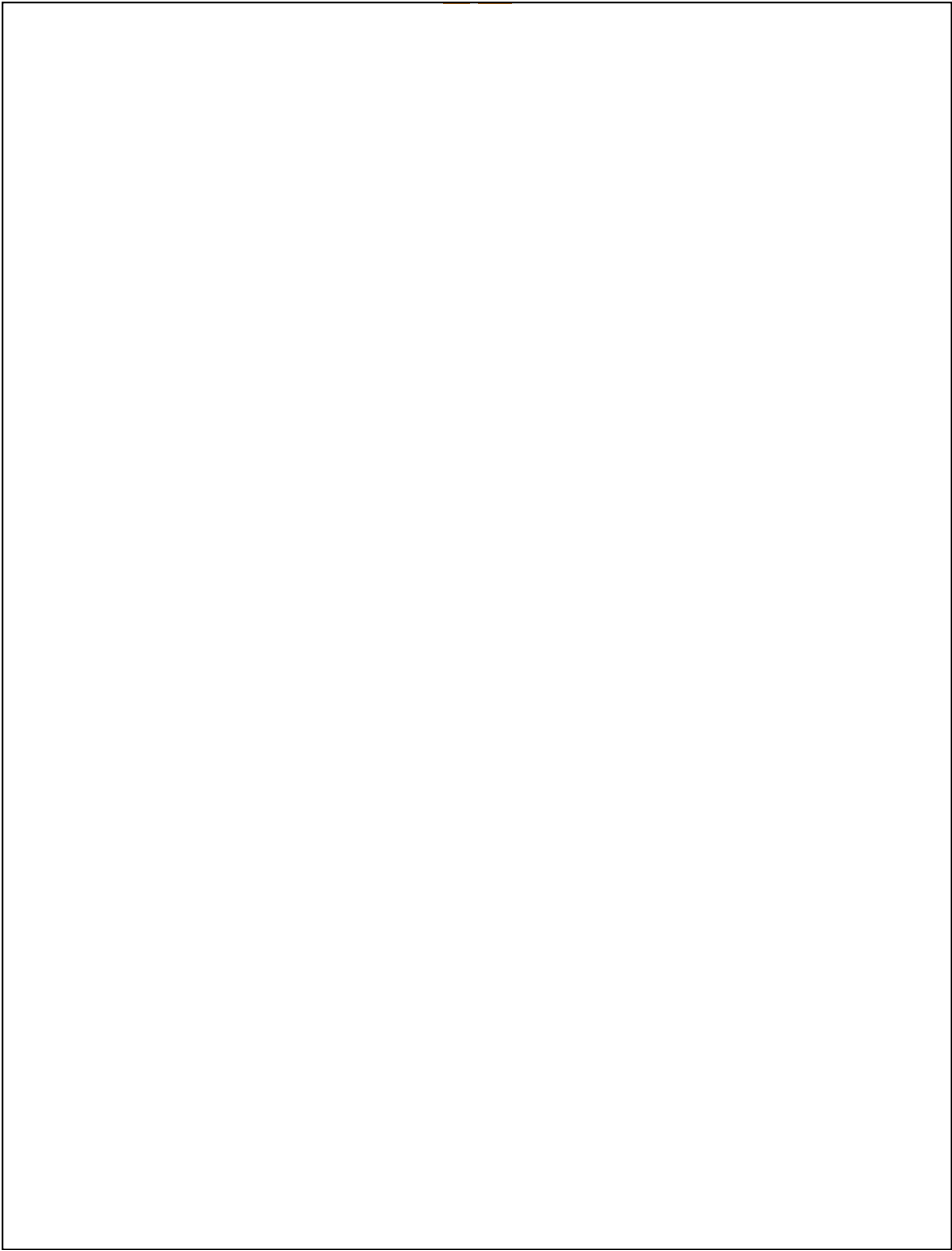
[FH Articles of Incorporation](#)

[FH IRS Tax exempt Status Confirmation](#)

[FH July 2022 Board of Directors with Affiliations](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 410082



City of Cleveland Heights
Planning Department
Year 49 (2023) CDBG Application
Deadline: 8/2/2022

Home Repair Resource Center Financial Assistance Program and Housing Counseling

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 225,000.00 Requested
\$ 0 Leveraged Dollars

Submitted: 7/29/2022 11:12:05 AM (Pacific)

Project Contact

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Additional Contacts

none entered

Home Repair Resource Center

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Web www.hrrc-ch.org

Executive Director

Keesha Allen
tallen@hrrc-ch.org

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

Home Repair Resource Center's (HRRC) Financial Assistance (FAP) and Housing Counseling Programs provides critical housing resources to all Cleveland Heights residents.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:

- ☒ Existing Program or Project
☐ New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
☐ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
☒ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion,

will be occupied by LMI households)

- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

Our housing counseling and repair education suite is open to all residents of Cleveland Heights. Our Financial Assistance Suite is only offered to income eligible Cleveland Heights homeowners.

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

Our programs target people at various stages of their lives and have a range of financial and repair acumen. Based on the demographics of Cleveland Heights our primary client base is 68% minority and 69% low-moderate income (LMI).

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☒ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☐ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

As stated in our mission, all of HRRC's programs strive to empower homeowners and residents to maintain their homes for sustainable and diverse communities. We aim to reach all residents in Cleveland Heights, and hope our services and programs promote community amongst residents through housing solutions.

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

The intended beneficiaries will be low-to moderate income, Cleveland Heights owner-occupants, who need technical assistance, project management and complete repairs to their home. Eligible applicants must be current on mortgage payments, property taxes and homeowners insurance and the project must be an approved HUD health and safety repair. All FAP clients are eligible receive financial counseling from our HUD-approved counselors and all Cleveland Heights residents are eligible to receive Financial/Housing Counseling for the purpose of pre-purchase, credit counseling and mortgage/tax delinquency.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

200	Projected # of unduplicated persons or units to be served
200	Projected # of unduplicated low- to moderate-income persons/units served
200	Projected # of Cleveland Heights persons/units to be served
600.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

300

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

Strategically use local dollars, state and national grants, and comprehensive incentive programs to stabilize the housing market and spur private investment

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

Home Repair Resource Center empowers homeowners to maintain their homes for sustainable and diverse communities.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

Consumers are often at a disadvantage when making major financial decisions such as the purchase of a home or contracting for home repairs. Finding good information and good advice is often difficult, especially for someone whose financial skills and knowledge are in need of growth. Community residents find themselves unaware of what is needed to qualify for financing, negotiate a home purchase, and ensure sufficient resources for post-purchase home maintenance. Many homeowners aren't equipped to understand how to prioritize and navigate basic home maintenance and repairs. This lack of understanding creates many problems in our community that include one's inability to establish a personal budget and qualify for credit, to purchase a home, to understand the consequences. Far too many people enter major financial commitments without being informed or equipped to manage them. HRRC understands that owning a home-especially an older home-presents a set of ongoing challenges. We also know that with the right tools and resources, homeowners can meet and overcome these challenges and benefit from the experience and investment of homeownership. We focus on the entire life cycle of homeownership-especially the middle-and we address it by providing homeowners with the support they need to successfully maintain the physical and financial aspects of their home. By continuing to promote and expand our service options we are able to make these resources more broadly available to meet the community need and attract more homeowners to our community.

3. Please describe the program or project for which you are requesting funds:

Home Repair Resource Center is requesting funding for the Financial Assistance Programs listed below:

1. Grants and Loans: CDBG-funded programs provide benefits that reduce payments on bank loans for repairs; assist with the cost of complying with lead regulations and housing violations; and ensures knowledgeable staff administer benefit programs-all to assist Cleveland Heights homeowners repair and maintain their homes. We look to combine as many resources as a homeowner is eligible for to maximize the use of funds available.
2. Project Repair: is a self-help repair education program that teaches homeowners how to understand and/or perform their own repairs. Workshops are open to all residents, and at low or no cost to participate this program is especially valuable to those with limited or fixed incomes choosing between doing a repair themselves or not do the repair at all.
3. Senior Repair Program: provides individualized consultation, technical assistance and educational workshops on all aspects of aging in place and home maintenance. and repair.
4. Housing Counseling: looks to improve financial literacy of our community by assisting clients with establishing a workable household budget for those trying to qualify for a mortgage, refinance, resolve delinquency or plan for a home repair. Our Housing Counseling Program also offers homebuyer education to prospective purchasers which helps them to make wise homebuying decisions, and hopefully become responsible homeowners who care for and maintain their properties. These activities improve our community and overall neighborhood stability. Our individual counseling approach is integrated into most of the services we provide. The strength of all of our programming is enhanced by the presence of in-house financial and housing counseling services.

4. Please briefly describe what makes your agency or department a good fit for this activity:

Home Repair Resource Center's work has been essential to maintaining and improving the housing stock of our community of Cleveland Heights for over 50 years. Our expertise is paired with our client-focused counseling that makes for a sustainable housing stock and community.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

HRRC's programs are supported by a staff of 5, volunteers, affiliation with HUD, our stand alone, handicapped accessible building, a supportive board and donations from the community and financial institutions.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

We hope to add another housing counselor in Y48 due to an increase in the amount of clients we served in YR 47

7. Please indicate if your program or project will generate any program income:

☐ Yes

☒ No

8. Please estimate the amount of program income you expect to earn in Year 48:

0

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

Many variables affecting financing options for repairs and purchasing a home are beyond HRRC's ability to change, but we consistently strive to ensure the resources and benefits we offer will have a maximum impact on both individual clients and in the community. Instead of comparing clients usage of the program like we used to in the past, we learned more about clients outcomes from taking a more in depth approach in capturing data and following up with clients, even if they didn't receive a financial incentive or benefit. Housing counseling clients complete complete pre and post class evaluations and also complete an online survey to ensure their needs were met through the classes curriculum.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

Using a three-month window, there are several benefits that we expect for each client who receives funds from our FAP. The most concrete of these is the completion of the repair itself. While HRRC can complete the process in as short a time as 2-4 weeks, client needs and capacity, as well as the weather, often mean that projects take several months to move from an initial visit to completion. Still, most projects move to completion or near-completion within a short-term window of three months. Key also in the FAP is a series of in-depth counseling sessions focused on household budgets, repair planning, and the effective bidding out and contracting of repairs. Even clients who do not ultimately qualify for or decide to use the direct financial benefit programs within FAP, receive and benefit from the counseling and/or technical assistance provided. A client who completes the FAP cycle with HRRC is equipped with knowledge about the repair process, selecting and working with a contractor, budgeting, and financial management – all of which are designed to help them better manage the maintenance and repair of their home on future projects as well. We've seen an increase in calls for technical assistance for repairs and contractor referral than in years in past and we expect this trend to continue as we move further from the pandemic. The expected short-term outcome for housing counseling clients are that clients become more knowledgeable about the homebuying process and their capacity to afford the purchase and maintenance of a home. Most clients ready to purchase do so within 90 days, because they are participating as a requirement of down-payment assistance programs they are utilizing. Clients facing mortgage delinquency need mortgage/property tax assistance learn of options and resources that help them resolve circumstances and provide resources so they don't find themselves in a similar situation in the future.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

HRRC identified three medium-term outcomes. First among these is the ripple effect that home improvements and repairs have on surrounding homes and neighborhoods. While often difficult to quantify, we see the projects that we fund as triggers for a block or area. These projects send a message that homes are worth investing in, and they help to raise or maintain the neighborhood standard. Our second expected medium-term outcome is an outgrowth of the initial impact of financial counseling associated with the project. As the work done in these sessions begins to take root, clients begin to realize the benefits of improved financial management. We expect to see improved credit scores and consistent usage of a budget. These invaluable skills help empower clients to take charge of their lives and seek continuous improvement of their personal finances. A third expected outcome is in the improved confidence gained by the client, which translates into more motivation

to take on the challenges of home repair and maintenance proactively, rather than responsively. Moving further away from the pandemic, HRRC will continue to reach out to renters and homeowners alike and provide them with information about resources to help them stabilize rent, utilities and mortgage and property tax payments. It is still uncertain whether federal government will launch programs such as Save the Dream or Hardest Hit Funds geared to assist homeowners with delinquent mortgages and property taxes or whether Federal Rental Assistance Programs will continue, but HRRC's HUD certified counseling staff are trained and knowledgeable and assists Cleveland Heights residents as they navigate paths to safe and sustainable housing. We continue to work closely with housing stakeholders and Cleveland Heights organizations ensuring we have the most update information and capacity to assist residents.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

- ☒ Yes, my organization was last funded in Year 48 (FY 2022)
☐ Yes, my organization was last funded prior to Year 48 (FY 2022)
☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Year 48 Program

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

2089	Total Persons assisted
	Total Households assisted
	Total Housing Units assisted
	Total Businesses assisted
	Other
1019	Cleveland Heights persons assisted
	Cleveland Heights households assisted
	Cleveland Heights housing units assisted
	Cleveland Heights businesses assisted
3,108.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

We are facing unprecedented times as our nation reels from a worldwide pandemic that has forced an almost inevitable recession and a housing market which has priced out potential homeowners from accessing conventional financing for home buying. Clients are operating on tight budgets, where it is difficult – if not impossible – to attend to an emergency repair or take on additional loan payment. As a result, HRRC predicts that a higher number of clients will be unable to pay for crucial home and safety repairs, even with the reduced cost provided by benefits from CDBG grants. Even though a loan is not required for a client to receive CDBG benefits, many homeowners still find themselves in a situation where they are unable to close the funding gap between the funds available and the funds required to successfully complete the needed repairs. In response to this challenge and in consultation with the CH Planning Department, HRRC relaxed the requirement that clients obtain a bank loan and also receive CDBG funding. Clients must still provide a "match" of personal funds or funds from other programs (HRRC can sometimes provide "gap funding" when programs like the County Lead Grant are not sufficient to cover all required work, which would otherwise mean that nothing could get accomplished). The feedback received from surveys by clients participating in housing counseling programs confirms that participants feel more confident and knowledgeable about the home buying process and more familiar with the terminology presented by housing professionals, which at times can be confusing. In addition, 100% of the surveys received indicate that program participants have and/or will recommend the home buyer education program to family members, co-workers and others interested in purchasing a home. We have seen this response play out as well, in that our program growth – especially for the group education series - has largely been driven by word-of-mouth referrals.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

Home Repair Resource Center's Financial Assistance Program is a key part of our ability to preserve, strengthen, and improve the quality and condition of the housing stock in Cleveland Heights. By providing extensive counseling and education in concert with concrete financial assistance, HRRC is able to leverage a combination of funding sources to ensure that critical repairs are done, and done right. In doing so, we aim to strengthen household stability, preserve neighborhood integrity, and enhance the value and condition of housing throughout the City of Cleveland Heights. As the housing stock continues to age, our services provide an essential tool for the City and homeowners to ensure community strength and stability. In a climate of tighter credit restrictions and reduced equity, these programs are more important than ever in that they provide a critical assist for LMI homeowners and the neighborhoods in which they live. The FAP program is much more than a simple framework for distributing grants and loans – it is a comprehensive framework that centers around a one-on-one counseling model designed to assist not only with the project at hand, but also with the ongoing health of the house and the household's finances. By working with clients on budgeting, spending, and credit issues, we empower clients to plan for and work towards financial stability and success – with an impact that carries far beyond the scope of the immediate repair project. We work to equip our clients with the information, skills, and confidence to successfully undertake future projects, as well as to take charge of the ongoing maintenance and repair needs of their home.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

HRRC anticipates that many homeowners affected by the pandemic will encounter financial challenges that will leave home repairs at the bottom of their list of priorities. We provide our expertise to homeowners so they don't feel overwhelmed and still preserve their most valued asset, their home. In response to economic pressures, we are exploring ways to ensure that program expenses are covered through a combinations of funding sources and promote programs that generates program income while providing a direct benefit to all that participate. Technology brings challenges and opportunities. While we the capability to continue to offer counseling and technical assistance virtually, not all residents have these opportunities. It is imperative we continue to adapt and have as many resources and modalities as possible to meet the needs of our clients. We continue to explore ways to integrate technology into our programs and also use social media both to attract and retain tech-minded clients. There are generational challenges we face with older homeowners as they look for ways to stay in the homes that are a part of the neighborhoods they love. Our challenge is to provide them and their families with practical solutions to help them live on their own terms. Collaboration with local service agencies also presents both challenges and opportunities as we identify ways to work together to help Cleveland Heights homeowners, obtain, maintain, keep and take pride in their homes.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

HRRC's proposed CDBG activity (personal, operating expenses, and grants including carry-over funds) is 51.3% of the total program budget

19. What percent of your organization's budget is made up by the proposed activity?

The program budget is 47.1% of the total organization budget

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

Additional funds needed to administer CDBG-funded programs will come from corporate and individual donations, financial institution and foundation grants and any income generated from non-CDBG funded programs. As a HUD-certified agency our housing counseling program receives funding through our intermediary NCRC.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

For most of its history, CDBG funds have formed the core of HRRC's financial support, and have allowed the organization to dedicate most (at present) if not all (historically) of its energy and resources to the Cleveland Heights community. The reduction in CDBG funds available and allocated over the past several years has required HRRC to reimagine its role and to diversify its funding – this has included the expansion of our geographic service area beyond the borders of Cleveland Heights, and opening up several of our programs to residents of any community. CDBG support from Cleveland Heights remains a crucial part of our operation, and allows us to – even as we expand – provide a unique and special set of services to Cleveland Heights residents. If we receive funding at the levels requested for Year 49, we will be able to continue to provide services to Cleveland Heights residents at a high level and with a special focus. Maintaining focus and a high level of service in Cleveland

Heights will always be a priority for HRRC, as this community is our home and our history. However, if we do not receive the funding requested, we will direct more of our focus and energy towards other geographies and opportunities and the funds associated with them. We will move forward, and we will continue to grow in service of our mission. The extent of the CDBG funding that we receive will determine how much of that motion and growth is focused on Cleveland Heights LMI and senior populations as well as other residents.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

HRRC has spent all allotted grant funds since the program's inception. Often times throughout a fiscal year we request that funds be shifted from one grant program to another just to meet the need of homeowners. If funds are granted they will likely be spent prior to years end.

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

We are requesting the same amount of funds from CDBG as we did in YR 48.

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

We have modified how we respond to the community as we saw an increase in calls regarding home repair and home stability services. We anticipate the Federal Government will continue to pass bills that will promote a strong recovery from the pandemic and we hope those funds will help locally. Cleveland Heights has and will continue to receive federal dollars to support entities within the city helping community members and create new ways to help community members thrive as we move further from the pandemic.

25. What new approaches are being developed or explored to generate new sources of funds?

As HRRC has broadened its geography, we have been pursuing additional funding sources outside of Cleveland Heights through individual donors, foundation funding, and other government sources. We plan to intensify this effort in Year 49 and continue it into and through Year 50. We continue to explore different fee-for-service models in all of our programs, and expect to implement more fee-based services and new fee structures in the coming years both to make up for reduced governmental funding and to better reflect the real cost of the services we provide. As we continue to expand our outreach and to pursue greater demographic diversity, we have an opportunity to structure fees equitably and to offer assistance to those who need it in line with HUD's LMI focus

26. What steps have been taken in the past year to make the agency more cost effective?

HRRC evaluates programs quarterly to ensure they are running effectively and efficiently. HRRC understands the scarcity of resources and reviews our program offerings frequently to ensure they are providing the highest quality to all of our clients and also taking into account how they can remain viable and financially sustainable.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

The biggest impact HRRC experienced was the lack of interaction with the community one-on-one or face-to-face. We believe our counseling programs are most effective when a client and a team member have the opportunity to meet and discuss their circumstances individually. This lack of interaction was felt mostly through our senior program, where we found seniors often lacked the skills to conduct virtual appointments. Our ability to meet homeowners at their homes to discuss the best course of action to complete home repairs was also made difficult due to the pandemic. We're excited that we've opened our offices to the public and have noticed more clients are willing to come into our offices or request a staff meet them at their properties to inspect repair needs and help clients and the housing department manage violations and repairs accordingly.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

No

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☒ I prefer the online application
- ☐ I prefer the paper application
- ☐ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

No Suggestions

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 225,000.00	\$ 194,000.00	\$ 1.16
Prior Year CDBG funds (estimated rollover going to Year 46)			\$ 0.00
Applicant Agency Funds			\$ 0.00
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)			\$ 0.00
Special Fundraising Efforts			\$ 0.00
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 225,000.00	\$ 194,000.00	\$ 1.16

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 400,008.00			\$ 194,000.00
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	\$ 400,008.00	\$ 0.00	\$ 0.00	\$ 194,000.00

Budget/Tables (cont.) [top](#)**Personnel Services**

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY FY 2022/Year 48 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1. Executive	☒	40 Hours	25 Hours	\$ 78,842	\$ 50,754	\$ 66,837	\$ 51,632

Director							
2. Director of Housing Counseling	☒	40 Hours	30 Hours	\$ 45,991	\$ 28,744	\$ 41,013	\$ 35,886
3. Financial Assistance Programs Coordinator	☒	40 Hours	30 Hours	\$ 54,618,084	\$ 40,964	\$ 41,414	\$ 36,236
4. Outreach and Education Coordinator	☒	40 Hours	15 Hours	\$ 50,000	\$ 18,750	\$ 45,991	\$ 28,743
5. Class Administrator	☐	30 Hours	10 Hours	\$ 17,186	\$ 5,727	\$ 22,122	\$ 18,435
6.	☐	Hours	Hours	\$	\$	\$	\$
7.	☐	Hours	Hours	\$	\$	\$	\$
8.	☐	Hours	Hours	\$	\$	\$	\$
9.	☐	Hours	Hours	\$	\$	\$	\$
10.	☐	Hours	Hours	\$	\$	\$	\$
Total		190 Hours	110 Hours	\$ 54,810,103	\$ 144,938	\$ 217,377	\$ 170,933

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1. Assist 0% Benefit	☐	☒	☐	\$	\$	\$	\$
2. Assist Deferred Loan Match	☐	☒	☐	\$ 8,000	\$	\$	\$
3. Assist Incentive/Senior Grant	☒	☐	☐	\$ 15,000	\$	\$	\$
4. Lead Benefits	☒	☐	☐	\$ 5,000	\$	\$	\$
5. Senor Home Stability Grant	☐	☐	☐	\$	\$	\$	\$
6.	☐	☐	☐	\$	\$	\$	\$
7.	☐	☐	☐	\$	\$	\$	\$
8.	☐	☐	☐	\$	\$	\$	\$
9.	☐	☐	☐	\$	\$	\$	\$
10.	☐	☐	☐	\$	\$	\$	\$
Total				\$ 28,000	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	20	350	
Low Income (<50% AMI)	40	106	
Moderate Income (<80% AMI)	95	315	
Other	50	215	
Total	205	986	0

Beneficiaries by Race & Ethnicity

Total # of Cleveland	Total # of Hispanic	Total # of All	Total # of all

Category	Heights Clients in Category	Cleveland Heights Clients in Category	Clients in Category	Hispanic Clients in Category
White/Caucasian	85	85		
Black/African American	135	125		
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	220	210	0	0

Documents [top](#)

Documents Requested *

A copy of your organization's Articles of Incorporation



A copy of your organization's IRS Tax Exempt Status Determination Letter



A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)



A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Optional Document #3

Optional Document #4

Required? Attached Documents *

[HRRC Articles of Incorporation](#)

[HRRC IRS Tax Exempt Status Determination Letter](#)

[HRRC Board of Directors](#)

[HRRC 2021- Audit](#)

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Application ID: 409291

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

Cleveland Heights Office on Aging
Cleveland Heights Office on Aging Social Work Program

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 40,000.00 Requested

\$ 0 Leveraged Dollars

Submitted: 7/29/2022 8:57:06 AM (Pacific)

Project Contact

Dynesha Stover-McDonald

dstovermcdonald@clevelandheights.gov

Tel: 216.691.7379

Additional Contacts

none entered

**Cleveland Heights Office on
Aging**

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United States

Telephone 216.691.7379

Fax

Web clevelandheights.gov

Director of Parks and Recreation

Joe McRae

jmcrae@clevelandheights.gov

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

CDBG funds allow the Cleveland Heights Office on Aging to employ 2 part time social workers. The basic scope of work they perform is assessing senior residents need for services and helping these residents access those services. The social workers

service the entire community. Potential clients are referred by police and fire departments, from the city website and by concerned family, neighbors and friends. Most seniors wish to remain in their homes for as long as possible. When a move is required, a social worker can help with the transition. Social work is vital to our Office on Aging. Without it, many seniors and their families would have nowhere to turn when problems arise, opportunities would be missed and our community as a whole would suffer.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:



Existing Program or Project



New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the the CDBG Administrator.



Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)



Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)



Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)



Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)



Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)



Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)



Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

Our office is located in the Cleveland Heights Community Center, 1 Monticello Blvd. Our work within the community covers all 4 zip codes: 44118, 44106, 44112, 44121

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

Cleveland Heights residents age 60 and over with low moderate income

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.



Goal I: Improve, Maintain, and Expand Affordable Housing



Goal II: Revitalize Residential Neighborhoods



Goal III: Provide Needed Public Services



Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

People of all races benefit from our programs. Assisting residents age 60 and over promotes inclusion on the basis of age

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

Age and residency requirements are verified. Income is self-reported.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

Projected # of unduplicated persons or units to be served

Projected # of unduplicated low- to moderate-income persons/units served

Projected # of Cleveland Heights persons/units to be served

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

10,000.00

Master Plan**13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:**

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2." Continue to form partnerships with community gr

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

The mission of the Cleveland Heights Office on Aging is to improve the quality of life for Cleveland Heights residents age 60 and over while being responsive to the community's diverse groups and their changing needs.

Situation**2. Please describe the problem or need that is to be addressed by your program or project:**

Residents and their families require the support of social workers to remain safe and comfortable in their homes and in the community.

3. Please describe the program or project for which you are requesting funds:

Two part-time social workers will provide social work services as needed to Cleveland Heights senior residents age 60 and over that will assist them with the resources needed to age in place.

4. Please briefly describe what makes your agency or department a good fit for this activity:

The Cleveland Heights Office on Aging has been providing quality services for over 30 years. The agency is held in high regard and the social workers are trusted members of city staff.

Inputs or Resources**5. Please describe the resources and inputs that you will need to implement your program or activity:**

\$40,000 funding; 58 hours(1 part-time social worker @ 29 hours per week); \$40,000.00 for staff; 20 volunteers; 8 partnerships; and 1 facility.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

Staff time of 20 hours per week support the social work program. Volunteer Medicare counselors, attorney, meals on wheels volunteers, CARE volunteers, student volunteers contribute approximately 40 hours of service each week.

7. Please indicate if your program or project will generate any program income:

✓ No

8. Please estimate the amount of program income you expect to earn in Year 48:

\$0.00

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

Social workers document client visits and phone calls. Most clients are monitored every 6 months. Records indicate services that each client receives and what referrals are made. Client satisfaction is also monitored and this information assures appropriate referral in the future. The attached survey is distributed at home visits and is used to gain additional insight into the client's experience. Supervisor's contact information is made available and feedback about the program is encouraged.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

The expected short term benefits for senior residents assure that basic needs are met and include: safe housing, adequate nutrition and opportunities for socialization are provided.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

Data is collected monthly and annually on outreach to residents in various categories. A copy of 2021 details is attached for your review and describes medium range data.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

✓ Yes, my organization was last funded in Year 48 (FY 2022)

☐ Yes, my organization was last funded prior to Year 48 (FY 2022)

☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Cleveland Heights Office on Aging Social Work Program Year 48

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

320	Total Persons assisted
	Total Households assisted
	Total Housing Units assisted
	Total Businesses assisted
	Other
320	Cleveland Heights persons assisted
	Cleveland Heights households assisted
	Cleveland Heights housing units assisted
	Cleveland Heights businesses assisted
640.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

The outcome data collected shows the continuous impact the Office on Aging and social workers have on the services provided to the seniors and their families.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

Through information, referral and recommendations, more seniors will remain safely at home to age in place which will potentially decrease the number of emergency contacts these residents have with police and fire departments, non-emergency contacts with public works and community relations departments.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

The large number of resident age 60 and over is a factor that should be considered when thinking about any program that serves the aging population. Also, the strain placed on the economy greatly impacts this group especially since the pandemic. Reduction in city staff has placed more responsibilities on remaining staff as the need for services increase.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

100%

19. What percent of your organization's budget is made up by the proposed activity?

25%

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

CDBG funds supplement the city's general fund. The Office on Aging is part of a collaborative called CARE (Communities assisting Residential Elderly) that is grant funded to hire a coordinator and grant writer. Details of the program are attached. Our social workers are key to the program's success because each member is assessed by a social worker to determine their appropriateness for the program and their needs. The CARE coordinator then uses the information provided by our social worker and completes the process and meets the needs of the senior. Social workers have also helped to identify clients that would benefit in receiving help from the WAVE (We are a Village of Efficacy) program. We have also been fortunate to receive community donations to assist seniors in need with utility bill payments and other housing costs from Church of the Redeemer United Methodist Church.

Social workers coordinate this effort.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

The Cleveland Heights Office on Aging would not be able to offer social work services if full funding is not received. In addition, the office would not be able to provide transportation services, Meals on Wheels or the CARE program for senior residents that benefit greatly from these services.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

There was a 3% we did not expend - both part-time social worker positions were vacant part of the funding year.

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

Activity budget has decreased due to two vacant social worker positions.

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

There has not been any significant changes in funding sources in the last two (2) years

25. What new approaches are being developed or explored to generate new sources of funds?

Staff continues to seek new funding opportunities to benefit Office on Aging clients. In the last 5 years we have received grant funding from The Ohio Arts Council, Ohio Parks and Recreation, The State of Ohio, from NOACA, Western Reserve Area Agency on Aging and from Cuyahoga County. We partner with a wide array of agencies and institutions for programs and receive donations from individuals and places of worship in the community.

26. What steps have been taken in the past year to make the agency more cost effective?

The Cleveland Heights Office on Aging supervisor seeks out new ways to reach residents and inform them about services offered. Information is available in our office, city E-newsletter and on the city website and Facebook page.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

Due to the COVID-19 Pandemic social workers were not making home visits and limited in-person contact. They did take an active role in maintaining contact by phone; calling everyone on record for the last 2 years, doing wellness checks, helping with food distribution, cleaning product distribution and vaccine coordination. As well as continuing to stay in contact with community partners.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

Yes. The social work program would address isolation, safe living conditions, access to food sources and socialization

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☒ I prefer the online application
- ☐ I prefer the paper application
- ☐ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

No suggestions at this time.

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 40,000.00	\$ 40,000.00	\$ 1.00
Prior Year CDBG funds (estimated rollover going to Year 46)			\$ 0.00
Applicant Agency Funds			\$ 0.00
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)			\$ 0.00
Special Fundraising Efforts			\$ 0.00
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 40,000.00	\$ 40,000.00	\$ 1.00

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Supplies/Printing/Postage				
Non Capital Equipment				

Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total		\$ 40,000.00	\$ 40,000.00	\$ 40,000.00

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1. Social Worker		29 Hours	29 Hours	\$ 30,000	\$ 30,000	\$ 23,000	\$ 23,000
2.		Hours	Hours	\$	\$	\$	\$
3.		Hours	Hours	\$	\$	\$	\$
4.		Hours	Hours	\$	\$	\$	\$
5.		Hours	Hours	\$	\$	\$	\$
6.		Hours	Hours	\$	\$	\$	\$
7.		Hours	Hours	\$	\$	\$	\$
8.		Hours	Hours	\$	\$	\$	\$
9.		Hours	Hours	\$	\$	\$	\$
10.		Hours	Hours	\$	\$	\$	\$
Total		29 Hours	29 Hours	\$ 30,000	\$ 30,000	\$ 23,000	\$ 23,000

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.				\$	\$	\$	\$
2.				\$	\$	\$	\$

3.				\$	\$	\$	\$
4.				\$	\$	\$	\$
5.				\$	\$	\$	\$
6.				\$	\$	\$	\$
7.				\$	\$	\$	\$
8.				\$	\$	\$	\$
9.				\$	\$	\$	\$
10.				\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	114	114	63
Low Income (<50% AMI)	90	90	52
Moderate Income (<80% AMI)	30	30	26
Other	28	28	11
Total	262	262	152

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian	113	2	113	2
Black/African American	145	2	145	2
Asian	4		4	
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial	4		4	
Total	266	4	266	4

Documents [top](#)

Documents Requested *

Required? Attached Documents *

A copy of your organization's Articles of Incorporation	✓	Articles of Incorporation
A copy of your organization's IRS Tax Exempt Status Determination Letter	✓	Tax Exempt Status Letter
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	✓	Board of Directors
A copy of your organization's most recent yearly financial statement or audit		
Optional Document #1		Social Work Evaluation Form
Optional Document #2		Comprehensive Annual Financial Report
Optional Document #3		CARE
Optional Document #4		2021 Compilation

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 410863

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

Heights Emergency Food Center Heights Emergency Food Center

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 0.00 Requested
\$ 0 Leveraged Dollars

Submitted: 7/29/2022 1:40:52 PM (Pacific)

Project Contact

Debby Shewitz

dshewitz@ix.netcom.com

Tel: 2166443027

Additional Contacts

none entered

Heights Emergency Food Center

3663 Mayfield Rd
Cleveland Heights, 44121

Telephone 2163810707

Fax

Web

Executive Director

Debby Shewitz

dshewitz@ix.netcom.com

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

Heights Emergency Food Center is a government-funded food pantry partnered with the Greater Cleveland Food Bank and Hunger Network of Cleveland.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:

☒ Existing Program or Project

☐ New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the CDBG Administrator.

☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)

☒ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)

☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion,

will be occupied by LMI households)

- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

3663 Mayfield Rd. Cleveland Hts. OH 44121

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

Residents of Cleveland Hts., University Hts., South Euclid and Lyndhurst who meet federal and state income limits for The Emergency Food Assistance Program (TEFAP) programs.

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☒ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

Participation is based on Income without regard to race

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

We follow federal and state requirements for determining client TEFAP eligibility.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

4000	Projected # of unduplicated persons or units to be served
4000	Projected # of unduplicated low- to moderate-income persons/units served
2700	Projected # of Cleveland Heights persons/units to be served
10,700.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

12000

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

Maintain access to a variety of healthy foods for all eligible.

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

Heights Emergency Food Center (HEFC) is a non-profit corporation, staffed by volunteers to provide food for people who meet the income limits under the US Department of Agriculture's "The Emergency Food Assistance" (TEFAP) program. The center respects social and cultural diversity and upholds the worth and dignity of those it serves.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

Food insecurity experienced by extremely low income residents of Cleveland Hts., University Hts., South Euclid, and Lyndhurst.

3. Please describe the program or project for which you are requesting funds:

We are requesting assistance with operating costs to support ongoing distribution of healthy food to low income/food insecure residents.

4. Please briefly describe what makes your agency or department a good fit for this activity:

Since 1981, HEFC has been an approved partner of the Greater Cleveland Food Bank to distribute food in Cleveland Hts. and adjacent areas in accordance with federal and state governmental requirements

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

Funding for the actual food and other goods we distribute to clients (including delivery costs) is obtained through a federal grant and private donations. We are a 100% volunteer organization. We pay for all operating costs such as:

Rent

Utilities (including phone and internet)

Website

Insurance

Bags and associated supplies for packing and distributing food

Normal office expenses

Routine repairs attributable to our operations in our dedicated leased space

Non-routine consultants (e.g., legal fees, website development)

We also pay for capital expenses such as the following:

Food storage equipment (dry as well as temperature controlled)

Furniture

Signage

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

No paid staff. No planned consultants.

We receive non-routine in-kind services for minor repairs, printing/copying, and similar small needs.

Volunteers provide an average total of ~100 hrs/week

7. Please indicate if your program or project will generate any program income:

☐ Yes

☒ No

8. Please estimate the amount of program income you expect to earn in Year 48:

0

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

The state of Ohio has a mandatory data-collection system that we use to record the number of clients served, and the demographics (race, gender, source of income, etc.) associated with our service. We report statistics to meet the requirements of the various agencies that oversee us, including Greater Cleveland Food Bank, Hunger Network, and the city of Cleveland Hts. monthly.

We are required to conduct quarterly client satisfaction surveys, with the results reported to Hunger Network, and separate annual client satisfaction surveys with the results reported to Greater Cleveland Volunteers.

Finally, statistics are reviewed with the pantry's Board at least quarterly

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

We will continue to provide a minimum of 3 days' worth of food per person to food insecure people in the area. The amount of food, and additional items such as personal care and cleaning products, is adjusted in response to special conditions, such as the COVID pandemic.

Data is collected as described in question 13.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

Same as short-term

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

☒ Yes, my organization was last funded in Year 48 (FY 2022)

☐ Yes, my organization was last funded prior to Year 48 (FY 2022)

☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Heights Emergency Food Center, Year 48

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

8286	Total Persons assisted
2795	Total Households assisted
n/a	Total Housing Units assisted
na/	Total Businesses assisted
n/a	Other
	Cleveland Heights persons assisted
	Cleveland Heights households assisted
n/a	Cleveland Heights housing units assisted
n/a	Cleveland Heights businesses assisted
11,081.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

We monitor cost per person to provide food, and work to find free or lower cost sources of food for clients.

We also strive to ensure that we provide healthier food (fresh vs. processed, etc), and make adjustments in our food purchases as well as our ability to store fresh food to enhance our ability to provide healthier food. Greater Cleveland Food Bank provides us with annual reports of the amounts of produce, meat, etc. that we obtain from them.

Much of our ability to make changes in response to this information is limited by the type and cost of food available from GCFB, where we are required to obtain ~95% of our food and goods, but we always work to optimize what we get through them.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

The availability of grant funds allows us to use private donations to purchase more food than we could with just our government funding, including special food at holidays, and items not available through Greater Cleveland Food Bank. It also allows us to make improvements such as increasing storage capacity for healthier food and improving working conditions for volunteers.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

Conditions that impact the number of people in need of our services are very hard to predict 12 months from now. We anticipate that COVID will continue to have an impact in Year 49, and also that inflation, supply chain interruptions, etc. will still be contributing to increased food insecurity in the area, and increased operating costs for the pantry.

Note that the operating costs covered by our grant are largely fixed (e.g., rent, utilities) and remain essentially the same no matter how many clients we serve.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

Approximately 25

19. What percent of your organization's budget is made up by the proposed activity?

100

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

Our government funding for food/goods purchases is secured through our annual contract with the Hunger Network of Greater Cleveland. However, we never know in advance what the actual dollar amount will be.

Our only other source of funding for operational costs at the pantry comes from private donations, primarily small donations from individuals with a handful of larger ones (on the order of \$500 - \$2000) from local houses of worship and foundations. These donations are not predictable, and might barely cover our basic operating expenses but nothing else.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

HEFC always spends more money on food and personal care supplies than we receive through our federal allocation. If we did not receive the block grant funding, we would use our private funding to cover operating costs historically paid for with block grant funds, and would dip into reserves to continue providing the extra food and supplies for clients as much as possible. We would also look for alternative sources of grant funding. Eventually, though, we would need to reduce the services to clients.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not

expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

N/A

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

N/A

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

We benefited from federal COVID relief funds that were funneled through GCFB and allowed us to obtain increased amounts of food and goods.

These additional funds ended during the last 2 quarters of Year 48 and will not be available again.

25. What new approaches are being developed or explored to generate new sources of funds?

Ongoing networking with local houses of worship. General social media, local newspapers, personal networking, etc. to reach out to private donors.

In year 48, we launched a new website

We are exploring additional sources of grant funding for special projects

26. What steps have been taken in the past year to make the agency more cost effective?

Adjusting our ordering patterns to maximize the use of free items available from the federal and state governments.

Note: Supply chain interruptions and inflation have greatly reduced the total amount of food that GCFB has available for us to purchase and driven up the prices of that food (including dramatically reducing the amount of free food available to us). We hope that this situation will have improved by Year 49, but it is impossible to predict.

Our goal is to not have to manage finances by reducing the total amount of food provided to clients.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

Yes. We have totally revamped our distribution system to minimize client contact time and allow for social distancing of clients and volunteers. During Year 48 we made those changes permanent.

Variations in COVID case numbers, and the associated supply chain interruptions and fluctuations in the resources devoted to minimizing COVID's impact continue lead to unpredictable fluctuations in the number of clients we serve.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

Yes - support for operating funds gives us the flexibility to respond to changing client needs as the pandemic evolves.

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☒ I prefer the online application
- ☐ I prefer the paper application
- ☐ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

None

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023 Year 48 - FY 2022		Percent of Total
			Organization
Cleveland Hts. CDBG grant	\$ 26,470.00	\$ 24,000.00	\$ 1.10

Prior Year CDBG funds (estimated rollover going to Year 46)	\$ 100.00		\$ 0.00
Applicant Agency Funds		\$ 0.00	\$ 0.00
Other Federal Funding	\$ 39,000.00	\$ 42,000.00	\$ 0.93
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)	\$ 50,000.00	\$ 52,000.00	\$ 0.96
Special Fundraising Efforts			\$ 0.00
Client Fees for Service	\$ 0.00	\$ 0.00	\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 115,570.00	\$ 118,000.00	\$ 0.98

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Supplies	\$ 7,000.00			
Non Capital Equipment				
Conferences/Travel/Mileage	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Subscriptions/Memberships	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rent	\$ 10,800.00			\$ 9,600.00
Utilities	\$ 5,000.00			\$ 4,000.00
Insurance	\$ 700.00			\$ 700.00
Capital Items	\$ 1,000.00			\$ 8,000.00
Program Grants & Loans	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other: Labor	\$ 1,320.00			\$ 1,200.00
Other: Misc. office expenses	\$ 500.00			\$ 450.00
Other: State/Federal Filing Fees	\$ 150.00			\$ 50.00
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	\$ 26,470.00	\$ 0.00	\$ 0.00	\$ 24,000.00

Budget/Tables Narrative

Some expenses in the year 48 application were not in the best category. To better depict our operating expenses, we moved dollars from capital to supplies (which are our second largest expense after rent) for the year 49 application. The overwhelming amount of supply dollars go towards bags used to pack food for clients, and these have become increasingly expensive along with everything else these days.

Historically, we have tried to control the cost of bags by reusing shopping bags (paper and plastic) from people's personal grocery shopping. In this coming year, as the Cuyahoga Cty. plastic bag ban goes back into full effect, we expect that resource will largely dry up, and we will have to spend significantly more purchasing new bags.

We also expect a modest increase in rent, utilities and janitorial services provided by the church where we have space, as our lease is being renewed during year 49.

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG

Program Grants, Loans & Capital Expenses

Beneficiaries by Income

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian	135	6	280	150
Black/African American	772	6	1,492	10
Asian	6	0	21	0
American Indian/Alaska Native	5	0	9	4
Native Hawaiian/Other Pacific Islander	0	0	0	0

Multi-Racial	124	3	346	22
Total	1,042	15	2,148	186

Documents [top](#)

Documents Requested *

Required?

Attached Documents *

A copy of your organization's Articles of Incorporation



[Articles of Incorporation](#)

A copy of your organization's IRS Tax Exempt Status Determination Letter



[IRS Letter](#)

A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)



[Board Members](#)

A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Optional Document #3

Optional Document #4

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 410149

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

Family Connections of Northeast Ohio Family School Connection

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 25,000.00 Requested
\$ 174,226 Leveraged Dollars

Submitted: 7/29/2022 1:02:57 AM (Pacific)

Project Contact

Karen Gillooly

kgillooly@familyconnections1.org

Tel: 216-548-9079 cell

Additional Contacts

none entered

Family Connections of Northeast Ohio

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United States

Executive Director

Beth Darmstadter

bdarmstadter@familyconnections1.org

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Web www.familyconnections1.org

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

Family School Connection is a school-based home visiting program for kindergarten students not on track for reading at grade level. Our part-time Family Coaches meet with identified students during the school day. They meet with parents/caregivers and the child during home visits and offer a number of evening events designed to increase skills and build connections among families. Our goal is to increase the reading skills of those students who arrive in kindergarten unprepared. This year in particular, many more students will start school unprepared because they did not attend a preschool program due to the pandemic or their parents kept them back from starting kindergarten last year. We engage parents/caregivers in their child's education and emphasize the importance of this involvement. Classroom teachers identify students who need our assistance and we reach out to their parents to participate in our program.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:



Existing Program or Project



New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☒ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

Elementary schools within Cleveland Heights and at the homes of the kindergarten families who attend them, and other community buildings within Cleveland Heights such as libraries or public parks.

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

We engage kindergarten students and their families. Students are identified by classroom teachers. Our experience has shown that the majority of our families are low to moderate income and families of color.

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☒ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

Family Connections values racial equity and inclusion in our organization and certainly in the services we provide to families. We recently completed a DEI Audit to take an honest look at ourselves, inside and out, in order to improve our commitment to what we value. Within the Family School Connection program, the majority of our students and parents see themselves represented racially among our staff. Our staff consider cultural differences when planning group events such as various religious practices concerning food, customs and holidays. When possible, we provide interpreters for families who are more comfortable learning in their native language. Our staff serve on DEI Action Teams and each team is responsible for advancing specific goals generated by the DEI Audit. We are addressing things such as communication, training, governance, programming, culture and more. We are engaged and committed to becoming an anti-racist, inclusive organization as a place to work and to seek services. We are certified in the Quality Standards for Family Strengthening and Support which emphasis equity and is built on the foundation that the family has the strengths to meet their needs. The relationship is collaborative and one of listening, We avoid paternalistic power plays and work to diminish the influence of white supremacy that permeates every institution and system we encounter.

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

There are no strict eligibility requirements. Typically students are identified by teachers based on standard assessment tools and referred to our program, however no one is turned away if they want to participate. The classroom support and home visiting components are designed for those students most at risk for not reading at the end of kindergarten. The continuing impact of the pandemic is making it challenging for children to start kindergarten prepared. Pre-school age and kindergarten age students are starting school at a great deficit. If we had the resources, we would like to provide our services to a larger cohort of students in each class. So many more children are struggling now than before the pandemic and it will continue to impact education moving forward.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

77	Projected # of unduplicated persons or units to be served
54	Projected # of unduplicated low- to moderate-income persons/units served
68	Projected # of Cleveland Heights persons/units to be served
199.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

245

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

Partner with the School District to promote a quality school system through initiatives to attract and retain families with children.

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

Family Connections engages families with young children to nurture social connections, enhance child development and improve school readiness.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

According to the Cleveland Heights-University Heights School District (CHUH) approximately 25% of entering kindergarten students do not arrive prepared for school. And because of the pandemic, this number remains higher than normal. These young students are beginning their school experience at a disadvantage right from the start. Research shows that once a student falls behind in elementary school, it is more likely they will lag behind their peers leading to an ever increasing achievement gap. Students who do not read on track by 3rd grade are more likely to drop out of high school than students who can read at grade level in 3rd grade. Teachers refer students to the Family School Connection program. Students in our program are assessed at the beginning of the year to determine their skill level and where they most need additional help. Students are expected to identify all 26 letters, both uppercase and lowercase as well the sounds the letters make. Students are expected to know their name and identify the letters in their name. Most of the students we work with are lacking these skills in the beginning of the year. For example, the data collected at the beginning of the last school year demonstrated that the students we work with knew, on average, fewer than 7 uppercase letters and fewer than 6 lowercase letters. The majority of the students we work with have not had a preschool experience at all or did not have a high quality preschool experience.

Many parents are unaware of the current expectations for entering kindergarten and do not make literacy development a priority at this age. Kindergarten is very different than it used to be and some call it the new first grade. Students are expected to begin reading in January of the kindergarten year. This becomes very difficult if the beginning of the year is spent catching up on learning letter identification and sound fluency. We engage parents/caregivers to be involved and give them tools to help their child.

3. Please describe the program or project for which you are requesting funds:

Family School Connection is a home-visiting, school based program targeting kindergarten students who are not on track for reading at grade level. We engage parents and families in all aspects of our program to equip parents in supporting their child's educational success. Home visits are the core of the program and our Family Coaches visit families at least twice a month during the school year. They teach parents about the importance of a literacy rich home environment, providing books at every visit for families to keep. They bring activities and games that families learn to use between visits to strengthen both the child's academic skills and the parents comfort level in working with their child. We design and produce our own materials to complement the curriculum used in the school to bring alignment to the school and home based learning. We also engage families by providing evening literacy sessions where parents learn about ways to use every day materials to strengthen their child's literacy skills. Food, childcare for siblings and books are provided at our evening programs to remove barriers to participation. These group evening sessions allow parents to connect with one another for mutual support and sharing. At the end of the year we offer a program called Bridge to First Grade to introduce families to the next level of education and provide materials and tools for them to use over the summer to prevent learning loss and improve their child's readiness for first grade. Our staff work with parents to increase their comfort level to work with the teachers and schools to support their children. We attend parent/teacher conferences with parents if they would like our support and we encourage and facilitate open communication with the parents, teachers and administrators all in support of strengthening the family and child to be successful in school.

4. Please briefly describe what makes your agency or department a good fit for this activity:

Family Connections has worked with elementary students and families in CHUH since 2004. Our FSC Family Coaches know how to develop trusting relationships with families to help the parents and the child succeed. The teachers, principals and administration of the district have come to value and trust Family Connections to provide the important element of Family Engagement to help their struggling kindergarten students have the strongest opportunities to succeed. On a number of occasions, CHUH has invited us to partner with them in applying for federal dollars or to apply to them for grants they may be offering.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

We will need funds for paying staff and purchasing materials and supplies, we will need relationships and partnerships with teachers, parents, school administrators, children, family members and librarians, we will need our dedicated Family Coaches and Program Coordinator to implement the program, and we will need the support of our valued community partners like the City of Cleveland Heights who understand the importance of strengthening the literacy of young students as well as strengthening families to build a strong community.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

We will be utilizing existing staff. The CHUH Library and the CHUH Schools provide in-kind use of space in their buildings for some of our programming.

7. Please indicate if your program or project will generate any program income:



Yes



No

8. Please estimate the amount of program income you expect to earn in Year 48:

NA

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

We use assessment tools to measure the academic progress made by the students throughout the year. There is an assessment administered at the beginning of the year, the middle of the year and the end of the year. This allows us to determine the range of progress a student has made. We use a software program called Efforts to Outcomes (ETO) to process the data we collect so we can quickly determine how much progress is made at the school level by the student. We

also evaluate whether the parents are more engaged with their child's school progress and if the family is now more aware of what it takes to build a literacy rich environment at home. We are working with a consultant to upgrade our assessment tools and ensure they meet high standards of expectations for evaluation and research.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

During the first three months of school, students are learning how to be students, work in a classroom setting and build a trusting relationship with the school and Family Connections staff. Letters and sounds are introduced. We begin working with those students identified as not on track for reading at grade level or who are so far behind they cannot be accurately assessed. During these three months we work with students on letter recognition (uppercase and lowercase), letter sounds and identifying the sounds of rhyming words. We work on beginning, middle and ending sounds of words, segmenting and blending. At our mid-year assessment we expect to see progress in these areas. During the first three months we offer our intensive 4-session evening program and work to identify and recruit families to participate. At this program we identify families for home visits which typically begin during the middle of the school year. Parents or caregivers are asked to complete an evaluation of the program which allows us to see whether they understand the expectations of kindergarten and how to help their child. There is a pre-test given to parents at the start of the home visits to determine their level of knowledge and awareness of literacy skills.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

At the end of the school year, we assess all the skills covered on the middle of the year assessment detailed above as well as how many sight words a student can identify, how many words were read correctly in a reading passage and whether the student comprehends what they have read. We expect to see progress between the middle of the year and the end of the year assessment. Parents are given a post-test at the conclusion of the home visits to assess their improvement in literacy skills, the amount of time spent reading with their child and use of community resources.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

- ☒ Yes, my organization was last funded in Year 48 (FY 2022)
- ☐ Yes, my organization was last funded prior to Year 48 (FY 2022)
- ☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Family School Connection - Year 48 (FY2021)

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

50	Total Persons assisted
50	Total Households assisted
NA	Total Housing Units assisted
NA	Total Businesses assisted
NA	Other
50	Cleveland Heights persons assisted
50	Cleveland Heights households assisted
50	Cleveland Heights housing units assisted
50	Cleveland Heights businesses assisted
300.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

Our outcome data demonstrates the success of the Family School Connection program. We impact students and families in Cleveland Heights by strengthening the students literacy skills and supporting the parents and caregivers to better understand their role in their child's education. Parent pre/post tests indicate parents have gained an increased understanding of

kindergarten expectations, spend more time reading with their children and utilize the literacy games, materials and activities provided for them to use at home. Our Family Coaches report that the families we work with have a great deal of stress in their lives and our staff extend support and resources to address their needs as best as possible. We measure quantitative data and we also collect qualitative or narrative data to give context to our numerical data.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

Strong families build strong communities and families who's children are successful in school tend to stay where they live and become involved both in the school and the community. Families who struggle with poverty, racism, unstable housing, low income or food insecurity tend to have higher rates of transiency, typically moving and changing schools more frequently than families without those challenges. Family School Connection cannot address all these issues, but we can support families in having a positive and successful school experience allowing them to feel a sense of belonging and achievement. Providing information and assistance to access community resources can bring greater stability to families and communities.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

As we've all seen over the past 2 years, any number of external influences can greatly impact everyone's lives including the Family School Connection Program. We are still largely providing home visits virtually or outside or perhaps at the school. Our group activities will be held outside as much as possible or in large spaces indoors such as the gym or cafeteria following safety guidelines. Family School Connection relies on a diverse set of funding streams to support the program. Changes in this funding impacts our program. The changing priorities of foundations, federal and state funding sources and individual and corporate donors all can impact our ability to provide these services. Funds that became available because of the pandemic are unstable and it is not clear yet if those dollars will continue or not.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

8%

19. What percent of your organization's budget is made up by the proposed activity?

23%

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

CHUH Schools \$174,226

CHUH Library \$40,000

Brandt-Sersig \$3,750

Bruening \$10,000

Eaton \$20,000

Ginn \$7,500

Abington \$20,000

Stocker \$25,000

Total \$300,476

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

Because the majority of our funds are used for staff, we would have to reduce staff hours and eliminate our evening and group programs and activities as necessary. We would work to preserve our home visiting program and our time working with students in the classroom. This would greatly impact the ability of the program to involve and engage parents which is a key component on the program. We feel confident that our current funding will continue and that the program will continue as planned.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not

expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.
NA

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

Our activity budget did increase more than 5% because we received an additional grant from the CHUH School District. They had ESSA (Every Student Succeeds Acts) money available from the Federal government and invited Family Connections to apply for funding to expand our Family Engagement footprint in the CHUH district. Previously, we were able to staff 4 schools (8 kindergarten classrooms) with a staff person working 15 hours per week. The grant filled the gap between what we were doing and what we expanded to do which is to serve all 7 schools (15 kindergarten classes) with staff working 20 hours a week per school. It is important to note that the grant did not replace the funds we were currently getting to provide the previous level of services. The grant allowed us to expand above that - to fill the gap between what we had and what we needed. We still need what we had which includes the support generously provided the City of Cleveland Heights through CDBG.

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

The only change was the temporary use of the PPP loans during the beginning of the pandemic that were forgiven.

25. What new approaches are being developed or explored to generate new sources of funds?

We have a new Executive Director, Beth Darmstadter, and her background is in development. She has already connected Family Connections with potential new funders and is evaluating the strengths and areas for growth within our own development area. I am confident she will be successful in bringing new sources of funding to the agency. We have also made connections at the County level we hope will result in funding connected to the ARPA funds.

26. What steps have been taken in the past year to make the agency more cost effective?

We continue to find ways to streamline our internal workflow and procedures to reduce wasted time and materials. Our new ED brings a fresh eye to viewing how we do things and is committed to improving and updating our systems and structures to bring Family Connections from it's grassroots beginnings to it's current established nonprofit agency and beyond.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

The COVID-19 Pandemic continues to impact both the Family School Connection program and the larger work of Family Connections. All of our in person programming stopped in March 2020. We closed our playrooms and our 2 home visiting programs stopped making home visits. We switched gears quickly and moved most of our services and programming online or virtually. We are still providing most of our home visits virtually or outside. We have added outside activities for our playroom participants who are just now starting to be vaccinated. Our staff find that many families are still struggling with the stress and grief of the pandemic. Our staff continues to be a significant support to the parents along with helping the child academically. The families we work with have a variety of immediate and pressing needs and our staff continue to help them connect to resources as needed.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

The Family School Connection program addresses the critical need for families to be connected and involved with their child's education.

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☒ I prefer the online application
- ☐ I prefer the paper application
- ☐ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

If information that doesn't change from year to year could auto populate from one year to the next, that would be helpful.

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 25,000.00	\$ 25,000.00	\$ 1.00
Prior Year CDBG funds (estimated rollover going to Year 46)			\$ 0.00
Applicant Agency Funds			\$ 0.00
Other Federal Funding	\$ 174,226.00	\$ 25,000.00	\$ 6.97
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)	\$ 126,250.00	\$ 61,250.00	\$ 2.06
Special Fundraising Efforts			\$ 0.00
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 325,476.00	\$ 111,250.00	\$ 2.93

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 219,551.00	\$ 25,000.00	\$ 108,160.00	\$ 25,000.00
Program Costs (food, child care, materials, books)	\$ 12,000.00		\$ 3,090.00	
Professional Development/Training	\$ 5,000.00			
Conferences/Travel/Mileage	\$ 6,500.00			
Incentives/Stipend	\$ 3,500.00			
Communication/IT	\$ 15,000.00			
Office Supplies/PPE	\$ 12,093.00			
Health Insurance	\$ 24,000.00			
Administrative/Overhead	\$ 22,000.00			
DEI Implementation	\$ 5,832.00			
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	\$ 325,476.00	\$ 25,000.00	\$ 111,250.00	\$ 25,000.00

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1. Program Coordinator (Year 48)	✓	40 Hours	Hours	\$	\$	\$ 63,645	\$

2. 1 Family Coach 12 hrs/week 48		Hours	Hours	\$	\$	\$ 12,978	\$ 12,978
3. 1 Family Coach 30 hrs/week 48		Hours	Hours	\$	\$	\$ 31,537	\$ 12,022
4. 1 Program Coordinator Year 49	✓	40 Hours	0 Hours	\$ 73,873	\$	\$	\$
5. 2 PT Family Coaches Year 49		15 Hours	15 Hours	\$ 41,574	\$ 25,000	\$	\$
6. 2 FT Family Coaches Year 49	✓	40 Hours	Hours	\$ 104,104	\$	\$	\$
7.		Hours	Hours	\$	\$	\$	\$
8.		Hours	Hours	\$	\$	\$	\$
9.		Hours	Hours	\$	\$	\$	\$
10.		Hours	Hours	\$	\$	\$	\$
Total		135 Hours	15 Hours	\$ 219,551	\$ 25,000	\$ 108,160	\$ 25,000

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.				\$	\$	\$	\$
2.				\$	\$	\$	\$
3.				\$	\$	\$	\$
4.				\$	\$	\$	\$
5.				\$	\$	\$	\$
6.				\$	\$	\$	\$
7.				\$	\$	\$	\$
8.				\$	\$	\$	\$
9.				\$	\$	\$	\$
10.				\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	5	5	5
Low Income (<50% AMI)	23	23	19
Moderate Income (<80% AMI)	10	10	6
Other	12	12	3
Total	50	50	33

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian	4	1	4	1
Black/African American	41	41	41	41
Asian	0	0	0	0
American Indian/Alaska Native	0	0	0	0
Native Hawaiian/Other Pacific Islander	0	0	0	0
Multi-Racial	4	4	4	4
Total	49	46	49	46

Documents [top](#)

Documents Requested *

A copy of your organization's Articles of Incorporation

A copy of your organization's IRS Tax Exempt Status Determination Letter

A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)

A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Optional Document #3

Optional Document #4

Required? Attached Documents *

[Articles of Incorporation](#)

[IRS Letter](#)

[Board List](#)

[Audit](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 410031



City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

Family Connections of Northeast Ohio Parent Cafe Family Connections

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 5,000.00 Requested
\$ 5,000 Leveraged Dollars

Submitted: 7/31/2022 10:05:59 PM (Pacific)

Project Contact

Karen Gillooly

kgillooly@familyconnections1.org

Tel: 216-548-9079 cell

Additional Contacts

none entered

Family Connections of Northeast Ohio

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United States

Telephone 216-921-2023

Fax

Web www.familyconnections1.org

Executive Director

Beth Darmstadter

bdarmstadter@familyconnections1.org

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

A Parent Cafe is a gathering of parents, for parents and by parents. It is a parent education experience designed to create opportunities for parents to connect, share and learn from each other. It provides a safe space and appreciates that all parents have something to offer and have what they need to be successful parents. Parent Cafes are driven by the knowledge that parents, can, must and do tap into their wisdom and resources in order to strengthen their own families. It is guided by trained Parent Table Hosts. Parents gather in small groups and explore questions that really matter to them. Through these meaningful conversations, parents are working to build five Protective Factors that will benefit their family. The Five Protective Factors have been shown through research to prevent child abuse and neglect. Thirteen of our staff are trained to provide the Parent Cafe model. We propose offering two cafes. Each is four 2-hour sessions offered weekly. Food/childcare provided

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:

☒ Existing Program or Project



New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the the CDBG Administrator.



Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)



Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)



Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)



Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)



Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)



Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)



Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

We will work with community partners to host the Parent Cafes. Class(es) will be provided in Cleveland Heights, Ohio targeting areas within the city that have a higher concentration of low to moderate income families.

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

We will target families with low to moderate incomes, however no one will be turned away. Parents, caregivers and those who care for children of any age are welcome.

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.



Goal I: Improve, Maintain, and Expand Affordable Housing



Goal II: Revitalize Residential Neighborhoods



Goal III: Provide Needed Public Services



Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

Family Connections of Northeast Ohio values and promotes racial equity and inclusion in our work and programming. The Parent Cafe program promotes equity and inclusion across a wide variety of "ways we divide ourselves" and brings everyone together under the common desire of wanting the best for our children and ourselves. Each Parent Cafe is designed specifically for the unique group that gathers and the participants make it their own throughout each session and the multi-week program. Building and strengthening trusting relationships is the success of Parent Cafes and is the bedrock of equity and inclusion.

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

We will promote and invite Cleveland Heights parents/caregivers in areas with the highest concentration of low to moderate income families. We will ask participants to register ahead of time. There are no eligibility requirements to participate.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or

project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

16	Projected # of unduplicated persons or units to be served
11	Projected # of unduplicated low- to moderate-income persons/units served
16	Projected # of Cleveland Heights persons/units to be served
43.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

64

Master Plan**13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:**

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

Continue to forge partnerships with community groups to directly respond to unique local needs, page 212

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

Family Connections engages families with young children to nurture social connections, enhance child development and improve school readiness.

Situation**2. Please describe the problem or need that is to be addressed by your program or project:**

The Family Connections Parent Cafe program will address the need parents have to reduce isolation through meaningful connections, strengthen parental resilience to reduce abuse and neglect and to increase protective factors for parents, caregivers and families. Cuyahoga County receives close to 50,000 calls reporting abuse and neglect each year. It is critical to prevent abuse and neglect before it happens. Research has shown that reducing isolation and increasing social supports for parents, especially for those with young children, can reduce the likelihood of abuse and neglect. The Center for the Study of Social Policy's research shows that parents who experience the Five Protective Factors reduce their risk of abusing or neglecting their children. The Parent Cafe program is grounded in these Five Protective Factors which are: 1) Parental Resilience; 2) Social Connections; 3) Concrete Support in Times of Need; 4) Knowledge of Parenting and Child Development and 5) Social and Emotional Competence of Children. The work of the Parent Cafe model is to bring isolated parents together for mutual sharing, support and problem solving to increase resilience and social connections. Resources are shared to meet the needs presented by families and information on parenting and child development is discussed. The Parent Cafe model is family centered and strength based, building on the existing strengths of a parent and respecting the differences between families when providing services.

3. Please describe the program or project for which you are requesting funds:

If you attended a Parent Cafe you would be welcomed by a friendly greeter, offered dinner or lunch for you and your children, and shown where your children will be while you are in the Parent Cafe program. You would be asked to sit at one of about 5 tables (depending on the number attending) with no more than 4 people to a table along with a table host. Table hosts are parents who have been trained to facilitate table discussions. This develops leadership skills in parents who may not have had the opportunity to be leaders before. Table hosts are encouraged during their training to become involved in their community through volunteering, attending government and neighborhood meetings and getting involved with the schools. There are themes for each set of questions to be discussed at the tables. Each theme corresponds to one of the Five Protective Factors. Parents participate in a quick ice breaker to begin the process of building trust and sharing something about themselves. The table host then shares the discussion question and parents are encouraged to share their answers to this

question. Once the time is up, parents share with the large group what stood out for them in the discussion. Parents then move around to another table to sit with a new set of parents for the next question. Usually the time allows for 3 or 4 questions to be discussed. The final step is to gather one word or a phrase from each participant that reflects their learning or experience with the session. The parent cafe model can be multiple weeks or one session at a time. We are proposing to offer two Parent Cafe's of 4 sessions each for a minimum of 8 parents per Cafe. Sessions are typically held in settings familiar and comfortable to parents such as schools or libraries. A trained Parent Cafe facilitator guides each session and trains the table hosts ahead of time. There is a demonstrated effectiveness of the Parent Cafe model when used as designed and fidelity to the model is critical.

4. Please briefly describe what makes your agency or department a good fit for this activity:

Family Connections has been serving families and children for more than 35 years in Cleveland Heights and beyond. We have a proven history of developing trusting and personal relationships with parents and families.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

We will need funds to pay our staff and purchase food and materials. We will need our trained staff to be available in the evenings or at times convenient for the participants. We will need a host organization to partner with who can promote the program to their participants. We need basic office supplies and support. We need time for the Parent Cafe team to plan and coordinate the sessions, presentations, questions, table hosts, childcare staff and meals.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

We will utilize existing staff who have received Parent Cafe training. We usually receive in-kind services from the hosting/partner agency of things like the space, use of their kitchen, etc.

7. Please indicate if your program or project will generate any program income:

☐ Yes
☒ No

8. Please estimate the amount of program income you expect to earn in Year 48:

NA

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

The Parent Cafe provides an assessment tool that measures the impact of the program in relation to the Five Protective Factors. There are statements and questions dealing with a variety of aspects of the Five Protective Factors. We also ask participants to complete a simple and short evaluation of the session at the end of each evening. These sheets are where we really capture the honest reactions of the participants. They capture in a few words what they enjoyed or learned and we have received some of our best and useful feedback in this way.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

We expect that 3 months after attending the Parent Cafe program, parents will be better able to handle the stress of parenting and utilize the resources and supports discussed during the program. Parents will be able to identify self-care strategies that are new to them since the program and which they have implemented.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

We anticipate that 1 year after attending the Parent Cafe program, parents will have engaged in meaningful conversations with other parents about the topics raised during the Parent Cafe. We expect parents to report a greater sense of competence and confidence in their role as parents and a stronger commitment to effective and positive communication within their family. We hope that parents are taking on greater responsibility within their community as participants and leaders.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

☒ Yes, my organization was last funded in Year 48 (FY 2022)

☐ Yes, my organization was last funded prior to Year 48 (FY 2022)

☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Parent Cafe year 48

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

14	Total Persons assisted
14	Total Households assisted
14	Total Housing Units assisted
NA	Total Businesses assisted
	Other
14	Cleveland Heights persons assisted
14	Cleveland Heights households assisted
14	Cleveland Heights housing units assisted
NA	Cleveland Heights businesses assisted
84.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

It was very difficult to collect outcome data as we tried to have these Parent Cafe classes on Zoom. The participants returned each week and indicated they found it helpful and they enjoyed it and would encourage their friends to attend, but we were not able to administer official pre- and post-tests.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

Because the Parent Cafe model has been researched and shown to reduce the likelihood of abuse and neglect in families, we expect to see this as a community impact. Our experience has shown and the research confirms that strong connections and relationships between parents builds strong, safe and vibrant families who are more likely to be involved with and stay in their community. The impact of reducing isolation and alleviating the stress of parenting can greatly increase a families positive experience of being a family and part of a larger community.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

The marketing of and the recruitment for the Parent Cafe will involve targeting the participants currently familiar with Family Connections as well as the larger population specifically those with low to moderate income. We will work to reduce barriers to participating in our program through things like providing food and child care and making bus tickets available to those parents who find transportation challenging. We will market Parent Cafes through other social service agencies to encourage their participants to register. Programs such as the Heights Family to Family Collaborative who work with foster parents, early childhood programs and job development and assistance programs. Our existing positive relationships with numerous community organizations will benefit our marketing and recruitment efforts.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

50%

19. What percent of your organization's budget is made up by the proposed activity?

<1%

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

Ingalls Foundation \$5,000

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

We will need to reduce the number of Parent Cafes offered and reduce the number of sessions per Cafe. We will likely not be able to provide food, child care or bus tickets and our follow-up activities will need to be streamlined. The program would need additional funding to proceed as presented here.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

NA

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

NA

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

The only change was the temporary use of the PPP loans during the beginning of the pandemic that were forgiven.

25. What new approaches are being developed or explored to generate new sources of funds?

We have a new Executive Director, Beth Darmstadter, and her background is in development. She has already connected Family Connections with potential new funders and is evaluating the strengths and areas for growth within our own development area. I am confident she will be successful in bringing new sources of funding to the agency. We have also made connections at the Cuyahoga County level we hope will result in funding connected to the ARPA funds.

26. What steps have been taken in the past year to make the agency more cost effective?

We continue to find ways to streamline our internal workflow and procedures to reduce wasted time and materials. Our new ED brings a fresh eye to viewing how we do things and is committed to improving and updating our systems and structures to strengthen Family Connections and move us forward.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

The COVID-19 Pandemic continues to impact both the Parent Cafe program and the larger work of Family Connections. All of our in person programming stopped in March 2020. We closed our playrooms and our 2 home visiting programs stopped making home visits. We switched gears quickly and moved most of our services and programming online or virtually. We are still providing most of our home visits virtually or outside. We have added outside activities for our playroom participants who are just now starting to be vaccinated. Our staff find that many families are still struggling with the stress and grief of the pandemic. Our staff continues to be a significant support to the parents along with helping the child academically. The families we work with have a variety of immediate and pressing needs and our staff continue to help them connect to resources as needed. We recently held our first in-person Parent Cafe in over a year. It was at the Family Promise Transitional Housing program for young families. This was our 4th time there and the staff and residents love it, and so do we. Parent Cafe really needs to be in person to be successful.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

Parent Cafe definitely breaks through the isolation of both being a young, new parent but also from the pandemic. So many new parents didn't have the support they might have otherwise from family or neighbors. This programs helps reconnect parents.

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☒ I prefer the online application
- ☐ I prefer the paper application
- ☐ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

If the information that doesn't change could pre-populate the same fields, that would be helpful.

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 5,000.00	\$ 3,000.00	\$ 1.67
Prior Year CDBG funds (estimated rollover going to Year 46)			\$ 0.00
Applicant Agency Funds		\$ 2,500.00	\$ 0.00
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)	\$ 5,000.00		\$ 0.00
Special Fundraising Efforts			\$ 0.00
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 10,000.00	\$ 5,500.00	\$ 1.82

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 7,360.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00
Supplies/Materials/Food	\$ 2,640.00		\$ 1,250.00	
Recruitment/Marketing			\$ 750.00	
Evaluation/Data			\$ 500.00	
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	\$ 10,000.00	\$ 5,000.00	\$ 5,500.00	\$ 3,000.00

Budget/Tables Narrative

We use existing staff from across the organization who are trained in the Parent Cafe model to provide the program. There are standard Parent Cafe rates earned based on the role you have for that Parent Cafe program or individual session. The information provided here is in place of the Personnel Services Chart on the next page.

Each Parent Cafe session is 2 hours of direct service with 30 minutes prior for set up (dinner, paperwork, childcare) and 30 minutes post for clean up. Each session for staff is 3 hours.

Lead Facilitator - presents the main topic and facilitates the discussions

\$35/hr for 3-hour session + 3 hours of preparation = \$210 for that session

Program Coordinator - arranges the Cafe with the partner/host, takes care of all the details for each session

\$35/hr for 3-hour session = \$105 x 4 sessions = \$420 per program, plus an additional \$140 for 4 hours of initial preparation = \$560 per 4 session Program

Table host - trained parents

\$25/hr for 3-hour session = \$75 for that session

Childcare providers

\$20/hr – 3-hour session = \$60 for that session

Session Support Person (if FC staff)

\$25/hr – per 3-hour session = \$75 for that session

Staff Costs Per Session

Lead Facilitator \$210

Table Host \$75 x 5 tables of 4 participants = \$375

Childcare \$60 x 2 = \$120

Support Person \$75

Staff cost per session = \$780 x 4 sessions = \$3,120

Program Coordinator \$560 per 4 session program

Grand total for staff for a 4 session Parent Café = \$3,680

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1.		Hours	Hours	\$	\$	\$	\$
2.		Hours	Hours	\$	\$	\$	\$
3.		Hours	Hours	\$	\$	\$	\$
4.		Hours	Hours	\$	\$	\$	\$
5.		Hours	Hours	\$	\$	\$	\$
6.		Hours	Hours	\$	\$	\$	\$
7.		Hours	Hours	\$	\$	\$	\$
8.		Hours	Hours	\$	\$	\$	\$
9.		Hours	Hours	\$	\$	\$	\$
10.		Hours	Hours	\$	\$	\$	\$

Total	0 Hours	0 Hours	\$ 0	\$ 0	\$ 0	\$ 0

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.				\$	\$	\$	\$
2.				\$	\$	\$	\$
3.				\$	\$	\$	\$
4.				\$	\$	\$	\$
5.				\$	\$	\$	\$
6.				\$	\$	\$	\$
7.				\$	\$	\$	\$
8.				\$	\$	\$	\$
9.				\$	\$	\$	\$
10.				\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	1	1	
Low Income (<50% AMI)	5	7	1
Moderate Income (<80% AMI)	4	4	5
Other	2	2	3
Total	12	14	9

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian	12	1	12	1
Black/African American	2		2	
Asian				

American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	14	1	14	1

Documents [top](#)

Documents Requested *	Required?	Attached Documents *
A copy of your organization's Articles of Incorporation	✓	Articles of Incorporation
A copy of your organization's IRS Tax Exempt Status Determination Letter	✓	IRS Letter
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	✓	Board List
A copy of your organization's most recent yearly financial statement or audit		Audit
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 411539

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

Open Doors, Inc. Middle School Program

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 15,000.00 Requested
\$ 635,260 Leveraged Dollars

Submitted: 7/29/2022 7:38:39 AM (Pacific)

Project Contact

Reza Khoramshahi

rkhoramshahi@odacle.org

Tel: 216-229-1900

Additional Contacts

none entered

Open Doors, Inc.

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Cleveland, OH 44114

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Fax 216-229-1902

Web www.opendoorsacademy.org

Chief Executive Officer

Dorothy Moulthrop

dmoulthrop@opendoorsacademy.org

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

Open Doors Academy's (ODA) Middle School Program includes mentoring, homework help, service-learning projects, and enrichment programming delivered mostly in the afterschool setting. This program addresses developmental barriers that inhibit the learning process, provides youth with a safe environment to explore new interests, and opens doors to opportunities that otherwise might not be available. The program provides scholars with a safe environment to address academic issues, develop soft skills, and build healthy peer relationships. In addition to our core learning model, we provide youth with daily opportunities to complete their homework and receive academic support through small group tutoring. We also incorporate project-based learning experiences, team-building exercises, mindfulness practice, local, regional, and national service learning, and field trips.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:

☒ Existing Program or Project

☐ New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☒ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

Programming will take place at our Roxboro Middle School campus (held at St. Paul's Episcopal Church, 2747 Fairmount Blvd., Cleveland Heights, OH 44106), serving Roxboro Middle School scholars and our Monticello Middle School campus (3665 Monticello Blvd).

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

The target population for this program are middle school scholars from the Monticello and Roxboro campuses. Nearly 70% of scholars live in extremely low- to moderate-income households and 95% identify as African-American.

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☒ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

At ODA, diversity, equity, and inclusion are core organizational values. We work to remove barriers to education, often rooted in poverty and racism, to ensure high school graduation attainment and successful postsecondary placement. Our mission centers on educational access and equity because educational attainment remains one of the most reliable paths to economic stability. Examples of steps we have taken to address racial disparities include:

1) We recruit and retain a diverse team, and one that reflects the large African-American population we serve. This race-match is important on many tangible and intangible levels. Studies show that children benefit from having a teacher of the same race or ethnicity. For example, when a Black boy has even one Black teacher, the impact on his educational trajectory is positive and statistically significant. In America, nearly 90% of the K-12 teachers are white and female. Often out-of-school time providers, including ODA, fill this critical gap.

2) This commitment to a diverse team can be seen at the leadership level. For example, ODA's Program Director is African-American, ODA's Chief People & Culture Officer is a Latina immigrant. Across our leadership team, people of color make up more than 40% of leadership roles, and across our entire organization, people of color make up approximately 60% of all staff roles. Moreover, the 22-member ODA Board of Directors includes five African-American members.

3) We provide DEI trainings and make conversations about race and equity more intentional. We have partnered with the Diversity Center of Northeast Ohio who has provided training on understanding differences around race, gender, sexual

orientation, and ethnicity. These activities provide our team with the tools necessary to engage in discussions on racial equity and systemic injustices.

4) We ensure that people of color are represented on all of our work groups including hiring teams and strategic plan committees

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

Open Doors Academy (ODA) scholar enrollment is based on an open enrollment process. Any scholar at Monticello and Roxboro middle schools is eligible to participate in the program. We make every effort to retain scholars year over year in order to maximize the impact of ODA programming. All scholars who attend school-year programming are encouraged to register for ODA Summer Camp where they are able to participate in a series of one-week enrichment camps that take place across eight weeks. We establish relationships with teachers and administrative staff within each school, who recommend students they feel would benefit from ODA programming.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

90	Projected # of unduplicated persons or units to be served
62	Projected # of unduplicated low- to moderate-income persons/units served
85	Projected # of Cleveland Heights persons/units to be served
237.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

ODA's total projected units of services is 18,720 (90 scholars at 5 days/week during 36 weeks of afterschool programming (16,200), and 4 days per week during 7 weeks of summer programming (2,520))

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

A Safe and Engaged Community, Goal A: Partner with the School District to promote a quality school system through initiatives to attract and retain families with children.

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

Open Doors Academy's (ODA) mission is to protect, inspire, nurture, and challenge youth to reach their full potential.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

ODA services are more vital now than ever before. According to Afterschool Alliance, after school and summer programs for kids in underserved communities are essential for the equitable recovery from pandemic-related learning loss and trauma. Many families of color and those living in low-income communities have lost income and jobs during the pandemic, causing spikes in hunger, food insecurity, and unemployment. Summer learning programs can serve as a lifeline for these families, keeping kids safe, healthy, learning, and active—and ensuring parents are able to work or take time to seek employment (<https://bit.ly/3tn7i2l>). We anticipate the pandemic recovery process to continue well into the summer of 2022 and beyond. As such, we recognize our role in addressing families' critical needs by providing kids with safe and engaging venues where they

can interact with their peers and caring adults while learning and enriching their lives. We also provide our kids with nutritious meals and snacks every day they attend our programming.

In addition, Say Yes Cleveland has identified OST programming as an essential component of the wrap-around services necessary for scholars to achieve academic success, reach high school graduation, and enroll in a postsecondary option. ODA is honored to have been recognized as a leader in providing high-quality OST programming in Greater Cleveland and beyond, while also providing technical support and guidance to 200 other OST providers across Ohio. ODA's programming success is demonstrated through a 100% high school graduation rate for its scholars since 2018, 85% enrollment rate into a postsecondary college and/or career option for its high school graduates, and \$51,000 average salary for alumni upon completing their chosen postsecondary options.

3. Please describe the program or project for which you are requesting funds:

ODA's Middle School Program for Monticello and Roxboro scholars includes mentoring, homework help, service-learning projects, and enrichment programming delivered mostly in the afterschool setting. This program addresses developmental barriers that inhibit the learning process, provides youth with a safe environment to explore new interests, and opens doors to opportunities that otherwise might not be available. The program provides scholars with a safe environment to address academic issues, develop soft skills, and build healthy peer relationships. In addition to our core learning model, we provide youth with daily opportunities to complete their homework and receive academic support through small group tutoring. We also incorporate project-based learning experiences, team-building exercises, mindfulness practice, service learning, and field trips.

ODA's services also include our summer program. • Summer Program is a critical component of our continuum of programming. The program consists of summer camps, paid internship opportunities for our high school scholars, family programming, and service-learning opportunities. ODA operates approximately seven weeks of summer camp for scholars each year at no cost to families. Every camp incorporates literacy and math enrichment, and social-emotional learning activities. Camps generally fall into the following categories: arts and culture, STEM (Science Technology, Engineering, and Math), health and wellness, and leadership development. We also embed service-learning opportunities into our program offerings to enable the connection between classroom learning with real-life application, while building empathy, collaboration, and critical thinking skills. Our service-learning opportunities vary annually, and have included a week-long trip to Harlan, Kentucky, where scholars and staff build and rehab housing for low-income residents of Harlan County.

4. Please briefly describe what makes your agency or department a good fit for this activity:

ODA has delivered OST programming for Cleveland Heights youth for the past 20 years. ODA has effective working relationships with school administrators and teachers. We are also able to leverage additional funding to provide high quality OST programming.

ODA is unique as the only program in Northeast Ohio that offers year-round support to youth beginning in elementary school and extending through middle school, high school graduation, and beyond. We provide programs for school-aged children, postsecondary, family engagement, and summer learning. Our model is research-based and built on the belief that providing youth with a safe environment, caring adult relationships, and strong community partnerships establishes a solid foundation to achieve their academic and career goals.

ODA is honored to have been recognized as a leader in providing high-quality out-of-school time (OST) programming in Greater Cleveland and beyond, while also providing technical support and guidance to 200 other OST providers across Ohio. As an OST provider, we have 30 years of experience guiding our multi-layered approach to serving scholars rooted in academic achievement, positive youth development, and family engagement. ODA's programming success is demonstrated through a 100% high school graduation rate for its scholars since 2018, 85% enrollment rate into a postsecondary college and/or career option for its high school graduates, and \$51,000 average salary for alumni upon completing their chosen postsecondary options.

ODA is also proud to serve on Ohio's State Summer Learning Network, a collaboration of Ohio Department of Education, the Council of Chief State School Officers, and the National Summer Learning Association. The partnership is complementary to the U.S. Department of Education's Summer Learning and Enrichment Collaborative. The joint goal of the cohort is to create a dynamic and effective strategy utilizing American Rescue Plan funds for impactful summer learning.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

ODA has a well-established out-of-school time program for Monticello and Roxboro middle school scholars. We will continue our programming during the proposed grant year with the existing resources.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

ODA will utilize its existing staff to provide its out-of-school time programming for Roxboro and Monticello middle school scholars.

7. Please indicate if your program or project will generate any program income:

- ☐ Yes
☒ No

8. Please estimate the amount of program income you expect to earn in Year 48:

N/A

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

ODA embraces a data-informed culture as part of our commitment to provide high-quality programming that meets individual scholars' needs. We have in place a logic model that serves as the foundation for evaluating program effectiveness. The logic model includes intermediate and long-term goals for our programs. ODA's internal evaluation team develops the metrics and indicators for each program goal. The team meets twice per month to review the logic model, program goals, and data tracking processes. ODA tracks data pertaining to academic performance, attendance, state testing, career readiness, and behavior. ODA utilizes a monthly reporting protocol to gather, store, and share data in its CRM, the Cayen Systems database. We partner with Case Western Reserve University's Schubert Center for Child Studies to serve as our external evaluator and to oversee data collection and analysis of findings for annual program evaluations.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

We anticipate that our scholars will improve in reading and math subjects during the first three months of the 2022-23 school year. They will also improve in the areas of positive youth development (social emotional learning). Finally, we anticipate that our scholars and alumni will gain workforce readiness skills. However, these improvements cannot be measured during the first quarter, since scholars' math and reading grades, proficiency scores, and other outcomes are measured and reported during the subsequent quarters.

During the first three months, we will lay the groundwork for scholars' academic success. First, we implement our strategy of data-informed remediation. We assess scholars on their individual reading and math achievement levels by using a diagnostic test on Stride, an adaptable online learning platform. Scholars work with the ODA team to develop individual plans for improvement in their math and reading performances. Second, we implement the strategy of differentiated instruction. By removing a one-size-fits-all approach to instruction, we ensure scholars receive personalized attention on targeted areas of improvement. At times, scholars work independently in the Stride platform and receive support on reading and math homework assignments. At other times, they receive tutoring in groups, based on their state test scores, reading and math grades, and teacher input. Finally, we build a positive climate to support scholars' well-being, academic achievement, and future success.

In addition to building academic success, we help scholars build on their social-emotional development. Scholars build community by beginning every day with an Opening Circle. Scholars sit in a large circle and engage in an open discussion of their choice. This helps scholars get to know one another and to form friendships. We also incorporate team-building activities to encourage collaboration and relationship-building among scholars and staff.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

ODA's expected medium-term outcomes is to benefit our scholars and alumni by achieving the following goals:

For academic achievement, we expect:

- 50% of scholars (on average) will improve their reading and math grades as measured by grade card comparison reports via ODA's data gathering and analysis platform (Cayen).
- 75% of scholars will improve their Stride Academy scores.

For positive youth development, we expect:

- 75% of scholars will endorse positive levels of Social Emotional Learning (self-management, social awareness, and self-efficacy) by the end of the school year as measured by the requisite subscales of an evidence based SEL survey.
- 75% of scholars will endorse ratings indicating positive interactions with their ODA instructor at the end of the school year as measured by the instructor relation subscale of evidence based SEL survey.
- 75% of scholars will report that ODA creates an environment that fosters confidence and youth voice as measured by the ODA scholar satisfaction survey.
- 75% of scholars will endorse items related to a positive sense of belonging at ODA at the end of these school year as

measured by the evidence based SEL survey.

For family engagement, we expect:

- 75% of parents will report positive interactions with their children as a result of opportunities at ODA, as measured by Section 1 (Parent Agency) of the parent satisfaction survey.
- 75% of parents will be comfortable utilizing and searching for resources in their community, as measured by Section 2 (Social Agency) of the parent satisfaction survey.
- 80% of parents will express satisfaction with ODA programming and its impact on their children, as measured by Section 3 (Parent Satisfaction) of the parent satisfaction survey.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

- ☒ Yes, my organization was last funded in Year 48 (FY 2022)
- ☐ Yes, my organization was last funded prior to Year 48 (FY 2022)
- ☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

ODA Middle School Program, Year 48

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

89	Total Persons assisted
	Total Households assisted
	Total Housing Units assisted
	Total Businesses assisted
	Other
52	Cleveland Heights persons assisted
	Cleveland Heights households assisted
	Cleveland Heights housing units assisted
	Cleveland Heights businesses assisted
141.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

ODA's program success is evaluated following completion of our school year and summer programming annually. ODA's documented achievement results are based on the quantitative data gathered and analyzed by the Schubert Center for Child Studies at Case Western Reserve University (ODA 's third-party evaluation partner), as well as qualitative data we have generated through follow-up communications with ODA alumni. Our most recently evaluated and documented results by the Schubert Center for Child Studies at Case Western Reserve University indicate that during 2020-21 school year, ODA programming positively impacted our scholars and families. Nearly 50% of scholars maintained or improved their reading grades and 56% maintained or improved their math grades. Also, more than 73% of scholars reported positive family relationships and nearly 83% reported a positive ability to express and control emotions. In regards to our families, more than 95% expressed satisfaction with ODA services and 91% agreed that ODA positively impacts the quality of their children 's education. The following quote from an ODA mom is also indicative of our program success: "ODA staff ... have been excellent as far as communication with me as a mother to a student attending the center. I feel confident that my son is in good hands and do not have to worry during the day. Without ODA I would probably be in a mental institution or jobless neither of which are welcome. Thanks to you I have my sanity and job. Thank you!!!! " A key finding of our third- party evaluation partner indicated that ODA displayed a strong response to a pandemic that had negatively impacted students' academic and social and emotional development across the board. One explanation is that ODA was able to quickly and efficiently respond to the pandemic and provide a physical and emotionally safe and welcoming environment to encourage academic and social emotional growth during a year of virtual instruction.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

ODA's out-of-school time programming creates positive impact in the community by helping scholars gain the tools that puts them on a path toward high school graduation, workforce readiness, and success in their chosen post-secondary pursuit. ODA strives to improve economic conditions in our community by utilizing proven educational support systems and career-readiness services. Successful implementation of the proposed project will positively impact the lives of at least 90 scholars and their families. Since 2018, 100% of ODA scholars graduated high school. Also, the average salary of an ODA alumni after completing their college or career postsecondary option is \$51,000. When compared with the median household income of a Cleveland resident at \$31,838, the impact of ODA programming on our community is clear.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

As the COVID-19 Pandemic continues to evolve, we are cognizant that the situation remains delicate and any changes may impact the way in which we deliver our programming. We plan to resume our traditional out-of-school time program, fully in-person, in the fall. We have contingency plans in place should circumstances change and public health restrictions are reinstituted. ODA is prepared to provide support to scholars and their families through in-person, virtual, or blended programming.

More generally, as a nonprofit working within the field of out-of-school time education, we are not guaranteed funding through local property tax levies, state-led initiatives, or federal programs and are accustomed to the volatility and change associated with this reality. Shifts in funding priorities from funders impact the resources we have on hand to execute programming. Accordingly, we continually look to establish new relationships with diverse sources of funding, including individuals, foundations, corporations, and government entities.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

2.3%

19. What percent of your organization's budget is made up by the proposed activity?

.024%

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

ODA currently has committed funding from the Raymond Charitable Foundation for its Cleveland Heights middle school programming for Roxboro scholars. We will continue to seek new and renewed support from government, foundation, corporate, and individual sources to operate our OST services for Cleveland Heights High School scholars.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

If ODA is unable to receive full funding from CDBG, we will continue to pursue opportunities through other funding sources in order to maintain the high quality of programming that our scholars and their families have come to expect and deserve. We continually work to make programming as cost-effective as possible by establishing partnerships with community organizations and businesses that enhance our programs. We also strive to reduce programming and administrative costs through leveraging our resources and in-kind contributions.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

N/A

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

As we transition back to in-person programming, our direct programming costs have increased with the implementation of activities such as field trips and family programming. In addition, to bolster our staff training, we have increased costs related to professional development. Finally, our personnel costs have increased due to the addition of a Program Director who will oversee curriculum development and overall program implementation for all of our program sites; as well as increase in staff salaries to help recruit and retain a diverse highly skilled team.

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

We were able to secure a substantial amount of resources from a new private foundation (Raymond Charitable Foundation) in the past two years.

25. What new approaches are being developed or explored to generate new sources of funds?

We continually look for ways to generate additional sources of revenue to continue and expand our programming. Each year, we identify and cultivate new philanthropic partners. We continue to expand our philanthropic partner base by demonstrating a significant return on our partners' philanthropic investments. ODA has an efficient business model, where 88 cents out of every donated dollar is spent directly on programs and services. We leverage philanthropic support, volunteer efforts, and community partnerships to provide the highest quality services at a low cost. We are also currently redesigning our website and devising a marketing campaign to help engage more foundations, corporations, and individuals in our mission.

ODA has in place a Fund Diversification Plan (FDP) to guide our fundraising and sustainability efforts. The plan leverages ODA's role as an expert in out-of-school time education to sustain current and facilitate new revenue streams. Our FDP will help ensure long-term, sustainable programming for ODA scholars. The FDP's goals for funding sustainability include: 1) maximizing fundraising initiatives, 2) growing a financial reserve, and 3) increasing other revenue streams to decrease reliance on government funds. The Plan articulates board and staff responsibilities, strategies, and deadlines for action, and it recognizes the importance of nurturing strong relationships with new donors.

26. What steps have been taken in the past year to make the agency more cost effective?

ODA has a cost-effective business model where approximately 85 cents out of every donated dollar is spent on direct programs and services for scholars and families. We continually leverage community partnerships to provide the highest quality services in a cost-effective manner. Recent steps to make ODA more cost effective also include: 1) emphasizing energy conservation; 2) using black and white as opposed to color prints; and 3) researching suppliers for the best product price and quality.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

The COVID-19 Pandemic crisis impacted ODA in significant ways: 1) we significantly expanded our services to respond to the growing needs of our community, and 2) we were faced with loss of funding as the result of this epidemic.

During the pandemic, ODA took several steps to ensure continuation of its services for scholars and their families. The cost of technology to enhance ODA's existing digital infrastructure to meet the needs of our scholars, alumni, and parents affected our budget significantly. We purchased and delivered more than 60 tablets to scholars to help narrow the digital divide between these students and their peers in more affluent families and communities. In addition, working remotely required ODA to upgrade and purchase services from our accounting software to our conference call system.

Our budget was significantly affected as the result of incurring additional operational expenses. In response to state mandated school closures, many community organizations were unable to continue their services, and ODA stepped in to fill the critical gap for educational support and enrichment services. We found creative approaches to providing our programming. In fact, during the 2020-21 school year ODA served more kids than during any prior school year. We served 86% more kids during the 2020-21 school year (717 kids) than during the 2019-20 school year (385 kids). We also, for the first time, served kids in grades K-4. This significant increase in the number of kids we served resulted in additional operating costs such as staffing, cleaning/sanitizing, technology, food/snacks for kids, and school supplies.

Finally, our budget was affected because of the loss of funding due to difficulties in implementing our fundraising activities. As an example, we had to cancel our annual fundraising events during the pandemic. Revenue from these events traditionally constitutes a significant portion of ODA's annual general operating funds.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

Our programming addresses barriers exacerbated by the Pandemic, such as educational achievement gaps and learning loss from time away from in-person instruction. We provide additional reading and math instructions, and social emotional learning support.

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☐ I prefer the online application
☐ I prefer the paper application
☒ I have no preference
☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

The application is well-designed and appears to capture the pertinent information.

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 15,000.00	\$ 20,000.00	\$ 0.75
Prior Year CDBG funds (estimated rollover going to Year 46)			\$ 0.00
Applicant Agency Funds	\$ 204,568.00		\$ 0.00
Other Federal Funding	\$ 0.00	\$ 100,000.00	\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)	\$ 365,000.00	\$ 169,890.00	\$ 2.15
Special Fundraising Efforts			\$ 0.00
Client Fees for Service			\$ 0.00
In-kind Contributions	\$ 65,692.00	\$ 65,258.00	\$ 1.01
Total	\$ 650,260.00	\$ 355,148.00	\$ 1.83

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 437,815.00	\$ 15,000.00	\$ 286,588.00	\$ 20,000.00
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent/office supplies	\$ 39,778.00		\$ 24,629.00	
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other: Direct Program Expenses	\$ 110,333.00		\$ 20,591.00	
Other: Professional Development	\$ 8,889.00		\$ 19,890.00	
Other: Contract Services	\$ 3,444.00		\$ 3,450.00	
Other: Summer Camp Program	\$ 46,890.00			
Other: Training/Compliance	\$ 3,111.00			
Other:				
Other:				
Other:				
Other:				
Other:				
Total	\$ 650,260.00	\$ 15,000.00	\$ 355,148.00	\$ 20,000.00

Budget/Tables Narrative

Other: Direct program expenses include educational and enrichment curriculum fees, field trips, scholar supplies,

technology, transportation, family programming, and school supplies.

Other: Professional development costs include training on evidence-based programming to ensure programming is administered effectively and with consistency, DEI training workshops.

Other: Contract services include data collection and evaluation.

Other: Summer camp program includes cost associated with seven weeks of summer programming, including more than 50 camps.

Other: Training/compliance expenses include state/local policy compliance training.

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1. Campus Coordinators (4)	☐	160 Hours	12 Hours	\$ 208,000	\$ 15,000	\$ 173,750	\$ 20,000
2. District Manager	☐	6 Hours	Hours	\$ 26,000	\$	\$ 36,300	\$
3. Family Team Manager	☐	6 Hours	Hours	\$ 8,645	\$	\$	\$
4. Family Advocate	☐	6 Hours	Hours	\$ 13,300	\$	\$ 9,800	\$
5. Program Director	☐	6 Hours	Hours	\$ 11,638	\$	\$	\$
6. Chief Programming Officer	☐	6 Hours	Hours	\$ 15,794	\$	\$ 11,488	\$
7. Chief Executive Officer	☐	6 Hours	Hours	\$ 24,938	\$	\$ 15,000	\$
8. Chief Operating and Financial Officer	☐	6 Hours	Hours	\$ 18,288	\$	\$	\$
9. Chief People and Culture Officer	☐	6 Hours	Hours	\$ 13,500	\$	\$	\$
10. Other Admin. Staff	☐	Hours	Hours	\$ 61,492	\$	\$ 40,250	\$
Total		208 Hours	12 Hours	\$ 401,595	\$ 15,000	\$ 286,588	\$ 20,000

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.	☐	☐	☐	\$	\$	\$	\$
2.	☐	☐	☐	\$	\$	\$	\$
3.	☐	☐	☐	\$	\$	\$	\$
4.	☐	☐	☐	\$	\$	\$	\$
5.	☐	☐	☐	\$	\$	\$	\$
6.	☐	☐	☐	\$	\$	\$	\$
7.	☐	☐	☐	\$	\$	\$	\$

8.	☐	☐	☐	\$	\$	\$	\$
9.	☐	☐	☐	\$	\$	\$	\$
10.	☐	☐	☐	\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	11	22	9
Low Income (<50% AMI)	18	23	15
Moderate Income (<80% AMI)	15	29	12
Other	8	15	7
Total	52	89	43

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian	1		2	
Black/African American	44		78	
Asian	5		3	
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial	2		6	1
Total	52	0	89	1

Documents [top](#)

Documents Requested *

A copy of your organization's Articles of Incorporation

Required? **Attached Documents ***



[Articles of Incorporation](#)

A copy of your organization's IRS Tax Exempt Status Determination Letter



[IRS Letter](#)

A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)



[Board of Directors](#)

A copy of your organization's most recent yearly financial statement or audit

[Audited Financial Statements](#)

Optional Document #1

Optional Document #2

Optional Document #3

Optional Document #4

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 410874



City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

Open Doors, Inc. High School Program

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 15,000.00 Requested
\$ 303,447 Leveraged Dollars

Submitted: 7/29/2022 7:31:59 AM (Pacific)

Project Contact

Reza Khoramshahi

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Additional Contacts

none entered

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Chief Executive Officer

Dorothy Moulthrop

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Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

Open Doors Academy's High School Plus Program begins freshman year of high school and continues through one full year after high school graduation. It prepares scholars for post-secondary education, training, or career exploration. Programming consists of work-based learning experiences (e.g., job shadowing and career panels), opportunities for volunteering in the community, paid summer internships, workshops focused on developing work skills, college tours, national service-learning trips, and individual mentoring and support. Each one of our scholars meets with his or her mentor at least once a month to establish and review both short-term and long-term goals focused on high school graduation and postsecondary and career planning. ODA provides career-readiness services for scholars through a partnership with Youth Opportunities Unlimited, a community-based nonprofit workforce development organization that serves teens and young adults in under-resourced areas in Northeast Ohio.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:

☒ Existing Program or Project

☐ New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☒ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

Programming will take place at our Cleveland Heights High School campus (13263 Cedar Road, Cleveland Heights, OH 44118).

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

The target population for this program are Cleveland Heights scholars and alumni. Approximately 60% of ODA scholars from Cleveland Heights High School campus come from extremely low- to moderate-income families and 92% identify as African-American.

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☒ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

At ODA, diversity, equity, and inclusion are core organizational values. We work to remove barriers to education, often rooted in poverty and racism, to ensure high school graduation attainment and successful postsecondary placement. Our mission centers on educational access and equity because educational attainment remains one of the most reliable paths to economic stability. Examples of steps we have taken to address racial disparities include:

1) We recruit and retain a diverse team, and one that reflects the large African-American population we serve. This race-match is important on many tangible and intangible levels. Studies show that children benefit from having a teacher of the same race or ethnicity. For example, when a Black boy has even one Black teacher, the impact on his educational trajectory is positive and statistically significant. In America, nearly 90% of the K-12 teachers are white and female. Often out-of-school time providers, including ODA, fill this critical gap.

2) This commitment to a diverse team can be seen at the leadership level. For example, ODA's Program Director is African-American, ODA's Chief People & Culture Officer is a Latina immigrant. Across our leadership team, people of color make up more than 40% of leadership roles, and across our entire organization, people of color make up approximately 60% of all staff roles. Moreover, the 22-member ODA Board of Directors includes five African-American members.

3) We provide DEI trainings and make conversations about race and equity more intentional. We have partnered with the

Diversity Center of Northeast Ohio who has provided training on understanding differences around race, gender, sexual orientation, and ethnicity. These activities provide our team with the tools necessary to engage in discussions on racial equity and systemic injustices.

4) We ensure that people of color are represented on all of our work groups including hiring teams and strategic plan committees

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

Open Doors Academy (ODA) scholar enrollment is based on an open enrollment process. Any scholar in our target geographic area who meets age requirements and has the means of transportation to the program is eligible to attend. We make every effort to retain scholars year over year in order to maximize the impact of ODA programming. All scholars who attend school-year programming are encouraged to register for ODA Summer Camp where they are able to participate in a series of one-week enrichment camps that take place across eight weeks. We establish relationships with teachers and administrative staff within each school, who recommend students they feel would benefit from ODA programming.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

45	Projected # of unduplicated persons or units to be served
27	Projected # of unduplicated low- to moderate-income persons/units served
40	Projected # of Cleveland Heights persons/units to be served
112.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

ODA's total projected units of services is 9,540 (45 scholars at 5 days/week during 36 weeks of afterschool programming at 5 days/week (8,100), and 4 days per week during 8 weeks of summer programming (1,440).

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

A Safe and Engaged Community, Goal A: Partner with the School District to promote a quality school system through initiatives to attract and retain families with children.

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

Open Doors Academy's (ODA) mission is to protect, inspire, nurture, and challenge youth to reach their full potential.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

ODA services are more vital now than ever before. According to Afterschool Alliance, after school and summer programs for kids in underserved communities are essential for the equitable recovery from pandemic-related learning loss and trauma. Many families of color and those living in low-income communities have lost income and jobs during the pandemic, causing spikes in hunger, food insecurity, and unemployment. Summer learning programs can serve as a lifeline for these families, keeping kids safe, healthy, learning, and active—and ensuring parents are able to work or take time to seek employment (<https://bit.ly/3tn7i2l>). We anticipate the pandemic recovery process to continue well into the summer of 2022 and beyond. As

such, we recognize our role in addressing families' critical needs by providing kids with safe and engaging venues where they can interact with their peers and caring adults while learning and enriching their lives. We also provide our kids with nutritious meals and snacks every day they attend our programming.

In addition, Say Yes Cleveland has identified OST programming as an essential component of the wrap-around services necessary for scholars to achieve academic success, reach high school graduation, and enroll in a postsecondary option. ODA is honored to have been recognized as a leader in providing high-quality OST programming in Greater Cleveland and beyond, while also providing technical support and guidance to 200 other OST providers across Ohio. ODA's programming success is demonstrated through a 100% high school graduation rate for its scholars since 2018, 85% enrollment rate into a postsecondary college and/or career option for its high school graduates, and \$51,000 average salary for alumni upon completing their chosen postsecondary options.

3. Please describe the program or project for which you are requesting funds:

ODA's proposed out-of-school time High School Plus Program will be offered to scholars attending Cleveland Heights High School. Our five-year extended High School Program will focus on "college readiness" and "career readiness." Programming consists of opportunities for volunteering in the community, job shadowing, career exploration, paid summer internships, weekly afternoon workshops focused on developing work skills, college tours, local and national service-learning trips, and individual mentoring and support. The program also identifies internship and job-shadowing opportunities for scholars in high-demand industries such as healthcare, technology, and manufacturing.

For the college readiness component of our program, the ODA team will work with scholars to cultivate the academic skills necessary to succeed in their post-secondary educational pursuits. We will provide research-based academic support to improve classroom performance. The ODA team will prepare scholars for college entrance exams, utilizing an evidence-based on-line ACT testing preparation platform. We will also assist scholars with preparing college applications and financial aid assistance as required.

To increase our capacity to deliver high quality career readiness services, we partner with Youth Opportunities Unlimited (Y.O.U.) to deliver work-related experiences and trainings for scholars. The experiences will include job shadowing experiences for our 9th and 10th grade scholars. We will also connect our 11th and 12th grade scholars with internships, other work-based experiences, and employment opportunities.

Our High School Plus Program begins freshman year and continues through at least a full year after high school graduation, whether that means the first year of college, the first year of vocational training, or entry into the workforce. We keep our alumni connected to a supportive network of mentors and peers as they pursue their chosen post-secondary options.

4. Please briefly describe what makes your agency or department a good fit for this activity:

ODA has delivered OST programming for Cleveland Heights youth for the past 20 years. ODA has effective working relationships with school administrators and teachers. We are also able to leverage additional funding to provide high quality OST programming.

ODA is unique as the only program in Northeast Ohio that offers year-round support to youth beginning in elementary school and extending through middle school, high school graduation, and beyond. We provide programs for school-aged children, postsecondary, family engagement, and summer learning. Our model is research-based and built on the belief that providing youth with a safe environment, caring adult relationships, and strong community partnerships establishes a solid foundation to achieve their academic and career goals.

ODA is honored to have been recognized as a leader in providing high-quality out-of-school time (OST) programming in Greater Cleveland and beyond, while also providing technical support and guidance to 200 other OST providers across Ohio. As an OST provider, we have 30 years of experience guiding our multi-layered approach to serving scholars rooted in academic achievement, positive youth development, and family engagement. ODA's programming success is demonstrated through a 100% high school graduation rate for its scholars since 2018, 85% enrollment rate into a postsecondary college and/or career option for its high school graduates, and \$51,000 average salary for alumni upon completing their chosen postsecondary options.

ODA is also proud to serve on Ohio's State Summer Learning Network, a collaboration of Ohio Department of Education, the Council of Chief State School Officers, and the National Summer Learning Association. The partnership is complementary to the U.S. Department of Education's Summer Learning and Enrichment Collaborative. The joint goal of the cohort is to create a dynamic and effective strategy utilizing American Rescue Plan funds for impactful summer learning.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

ODA has a well-established out-of-school time program at Cleveland Heights High School. We will continue our programming

during the proposed grant year with the existing resources.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

ODA will utilize its existing staff to provide its out-of-school time programming for Cleveland Heights High School scholars.

7. Please indicate if your program or project will generate any program income:

☐ Yes

☒ No

8. Please estimate the amount of program income you expect to earn in Year 48:

N/A

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

ODA embraces a data-informed culture as part of our commitment to provide high-quality programming that meets individual scholars' needs. We have in place a logic model that serves as the foundation for evaluating program effectiveness. The logic model includes intermediate and long-term goals for our Cleveland Heights High School Program. ODA's internal evaluation team develops the metrics and indicators for each program goal. The team meets twice per month to review the logic model, program goals, and data tracking processes. ODA tracks data pertaining to academic performance, attendance, state testing, career readiness, and behavior. ODA utilizes a monthly reporting protocol to gather, store, and share data in its CRM, the Cayen Systems database. We partner with Case Western Reserve University's Schubert Center for Child Studies to serve as our external evaluator and to oversee data collection and analysis of findings for annual program evaluations.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

We anticipate that our scholars will improve in reading and math subjects during the first three months of the 2022-23 school year. They will also improve in the areas of positive youth development (social emotional learning). Finally, we anticipate that our scholars and alumni will gain workforce readiness skills. However, these improvements cannot be measured during the first quarter, since scholars' math and reading grades, proficiency scores, and other outcomes are measured and reported during the subsequent quarters.

During the first three months, we will lay the groundwork for improving scholars' academic performance by implementing three evidence-based strategies. First, we implement data-informed remediation. Scholars engage in ACT/SAT practice tests using the Naviance college and career readiness platform and the Assessment and Learning in Knowledge Spaces (ALEKS) adaptive online math program. Data from Naviance and Aleks provide personalized learning paths for scholars. The ODA team meets with the Cleveland Heights High School principal and grade-level data team to cross-reference practice test results with state assessments, grades, and teacher feedback. Through this data, scholars benefit from remediation activities such as homework help, tutoring, and ACT/SAT prep. Scholars also participate in literacy and math stations such as creative writing, journaling, current events, literacy games, and other interactive activities. The ODA team works with scholars to develop individual plans for improvement and help scholars improve their reading and math performance.

In addition, we connect our scholars and alumni with career-related services we provide in collaboration with Youth Opportunities Unlimited (Y.O.U.) team. Based on grade level, scholars will benefit from employability skills training, job shadowing, career exploration, and job placement services. Results of our services will be measured and reported at the end of 2021-22 school year.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

ODA's expected medium-term outcomes is to benefit our scholars and alumni by achieving the following goals:

For academic achievement, we expect:

- 50% of scholars will improve their reading and math grades as measured by grade card comparison reports via ODA's data gathering and analysis platform (Cayen).

For positive youth development, we expect:

- 75% of scholars will endorse positive levels of Social Emotional Learning (self-management, social awareness, and self-efficacy) by the end of the school year as measured by the requisite subscales of an evidence based SEL survey.
- 75% of scholars will endorse ratings indicating positive interactions with their ODA instructor at the end of the school year as measured by the instructor relation subscale of evidence based SEL survey.

- 75% of scholars will report that ODA creates an environment that fosters confidence and youth voice as measured by the ODA scholar satisfaction survey.
- 75% of scholars will endorse items related to a positive sense of belonging at ODA at the end of these school year as measured by the evidence based SEL survey.

For family engagement, we expect:

- 75% of parents will report positive interactions with their children as a result of opportunities at ODA, as measured by Section 1 (Parent Agency) of the parent satisfaction survey.
- 75% of parents will be comfortable utilizing and searching for resources in their community, as measured by Section 2 (Social Agency) of the parent satisfaction survey.
- 80% of parents will express satisfaction with ODA programming and its impact on their children, as measured by Section 3 (Parent Satisfaction) of the parent satisfaction survey.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

- ☒ Yes, my organization was last funded in Year 48 (FY 2022)
- ☐ Yes, my organization was last funded prior to Year 48 (FY 2022)
- ☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

ODA Enrichment Programming for Youth at Cleveland Heights High School, Year 48

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

37	Total Persons assisted
	Total Households assisted
	Total Housing Units assisted
	Total Businesses assisted
	Other
36	Cleveland Heights persons assisted
	Cleveland Heights households assisted
	Cleveland Heights housing units assisted
	Cleveland Heights businesses assisted
73.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

ODA's program success is evaluated following completion of our school year and summer programming annually. ODA's documented achievement results are based on the quantitative data gathered and analyzed by the Schubert Center for Child Studies at Case Western Reserve University (ODA's third-party evaluation partner), as well as qualitative data we have generated through follow-up communications with ODA alumni. Our most recently evaluated and documented results by the Schubert Center for Child Studies at Case Western Reserve University indicate that during 2020-21 school year, ODA programming positively impacted our scholars and families. Nearly 50% of scholars maintained or improved their reading grades and 56% maintained or improved their math grades. Also, more than 73% of scholars reported positive family relationships and nearly 83% reported a positive ability to express and control emotions. In regards to our families, more than 95% expressed satisfaction with ODA services and 91% agreed that ODA positively impacts the quality of their children's education. The following quote from an ODA mom is also indicative of our program success: "ODA staff ... have been excellent as far as communication with me as a mother to a student attending the center. I feel confident that my son is in good hands and do not have to worry during the day. Without ODA I would probably be in a mental institution or jobless neither of which are welcome. Thanks to you I have my sanity and job. Thank you!!!!" A key finding of our third-party evaluation partner indicated that ODA displayed a strong response to a pandemic that had negatively impacted students' academic and social and emotional development across the board. One explanation is that ODA was able to quickly and efficiently respond to the pandemic and provide a physical and emotionally safe and welcoming environment to encourage

academic and social emotional growth during a year of virtual instruction.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

ODA's out-of-school time programming creates positive impact in the community by helping scholars gain the tools that puts them on a path toward high school graduation, workforce readiness, and success in their chosen post-secondary pursuit. ODA strives to improve economic conditions in our community by utilizing proven educational support systems and career-readiness services. Successful implementation of the proposed project will positively impact the lives of at least 45 scholars and their families. Since 2018, 100% of ODA scholars graduated high school. Also, the average salary of an ODA alumni after completing their college or career postsecondary option is \$51,000. When compared with the median household income of a Cleveland resident at \$31,838, the impact of ODA programming on our community is clear.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

As the COVID-19 Pandemic continues to evolve, we are cognizant that the situation remains delicate and any changes may impact the way in which we deliver our programming. We plan to resume our traditional out-of-school time program, fully in-person, in the fall. We have contingency plans in place should circumstances change and public health restrictions are reinstituted. ODA is prepared to provide support to scholars and their families through in-person, virtual, or blended programming.

More generally, as a nonprofit working within the field of out-of-school time education, we are not guaranteed funding through local property tax levies, state-led initiatives, or federal programs and are accustomed to the volatility and change associated with this reality. Shifts in funding priorities from funders impact the resources we have on hand to execute programming. Accordingly, we continually look to establish new relationships with diverse sources of funding, including individuals, foundations, corporations, and government entities.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

4%

19. What percent of your organization's budget is made up by the proposed activity?

.02%

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

ODA currently has committed funding from the Deaconess Foundation and Starting Point in support of our five-year extended High School Program. We will continue to seek new and renewed support from government, foundation, corporate, and individual sources to operate our OST services for Cleveland Heights High School scholars.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

If ODA is unable to receive full funding from CDBG, we will continue to pursue opportunities through other funding sources in order to maintain the high quality of programming that our scholars and their families have come to expect and deserve. We continually work to make programming as cost-effective as possible by establishing partnerships with community organizations and businesses that enhance our programs. We also strive to reduce programming and administrative costs through leveraging our resources and in-kind contributions.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

N/A

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed

explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

As we transition back to in-person programming, our direct programming costs have increased with the implementation of activities such as internships, college tours, and field trips. In addition, to bolster our scholars' career readiness, we have increased costs related to career exploration and professional development. This includes establishing a robust partnership with Y.O.U. to identify and place scholars in external internships. Finally, our personnel costs have increased due to the addition of a Program Director who will oversee curriculum development and overall program implementation for all of our program sites.

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

N/A

25. What new approaches are being developed or explored to generate new sources of funds?

We continually look for ways to generate additional sources of revenue to continue and expand our programming. Each year, we identify and cultivate new philanthropic partners. We continue to expand our philanthropic partner base by demonstrating a significant return on our partners' philanthropic investments. ODA has an efficient business model, where 88 cents out of every donated dollar is spent directly on programs and services. We leverage philanthropic support, volunteer efforts, and community partnerships to provide the highest quality services at a low cost. We are also currently redesigning our website and devising a marketing campaign to help engage more foundations, corporations, and individuals in our mission.

ODA has in place a Fund Diversification Plan (FDP) to guide our fundraising and sustainability efforts. The plan leverages ODA's role as an expert in out-of-school time education to sustain current and facilitate new revenue streams. Our FDP will help ensure long-term, sustainable programming for ODA scholars. The FDP's goals for funding sustainability include: 1) maximizing fundraising initiatives, 2) growing a financial reserve, and 3) increasing other revenue streams to decrease reliance on government funds. The Plan articulates board and staff responsibilities, strategies, and deadlines for action, and it recognizes the importance of nurturing strong relationships with new donors.

26. What steps have been taken in the past year to make the agency more cost effective?

ODA has a cost-effective business model where approximately 85 cents out of every donated dollar is spent on direct programs and services for scholars and families. We continually leverage community partnerships to provide the highest quality services in a cost-effective manner. Recent steps to make ODA more cost effective also include: 1) emphasizing energy conservation; 2) using black and white as opposed to color prints; and 3) researching suppliers for the best product price and quality.

COVID-19 Impacts**27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.**

The COVID-19 Pandemic crisis impacted ODA in significant ways: 1) we significantly expanded our services to respond to the growing needs of our community, and 2) we were faced with loss of funding as the result of this epidemic.

During the pandemic, ODA took several steps to ensure continuation of its services for scholars and their families. The cost of technology to enhance ODA's existing digital infrastructure to meet the needs of our scholars, alumni, and parents affected our budget significantly. We purchased and delivered more than 60 tablets to scholars to help narrow the digital divide between these students and their peers in more affluent families and communities. In addition, working remotely required ODA to upgrade and purchase services from our accounting software to our conference call system.

Our budget was significantly affected as the result of incurring additional operational expenses. In response to state mandated school closures, many community organizations were unable to continue their services, and ODA stepped in to fill the critical gap for educational support and enrichment services. We found creative approaches to providing our programming. In fact, during the 2020-21 school year ODA served more kids than during any prior school year. We served 86% more kids during the 2020-21 school year (717 kids) than during the 2019-20 school year (385 kids). We also, for the first time, served kids in grades K-4. This significant increase in the number of kids we served resulted in additional operating costs such as staffing, cleaning/sanitizing, technology, food/snacks for kids, and school supplies.

Finally, our budget was also affected because of the loss of funding due to difficulties in implementing our fundraising activities. As an example, we had to cancel our annual fundraising events during the pandemic. Revenue from these events traditionally constitutes a significant portion of ODA's annual general operating funds.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

Our programming addresses barriers exacerbated by the Pandemic, such as educational achievement gaps and learning loss from time away from in-person instruction. We provide additional reading and math instructions, and social emotional learning support.

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☐ I prefer the online application
- ☐ I prefer the paper application
- ☒ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

The application is well-designed and appears to capture the pertinent information.

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 15,000.00	\$ 20,000.00	\$ 0.75
Prior Year CDBG funds (estimated rollover going to Year 46)	\$ 0.00	\$ 0.00	\$ 0.00
Applicant Agency Funds	\$ 135,601.00	\$ 0.00	\$ 0.00
Other Federal Funding		\$ 0.00	\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding	\$ 27,500.00	\$ 27,500.00	\$ 1.00
Private Sector Funding (e.g. Foundations)	\$ 96,750.00	\$ 329,644.76	\$ 0.29
Special Fundraising Efforts			\$ 0.00
Client Fees for Service	\$ 0.00	\$ 0.00	\$ 0.00
In-kind Contributions	\$ 43,596.00	\$ 32,629.00	\$ 1.34
Total	\$ 318,447.00	\$ 409,773.76	\$ 0.78

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 200,796.00	\$ 15,000.00	\$ 219,723.76	\$ 20,000.00
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent/Utilities	\$ 13,965.00		\$ 17,745.00	
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other: Direct Program Expenses	\$ 67,977.00		\$ 132,522.00	
Other: Contract Services	\$ 21,750.00		\$ 24,656.00	
Other: Office Expenses	\$ 7,515.00		\$ 8,147.00	
Other: Admin Overhead	\$ 6,444.00		\$ 7,000.00	
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	\$ 318,447.00	\$ 15,000.00	\$ 409,793.76	\$ 20,000.00

Budget/Tables Narrative

Other: Direct program expenses include internship stipends, college and career tours, enrichment programming, program staff professional development, and family events.

Other: Contract services include Youth Opportunities Unlimited partnership, and data collection and evaluation.

Other: Office expenses include office supplies and equipment.

Other: Admin overhead include financial services fees and admin staff professional training.

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1. Campus Coordinators (2)	☐	80 Hours	12 Hours	\$ 104,000	\$ 15,000	\$ 100,000	\$ 20,000
2. District Manager	☐	3 Hours	Hours	\$ 13,000	\$	\$ 15,698	\$
3. Family Team Manager	☐	3 Hours	Hours	\$ 4,323	\$	\$ 5,341	\$
4. Family Advocate	☐	3 Hours	Hours	\$ 6,650	\$	\$ 8,764	\$
5. Program Director	☐	3 Hours	Hours	\$ 5,819	\$	\$ 11,667	\$
6. Chief Programming Officer	☐	3 Hours	Hours	\$ 7,897	\$	\$ 10,227	\$
7. Chief Executive Officer Officerager	☐	3 Hours	Hours	\$ 12,469	\$	\$	\$
8. Chief Financial and Operating Officer	☐	3 Hours	Hours	\$ 9,144	\$	\$	\$
9. Chief People and Culture Officer	☐	3 Hours	Hours	\$ 6,750	\$	\$	\$
10. Other Admin. Staff	☐	3 Hours	Hours	\$ 30,746	\$	\$ 68,027	\$
Total		107 Hours	12 Hours	\$ 200,798	\$ 15,000	\$ 219,724	\$ 20,000

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.	☐	☐	☐	\$	\$	\$	\$
2.	☐	☐	☐	\$	\$	\$	\$
3.	☐	☐	☐	\$	\$	\$	\$
4.	☐	☐	☐	\$	\$	\$	\$
5.	☐	☐	☐	\$	\$	\$	\$
6.	☐	☐	☐	\$	\$	\$	\$
7.	☐	☐	☐	\$	\$	\$	\$

8.	☐	☐	☐	\$	\$	\$	\$
9.	☐	☐	☐	\$	\$	\$	\$
10.	☐	☐	☐	\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	14	36	11
Low Income (<50% AMI)	10	36	8
Moderate Income (<80% AMI)	8	36	6
Other	4	36	3
Total	36	144	28

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian				
Black/African American	33		34	
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial	3		3	
Total	36	0	37	0

Documents [top](#)

Documents Requested *

A copy of your organization's Articles of Incorporation

A copy of your organization's IRS Tax Exempt Status Determination Letter

A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)

A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Optional Document #3

Optional Document #4

Required? Attached Documents *

[Articles of Incorporation](#)

[IRS Letter](#)

[Board of Directors](#)

[Audited Financial Statements](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 410256



City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

START RIGHT COMMUNITY DEVELOPMENT CORP Start Right CDC Hunger Center

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 15,000.00 Requested
\$ 0 Leveraged Dollars

Submitted: 7/5/2022 3:12:15 PM (Pacific)

Project Contact

JIMMIE HICKS

startrightcdc@yahoo.com

Tel: 2168326508

Additional Contacts

none entered

START RIGHT COMMUNITY DEVELOPMENT CORP

977 Caledonia Ave
Cleveland Heights, OH 44112
United States

Telephone 2168326508

Fax 2164581808

Web www.startrightcdc.com

EXECUTIVE DIRECTOR

JIMMIE HICKS JR

startrightcdc@yahoo.com

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

As a hunger center, we give each family or individual a 3-day supply of food(minimum 9 good meals) once per month. We receive free or reduced-cost items from the food bank and our income guidelines are provided by the Ohio department of human services

Because of Covid 19, we are now a weekly drive-up service (By appointment only)

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:

☒ Existing Program or Project

☐ New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the the CDBG Administrator.

☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)

☒ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be

LMI persons)

- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

977 CALEDONIA AVE CLEVELAND HEIGHTS OHIO 44112

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

The clients we serve have three main reasons for the need.

1. Inadequate amount of money from public assistance, or social security
2. Cannot survive without outside assistance
3. They are a part of the working poor elderly,

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☒ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

We help all who are in need

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

We have income requirements given to us by the Ohio department of job and family services

Federal and state-funded food programs eligible to take food home

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

850	Projected # of unduplicated persons or units to be served
850	Projected # of unduplicated low- to moderate-income persons/units served
650	Projected # of Cleveland Heights persons/units to be served
2,350.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

2250

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

"Maintain access to a variety of healthy foods for all residents"

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

To develop programs within our community that will help low and moderate-income families in blighted areas. Our goals are to provide: hunger relief, educational training referrals, home purchase opportunities, and community beautification programs.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

The clients we serve have three main reasons for their need.

1. Inadequate amount of money from public assistance, or social security
2. Cannot survive without outside assistance
3. They are people who work but still do not have enough money to survive

3. Please describe the program or project for which you are requesting funds:

As a hunger center, we have a food pantry where we give families or individuals a 3 day supply of food (minimum 9 good meals) once per month. We receive free or reduced-cost items from the food bank and our income guidelines are provided by the Ohio department of human services. Our goal is to be able to serve 100 households each month

4. Please briefly describe what makes your agency or department a good fit for this activity:

Our hunger center has been providing a monthly 3-day supply of food for over 10 years. Since covid happened we changed to a weekly appointment set-up. Even still each year the quality of service we offer to our customers has improved. Our facility has improved its accessibility for handicapped persons and we deliver food to those clients who do not have transportation.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

Contractual

Food pick up and delivery drivers- for the people needed to manually handle the massive amount of inventory that needs to be moved in and out weekly \$2000

Van rental – for the food to be transported to the facility - \$2000

Rent for increased space and added days of operation -\$12,000

Office Supplies: Pens, pencils, paper, etc. \$2,000

Marketing (Advertising, postcards, and mailing) to inform the neighborhood about our services \$1,000

Utilities (Gas and Electric) in connection with the refrigerator and freezers needed to store food. Also, the heating and Air Conditioning needed for the facility throughout the year are \$5,000

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

Salary

Program Director, new position needed to handle our increased demand

1 CSR and 1 inventory management position – needed to prepare the food for each family to pick up each week that they will want to eat.

6 volunteers per week

7. Please indicate if your program or project will generate any program income:

☐ Yes

☒ No

8. Please estimate the amount of program income you expect to earn in Year 48:

0

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

We provide data to the food bank for the number of those we serve each month. They provide us with an annual overall evaluation of our pantry.

We deem ourselves effective if we feed one hungry person

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

The persons will encounter a quality facility with caring individuals who are concerned about their situation. They will drive up to a pantry where they will receive food packed especially for them, keep their dignity, and limit food waste. There are many pantries that people can use. Our clients come back to us because of how they are treated

We are using 'pantry trak' a computer program provided by the Cleveland food bank for data

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

The persons will encounter a quality facility with caring individuals who are concerned about their situation. They will drive up to a pantry where they will receive food packed especially for them, keep their dignity, and limit food waste. There are many pantries that people can use. Our clients come back to us because of how they are treated

We are using 'pantry trak' a computer program provided by the Cleveland food bank for data

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

☒ Yes, my organization was last funded in Year 48 (FY 2022)

☐ Yes, my organization was last funded prior to Year 48 (FY 2022)

☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Start Right CDC Hunger Center

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

1245	Total Persons assisted
448	Total Households assisted
NA	Total Housing Units assisted
NA	Total Businesses assisted
NA	Other
872	Cleveland Heights persons assisted
314	Cleveland Heights households assisted
NA	Cleveland Heights housing units assisted
NA	Cleveland Heights businesses assisted
2,879.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

The outcome data reassures us that we need to continue this program for the residents in our community who don't have enough to eat. We were able to help many people during the shutdown of covid. Now we are open weekly by appointment and for emergencies

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

The persons will encounter a drive-up facility where they can receive the food they want and an atmosphere they deserve.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

The economy, and the pandemic situation. Both have an impact on our program. However we have adjusted and adapted.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

29

19. What percent of your organization's budget is made up by the proposed activity?

3

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

Church Donations
Fundraising Donation

We have no documentation for efforts to secure these funds

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

It will not be modified but the program. Our neighborhood is one of the most disadvantaged in the city and it was what the CDBG funds were designed for.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.
N/A

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

We now have to pay for the cost of the program. RENT, RENTAL FEES, UTILITIES, ECT

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

The CDC has to now pay the expenses that were absorbed by SRM

25. What new approaches are being developed or explored to generate new sources of funds?

We have applies for several grants

26. What steps have been taken in the past year to make the agency more cost effective?

Making repairs to the heating and new cooling system to reduce the gas expenses. Also, upgrade electrical,

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

Because of Covid 19, we have had to totally change our operation in the following manner:

- We have closed the Self-choice pantry and we are now a drive-up/pick-up pantry by appointment
- We have a special delivery for those in need, Especially Seniors

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

Hunger insecurity felt in families

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☒ I prefer the online application
- ☐ I prefer the paper application
- ☐ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

none

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 15,000.00	\$ 10,000.00	\$ 1.50
Prior Year CDBG funds (estimated rollover going to Year 46)			\$ 0.00
Applicant Agency Funds	\$ 20,000.00		\$ 0.00
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00

Private Sector Funding (e.g. Foundations)	\$ 6,500.00	\$ 4,300.00	\$ 1.51
Special Fundraising Efforts	\$ 5,000.00	\$ 2,200.00	\$ 2.27
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 46,500.00	\$ 16,500.00	\$ 2.82

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 20,000.00			
Supplies/Printing/Postage	\$ 2,000.00			
Marketing	\$ 1,000.00			
Van rental for food pick-up	\$ 2,000.00			
Contractual- food delivery	\$ 2,400.00			
Rent	\$ 12,000.00			
Utilities	\$ 5,000.00			
Insurance	\$ 1,000.00			
Capital Items				
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	\$ 45,400.00	\$ 0.00	\$ 0.00	\$ 0.00

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1.	☐	Hours	Hours	\$	\$	\$	\$
2.	☐	Hours	Hours	\$	\$	\$	\$
3.	☐	Hours	Hours	\$	\$	\$	\$
4.	☐	Hours	Hours	\$	\$	\$	\$
5.	☐	Hours	Hours	\$	\$	\$	\$
6.	☐	Hours	Hours	\$	\$	\$	\$
7.	☐	Hours	Hours	\$	\$	\$	\$
8.	☐	Hours	Hours	\$	\$	\$	\$
9.	☐	Hours	Hours	\$	\$	\$	\$
10.	☐	Hours	Hours	\$	\$	\$	\$
Total		0 Hours	0 Hours	\$ 0	\$ 0	\$ 0	\$ 0

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.	☐	☐	☐	\$	\$	\$	\$
2.	☐	☐	☐	\$	\$	\$	\$
3.	☐	☐	☐	\$	\$	\$	\$
4.	☐	☐	☐	\$	\$	\$	\$
5.	☐	☐	☐	\$	\$	\$	\$
6.	☐	☐	☐	\$	\$	\$	\$
7.	☐	☐	☐	\$	\$	\$	\$
8.	☐	☐	☐	\$	\$	\$	\$
9.	☐	☐	☐	\$	\$	\$	\$
10.	☐	☐	☐	\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)	300		
Moderate Income (<80% AMI)			
Other			
Total	300	0	0

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian	50			
Black/African American	250			
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	300	0	0	0

Documents [top](#)

Documents Requested *

A copy of your organization's Articles of Incorporation



A copy of your organization's IRS Tax Exempt Status Determination Letter



A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)



A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Required? Attached Documents *

[articles](#)

[tax exempt status](#)

[trustees](#)

Optional Document #2

Optional Document #3

Optional Document #4

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Application ID: 406545

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

Agudath Israel of Ohio Gesher/Agudath Israel of Ohio

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 18,000.00 Requested

\$ 0 Leveraged Dollars

Submitted: 7/6/2022 9:12:49 AM (Pacific)

Project Contact

Avrohom Aadler

eudman@agudathisrael-oh.org

Tel: 2166445481

Additional Contacts

none entered

Agudath Israel of Ohio

1481 Warrensville Center Rd
South Euclid, OH 44121

Rabbi

Eric Frank

yfrank@agudathisrael.org

Telephone 216-862-4599

Fax 216-862-0764

Web <http://www.geshercleveland.com/>

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

Gesher, a Benefit and Resource Center is a benefit referral program. It was founded in 2013 to help Jewish Cleveland families access much needed support. An initiative of Agudath Israel, Gesher helps eliminate cultural barriers to accessing and applying for assistance programs and uses dedicated staff to help families meet the challenges of financial hardship. It is part of a growing effort across Ohio to provide all residents with trained benefits counselors who can advise clients about the local, state, and federal benefits for which they are eligible. Any person, regardless of religious affiliation, that enters Gesher's offices is provided assistance. It is Gesher's aim to connect our clients with quality services, which will eventually lead to economic self-sufficiency.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:

☒ Existing Program or Project



New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the the CDBG Administrator.



Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)



Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)



Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)



Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)



Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)



Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)



Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

1481 Warrensville Center Rd South Euclid OH 44121

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

Gesher is meant to provide assistance for all who seek it - young, old, or middle age. Seniors, women, children, and infants are most negatively affected in poverty, and we assist low-mod income job seekers as well

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.



Goal I: Improve, Maintain, and Expand Affordable Housing



Goal II: Revitalize Residential Neighborhoods



Goal III: Provide Needed Public Services



Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

N/A

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

When a client first comes to Gesher, the resource coordinator or case manager completes a thorough intake process. The client goes through an initial screening, shares income, budget, expenses, and any other pertinent information. Gesher, through its relationships with partnering organizations, cuts through the red tape for its clients. Furthermore, Gesher saves its clients substantial time and energy by handling all aspects of the applications for them. Every Government agency has a different set of thresholds, and Gesher ensures that the guidelines are met for each individual program they are attempting to access.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times

you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

360	Projected # of unduplicated persons or units to be served
335	Projected # of unduplicated low- to moderate-income persons/units served
161	Projected # of Cleveland Heights persons/units to be served
856.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

1650

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

Maximize the independence of targeted population groups by providing services which expand choices.

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

Gesher is a non-profit resource center whose goal is to create a more prosperous self-sustaining community. Gesher provides assistance with access to community resources, benefits and government programs, as well as a career services division.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

Many households in Cleveland Heights have a combined income level below 200% of the federal poverty level. While the community in Cleveland is known for its generous philanthropic endeavors, a Federation population study, (an updated survey is currently in the field), demonstrated clearly that a portion of the community is struggling and needs the appropriate support and resources. Gesher is meant to provide assistance for all who seek it, whether the need is temporary or, unfortunately, more permanent in nature. Young, old, or middle age - Gesher seeks to provide a safe, trusting environment in which Cleveland residents can access the support they need. In Cleveland Heights, 18% of the population are in poverty. Seniors, women, children, and infants are most negatively affected in poverty as their healthcare needs are great and they have increased difficulty navigating the healthcare system alone. Although Gesher has already implemented WIC and seniors services, the need continues to grow. Health insurance is the number one concern for struggling families. The laws are unclear and are constantly changing. Eligibility requirements are unknown and people need a tremendous amount of assistance to navigate the system. Gesher is there to provide that assistance, guide people through this turbulence and advocate on their behalf when the need arises. The novel corona virus heightened these needs for many people. Gesher helped 419 clients with Medicaid benefits and 126 with unemployment benefits during the pandemic outbreak. In total Gesher has helped over 400 clients with covid related issues.

3. Please describe the program or project for which you are requesting funds:

In addition to Gesher's handicapped-accessible office suite on the corner of Warrensville Center Rd & Mayfield, we have partnered with MetroHealth hospital in Cleveland Heights, and Cleveland Chessed Center to offer services there. These continued partnerships significantly increase opportunities for CH residents to come and apply for assistance for many of the Government programs. Gesher guides, assists, and often, can even apply for clients, putting local families at ease, knowing that Gesher's staff is advocating on their behalf. Gesher's Resource Coordinator and Case Managers act as representatives for clients, submitting applications at the Cuyahoga County office or to other organizations. Gesher partners with MetroHealth and the state of Ohio WIC program enabling low income families from all the nearby neighborhoods to come and access supplemental foods, healthcare referrals, and receive nutritional education. Gesher is currently in our fourth year of the Health

Access Expansion Project, as an expansion of the WIC & senior services programs was necessary to adequately accommodate neighborhood need, demonstrated by community statistics and frequent calls from unserved community members. Locals, and more specifically seniors, were unaware of local resources. In addition, Gesher partners with CCC, JFSA, and Naaleh (an organization that focuses on providing mental health and addiction resources) to ensure that each client is aware of all services that are offered in the community.

4. Please briefly describe what makes your agency or department a good fit for this activity:

We are a benefits bank assisting 1200 families with social service benefits and career assistance. We handle all aspects of the applications. Clients have received benefits ranging from \$200 for a one-time utility assistance payment to over \$20,000.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

Gesher's staff has two case managers who know their way around each government program and their rules. Gesher also has 10 volunteers and partners with Cleveland Chessed Center, JFSA, and Naaleh.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

Gesher leverages our relationship with partner organizations (JFSA and the Jewish Federation of Cleveland) to train our volunteers in mortgage forbearance and credit counseling. This financial task force consists of 8 volunteers.

7. Please indicate if your program or project will generate any program income:



Yes



No

8. Please estimate the amount of program income you expect to earn in Year 48:

N/A

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

Our Health Access Expansion Project, was partially supported by CDBG grant from Cleveland Heights, expanded Gesher's WIC & senior citizens programs. This program significantly impacts the community & reduces the # of low-income individuals that have difficulty accessing healthcare & medicare/medicaid. The WIC office, provides more availability to women & children in need of the nutritional & health services provided by WIC. The senior services program assists seniors with insurance enrollment, prescription drug payment & mental health referrals. We will evaluate & make programming decisions with a unique emphasis on employment and re-employment training & placements to assist with the community's recovery from Covid-19.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

It is our aim that within 3 months of a client's visitation to the office, the family should be receiving benefits that will help stabilize their financial situation. Gesher manages its client portfolio by using the Apricot system. This internet-based program allows Gesher staff to input client information. The system generates reports. Although Gesher staff are authorized agents of their clients, when applications are completed, benefit approval and denial information are sent straight to the client. For this reason, the tracking system is critical to ensuring that Gesher staff know when and for what reason to follow up with the client six to twelve weeks after applications are submitted. With the right follow-up procedures, Gesher ensures that clients receive the benefits they are eligible for and in the right amounts. Feedback from staff and clients will also be collected to deepen the assessment on the practical service level.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

It is our aim that within 12 months of a client's visitation to the office, the family, besides receiving benefits that will help stabilize their financial situation, they should gain proper employment, and be in a significantly better financial position that they were the year before. This is why Gesher established a Careers Division. Not only do we help in the short term, but it is our goal that families can be stabilized for the long term as well. We provide Job search assistance and placing, aptitude testing and employment training. We partner with professionals who (mostly) volunteer their time to teach specific skills, such as Microsoft Word, Excel and Outlook, along with other business skills and proper workplace etiquette. Once the head of household can obtain gainful employment, the family can breathe easier. The data is collected through Apricot.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

- ☒ Yes, my organization was last funded in Year 48 (FY 2022)
- ☐ Yes, my organization was last funded prior to Year 48 (FY 2022)
- ☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Year 48 (2022) CDBG and 2021 SIO Application

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

8011	Total Persons assisted
1509	Total Households assisted
N/A	Total Housing Units assisted
N/A	Total Businesses assisted
N/A	Other
4558	Cleveland Heights persons assisted
740	Cleveland Heights households assisted
N/A	Cleveland Heights housing units assisted
N/A	Cleveland Heights businesses assisted
14,818.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

Gesher's goal is to help families meet the challenges of financial hardship. It is our aim to connect our clients with quality services, which will eventually lead to economic self-sufficiency. We have learned that these programs are beneficial for families; it alleviates the strain and the pressure of their daily lives. Bills piling up with no way of paying them is detrimental to the entire household. Gesher provided that assistance. We provide our clients with a sense of relief. However, this at times is not a permanent solution for many families. Yes, a decrease in their utility bills can be helpful; SNAP benefits are beneficial, but ultimately people need to generate enough income to provide for their family. This is where Gesher's Career Services comes in. Gesher has been instrumental in finding gainful employment for over 155 individuals. Gesher has trained people in computer coding, IT services, Real Estate, and Workforce Essentials. We are conducting classes to help employees better understand the business world and the skills necessary to compete. It is the outcomes of observing people having the peace of mind with minimal bills, thus allowing them the time and space to find proper employment - this is where we see true success.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

Gesher's goal is to help families meet the challenges of financial hardship. It is our aim to connect our clients with quality services, which will eventually lead to economic self-sufficiency. This specific project will increase healthcare access services, specifically senior services including insurance enrollment, prescriptions payment assistance, and mental health referrals; and increased access to WIC benefits. Gesher has assisted over 400 clients since January of 2020 that needed benefits due to the pandemic.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

Generally we are finding that there are significant numbers of middle-aged people losing jobs that they have long held as the economy continues to evolve in the digital world. This trend puts a further strain on communities and caused Gesher to hire additional staff and launch special programming to address this issue. Additionally, in the neighborhoods that we primarily service, the cost of housing and rentals continue to rise. These trends are only exacerbated by the current pandemic. The cost of healthcare continues to rise and the availability and the option of government subsidized insurance is always a concern. Regulations regarding SNAP benefits and the federal safety net, can change. All of these issues are examples of external factors that cause concern and could impact our programming.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

10

19. What percent of your organization's budget is made up by the proposed activity?

40

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

There are several small foundations that consistently support our mission to varying degrees. We also solicit private donations from individual philanthropists and private foundations from the Cleveland area and other communities in Ohio. Gesher sends out a detailed brochure of all our activities with a fundraising letter.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

We will continue providing the desperately needed services that we are currently doing. We will, however, need to focus more of our attention on the funding of the program, and less on the services for the needy. We cannot afford to reduce the hours of the resource coordinator or our other staff.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

we did expend all

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

N/A

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

N/A

25. What new approaches are being developed or explored to generate new sources of funds?

We are actively meeting with local fundraisers and philanthropist who are focusing on combating poverty.

26. What steps have been taken in the past year to make the agency more cost effective?

We are always looking for ways to be more efficient and cost effective.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

Covid brought many complex changes to Medicaid, SNAP, Childcare, PRC, HEAP, PIPP, and other programs. Over 400 families have received assistance from Gesher, due to covid since March 2020. We continue to stand ready to serve the community in this time of need.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

All of Geshar's typical service lines directly address many of the negative impacts of the pandemic. One of the key impacts of the pandemic, and main non-medical impediment to recovery, is the economic devastation it has spread throughout society.

Application Survey**29. Please indicate your preference regarding this revised online application form:**

- ☒ I prefer the online application
- ☐ I prefer the paper application
- ☐ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

the application is very self-explanatory. Thank you!

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 18,000.00	\$ 10,000.00	\$ 1.80
Prior Year CDBG funds (estimated rollover going to Year 46)			\$ 0.00
Applicant Agency Funds			\$ 0.00
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)	\$ 49,335.00	\$ 49,335.00	\$ 1.00
Special Fundraising Efforts	\$ 80,000.00	\$ 80,000.00	\$ 1.00
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 147,335.00	\$ 139,335.00	\$ 1.06

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 108,000.00	\$ 11,000.00	\$ 102,172.00	\$ 8,000.00
Supplies/Printing/Postage	\$ 6,000.00	\$ 700.00	\$ 5,500.00	\$ 700.00
Non Capital Equipment	\$ 2,500.00		\$ 2,500.00	
Conferences/Travel/Mileage	\$ 2,000.00		\$ 1,000.00	
Subscriptions/Memberships	\$ 3,000.00		\$ 3,000.00	
Rent	\$ 10,050.00	\$ 4,000.00	\$ 9,000.00	\$ 0.00
Utilities				
Insurance	\$ 2,200.00		\$ 1,600.00	
Capital Items				
Program Grants & Loans				
Other: Computer Maintenance	\$ 1,500.00		\$ 1,000.00	
Other: Client Tracking Software	\$ 2,484.00	\$ 2,300.00	\$ 2,300.00	\$ 1,300.00
Other: Advertising/Printing	\$ 5,000.00		\$ 5,000.00	
Other: Management Fees	\$ 7,500.00		\$ 7,500.00	
Other:				
Other:				
Other:				

Other:				
Other:				
Other:				
Total	\$ 150,234.00	\$ 18,000.00	\$ 140,572.00	\$ 10,000.00

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1. Director		45 Hours	5 Hours	\$ 58,300	\$ 7,000	\$ 58,300	\$ 5,000
2. Senior Case Manager		20 Hours	1 Hours	\$ 19,000	\$ 2,500	\$ 19,000	\$ 2,500
3. Case Coordinator		20 Hours	2 Hours	\$ 18,000	\$ 1,500	\$ 18,000	\$ 2,500
4. Office Manager		20 Hours	1 Hours	\$ 9,000	\$	\$ 9,000	\$
5.		Hours	Hours	\$	\$	\$	\$
6.		Hours	Hours	\$	\$	\$	\$
7.		Hours	Hours	\$	\$	\$	\$
8.		Hours	Hours	\$	\$	\$	\$
9.		Hours	Hours	\$	\$	\$	\$
10.		Hours	Hours	\$	\$	\$	\$
Total		105 Hours	9 Hours	\$ 104,300	\$ 11,000	\$ 104,300	\$ 10,000

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.				\$	\$	\$	\$
2.				\$	\$	\$	\$
3.				\$	\$	\$	\$
4.				\$	\$	\$	\$
5.				\$	\$	\$	\$
6.				\$	\$	\$	\$

7.	€	€	€	\$	\$	\$	\$
8.	€	€	€	\$	\$	\$	\$
9.	€	€	€	\$	\$	\$	\$
10.	€	€	€	\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	77	148	30
Low Income (<50% AMI)	36	92	14
Moderate Income (<80% AMI)	31	71	0
Other	6	20	1
Total	150	331	45

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian	148	1	326	
Black/African American	1	0	2	0
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial	1	1	3	1
Total	150	2	331	1

Documents [top](#)

Documents Requested *

A copy of your organization's Articles of Incorporation



A copy of your organization's IRS Tax Exempt Status Determination Letter



A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)



A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Required? Attached Documents *

[Articles of Incorporation](#)

[IRS](#)

[Board](#)

Optional Document #3

Optional Document #4

* ZoomGrants™ is not responsible for the content of uploaded documents.

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

Lake Erie Ink: a writing space for youth Ink Spot After School Program

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 15,000.00 Requested
\$ 15,000 Leveraged Dollars

Submitted: 7/27/2022 10:01:23 AM (Pacific)

Project Contact

Amy Rosenbluth

arosenbluth@lakeerieink.org

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Lake Erie Ink: a writing space for youth

2843 Washington Blvd.
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Executive Director

Amy Rosenbluth

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Telephone 2163204757

Fax

Web lakeerieink.org

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

We want to ensure that youth in our community have equitable access to the arts and to opportunities where they can express themselves creatively and authentically. Lake Erie Ink: a writing space for youth (LEI) requests \$15,000 from Cleveland Heights' CDBG program to directly address this need through our Ink Spot after school programs, serving youth at 4 CHUH elementary and middle schools. Facilitated by LEI staff teachers and guest artists, Ink Spot engages youth in creative expression activities and provides academic support twice a week throughout the school year. Using literary arts as a way to inspire and engage with youth, the Ink Spot offers youth a space and resources to learn new ways to express their ideas, and connect with others in a collaborative and positive environment. They will gain communication skills, and learn new forms of expression such as poetry, play writing, comics and personal narrative. They will gain confidence as they share their work with others.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:

☒ Existing Program or Project

☐ New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☒ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

Noble Elementary, 1293 Ardoon St. Cleveland Hts OH 44121 | Monticello Middle, 3665 Monticello Blvd. Cleveland Hts OH 44121 | Oxford Elementary, 939 Quilliams Rd #1946 Cleveland Hts OH 44121 | Caledonia Elementary, 914 Caledonia Ave. Cleveland OH 44112

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

Our target population is youth in grades 3-7 who need literacy support, social-emotional development and creative enrichment during after school time.

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☒ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

Lake Erie Ink is committed to the creation of a socially just and racially equitable culture that validates and values multiple perspectives and experiences to better serve youth and impact the community. We recognize that our actions and programming can have a powerful impact on students and those in the community who work with them. We recognize the importance of inclusion and the need to reject all forms of racist discrimination as a cornerstone of our mission, vision and values.

We will advocate for and take the lead in promoting racial justice, inclusion and diversity through an organizational culture that enhances these values, including (i) a curriculum and teaching approach that recognizes the contributions and value of diverse groups; (ii) programs that encourage students to share their authentic voices, engage in creative arts and to appreciate differences and how those differences make our community stronger; and (iii) recognition of the destructive effects of individual as well as systemic racism. This approach permits LEI students to appreciate and advance our Vision that they are part of a community where they can discover their voices, share their ideas, and inspire each other as valued participants. Our approaches will support students:

- Motivation to achieve their academic and creative potential;
- Development of their self-confidence;
- Recognition that communication and respect between youth with different racial, religious, economic backgrounds or other differences are a necessity of social unity;

- Understanding that differing perspectives within and between social groups is essential for a healthy and safe community;
- Likelihood of cultivating friendships and relationships with persons of diverse racial backgrounds; and
- Allow their actions to show that youth can create a better community by embracing one another's differences such as race, gender, abilities, and backgrounds.

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

We work with the staff and teachers in schools to reach students who would most benefit from an after school enrichment. While we know that there are many students who would benefit from creative programming during after school hours, we want to make sure that youth are a good fit for our specific program. Often it is the quietest student in a classroom who needs an outlet to express themselves and sometimes it is the loudest student who needs a dynamic group to share with. After meeting with the principal, we send information and flyers to teachers and staff (including social workers and other pupil support staff) to make sure that we are casting a wide net. Once a student is referred to our program, we reach out to the family to give them more information and make sure it is a good fit. Then, we collect registration information in person or over the phone to ensure that we have at least 51% of the participants who meet the economic guidelines.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

40	Projected # of unduplicated persons or units to be served
28	Projected # of unduplicated low- to moderate-income persons/units served
40	Projected # of Cleveland Heights persons/units to be served
108.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

605

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

Partner with the school district to promote a quality school system through initiatives to attract and retain families with children.

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

Lake Erie Ink: a writing space for youth provides creative expression opportunities and academic support to youth in the Greater Cleveland community.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

The Ink Spot After School program addresses three needs. Youth in our community need (1) literacy support, especially in writing, (2) ample opportunities to express themselves creatively, and (3), a safe and enriching space to connect with other youth and adults and strengthen their social emotional skills..

According to the NAEP/National Report Card in 2019, only 27% of students are graduating high school with the writing skills necessary for success in college/career. We agree with the tenets of the National Council of English Teachers, that says that everyone has the capacity to write, writing can be taught, and teachers can help students become better writers. An NCTE brief states that, "extracurricular writing draws on and adds strength to youngsters' social, cultural and linguistic resources...Out of school time writing can increase students' feelings of competence as writers, broaden audiences and purposes for writing, create continuity between home and school writing, and reduce students' disaffection with school." In Lake Erie Ink programs, youth of all literacy levels interact together in our workshops and learn from each other as well as from our teaching staff and volunteers. They are given ample opportunities to try out new forms and find new ways to express their ideas and opinions, gaining confidence in their ability to communicate. Writing creatively engages youth who may be reluctant to write because they may not be at grade level, and it helps develop reading skills, because active writers are better able to analyze, interpret and comprehend texts. Furthermore, youth benefit from engaging in creative arts experiences with others that let them embrace their creativity. Creative Youth Development research shows that, "... youth with access to the arts have better academic results, better workforce communities and more civic engagement."

3. Please describe the program or project for which you are requesting funds:

During the Ink Spot After School Program, youth in grades 3-7 receive a snack and receive homework support before engaging in creative expression activities. Youth engage in thematic creative expression activities that inspire and encourage artistic expression, creative thinking, collaboration and literacy enrichment.

The program takes place at 2 locations currently: Noble Elementary School, and at Monticello Middle School and we are looking to expand it to two additional schools for the 2023-24 school year. CDBG funds will be used to support instruction 4 days per week at 4 different sites.

We use a wide variety of literary genres and art mediums to provide youth with a range of expression opportunities as we know that every child learns differently; providing a variety of creative options engages students in new and different ways. LEI's teaching methodologies are aligned with the pillars of creative youth development and the project-based learning model, which emphasizes the in-depth exploration of a topic where learning and decision-making are student-focused. By centering instruction around a creative project, students invest themselves deeply in their work and feel pride in presenting it to others.

The mediums of creative expression include: poetry, playwriting, comics, poetry, fiction (suspense and mystery, science fiction and fantasy), music including ballads and raps, and storytelling. We will also use digital art, clay, photos and other crafts that tie into the writing to have a deeper exploration of the creative process. For example, using comics to learn about character development in a story and then taking this knowledge into a storytelling unit.

Finally, twice yearly LEI publishes an anthology of our young writers' creative work and invites family, friends and community members to attend a reading, giving the community the opportunity to increase each child's sense of his or her own value as a vocal and expressive member of the community

4. Please briefly describe what makes your agency or department a good fit for this activity:

Lake Erie Ink has been facilitating high quality, creative programs for youth in our community since its founding in 2011. Our Education Director is a certified teacher and supervises the curriculum, ensuring that we are following best practices and our Program Director is an experienced practitioner in social emotional learning in out-of-school time programs.

Staffed by experienced educators and writers, Lake Erie Ink programs incorporate the following four tenets: teaching writing, nurturing the creative development of youth, development of social-emotional skills, and inspiring and supporting social justice.

Lake Erie Ink's teaching methodologies are aligned with the well-researched project-based learning model, which emphasizes the in-depth exploration of a topic where learning and decision-making are student-centered. By centering instruction around a creative project, students invest themselves deeply in their work. The major tenets of project-based learning include: (1) giving students the chance to collaborate with instructors and peers, (2) placing students in decision-making roles, thereby reinforcing the skills and techniques learned, as they are forced to employ them independently, (3) designing assignments with more than one right answer leaving room for creativity and critical thinking, (4) taking advantage of an authentic audience of readers, thereby bolstering students' pride in their work, (5) showing students that school activities have value beyond the classroom, (6) engaging students in a project that is meaningful to them at the moment, and (7) culminating in a final, finished product to make the learning experience more meaningful.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

Lake Erie Ink will employ one to two teaching artists, one of whom will serve as program coordinator, in addition to a program assistant who will be on hand at each of the locations to support the teaching artists. LEI will use two volunteers for this

project and use our partnerships with Cleveland Heights-University Heights schools to help find participants for the program.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

The Ink Spot after school program has been successfully running since 2011, and we will be using our current staff as well as bringing on a program assistant to manage and implement the program. Involved staff includes our Program Director, as well as Ink Spot program coordinator and program assistant dedicated to working with this program. The Program Coordinator and staff assistant are responsible for lesson planning, implementation and day to day management of the program. LEI's Program Operations Manager oversees data collection, program registration and evaluation procedures.

Volunteers are an integral part of this program and contribute time to working directly with youth. Ink Spot volunteers come from many walks of life - from professional writers and retired teachers to high school and college students. We anticipate volunteers will contribute 6-8 hours each week across all school locations.

LEI receives in-kind supply donations from community members on an ongoing basis, including school and craft supplies. In years past, the CH-UH school district will also provide the afternoon snack for our participants and we are hoping they will continue to do so in 2023-24.

7. Please indicate if your program or project will generate any program income:

☐ Yes

☒ No

8. Please estimate the amount of program income you expect to earn in Year 48:

None

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

Lake Erie Ink will use a range of evaluation tools to assess the program's effectiveness and to gain feedback for continuous program improvement. We will collect both quantitative and qualitative data in the following ways:

- Registration records (to collect demographic and socio-economic information)
- Attendance sheets to track participation and depth of service
- Writing samples and portfolios for each student (collecting authentic writing samples throughout their time in the program)
- Pre and post-evaluative surveys from students, parents/guardians and teachers

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

- Students will complete homework consistently.
- Students will increase the amount of time spent in self-directed and relevant writing.
- Students will improve writing fluency, self-expression, self-reflection, public speaking and listening skills.
- Students will learn new writing skills, learn to apply them to various projects, and be able to choose the appropriate genre/medium for their needs.
- Students will successfully work together for a shared purpose.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

- Students will increase their self-confidence and identify themselves as writers.
- Students will develop positive attitudes towards learning and positive goals for their future. -Students will develop their individual voices and apply them in their creative and academic work.
- Students will value each other as creative individuals and value the diversity of their community

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

☒ Yes, my organization was last funded in Year 48 (FY 2022)

- ☐ Yes, my organization was last funded prior to Year 48 (FY 2022)
- ☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Ink Spot After School Program

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

429	Total Persons assisted
NA	Total Households assisted
NA	Total Housing Units assisted
NA	Total Businesses assisted
NA	Other
429	Cleveland Heights persons assisted
NA	Cleveland Heights households assisted
NA	Cleveland Heights housing units assisted
NA	Cleveland Heights businesses assisted
858.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

LEI collected pre- and post-program surveys from parents and students. This year, 22 youth participated in the program -10 at Noble Elementary School, and 12 at Monticello Middle School.

The Ink Spot's impact is multifaceted. On a primary level, youth build tangible academic and interpersonal skills through creative writing. On a deeper level, they build confidence and learn to value themselves and others as writers and artists.

Of the students surveyed, 64% reported learning something new about writing; 55% reported writing more outside of school; 82% reported taking a creative risk; 45% believe it is now easier for them to get their ideas down on paper; and 64% are now more comfortable sharing their creative work with others.

Of the parents surveyed, 100% reported their child has increased confidence as a result of the program, 100% reported their child learned something new about writing or art, 100% reported their child took a creative risk at the program, and 100% reported their child enjoyed their experience at Lake Erie Ink.

Additionally, when we asked parents what their child gained from the program, parents reported the following:

Confidence in writing and presenting
 A love of writing for fun and self-expression
 Being encouraged to be creative
 More stamina for writing

Finally, at the end of the program we asked youth why they write. Students replied, "I write because it's cool and it's part of what I want to be when I grow up", "Writing is good for my brain", and "...I want to freely express myself."

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

Many youth have limited opportunities to express their thoughts and feelings with others. Especially in school, youth are given little time to explore different forms of self-expression due to the narrowing of curriculum goals. This can be an isolating experience. While many out-of-school time activities focus on sports or academics, Lake Erie Ink's focus on creative expression and communication makes us unique as an out of school time program. We encourage youth to learn how to express themselves creatively and authentically, explore existing and/or build new interests, and to find their voice in an emotionally and physically safe space. Youth form a unique community in a space where they feel safe and supported to explore the arts, take creative risks and learn from others. Because they are taught to listen to each other without evaluating

one another, there is a level of acceptance at LEI's Ink Spot that is rarely found in schools or other youth programs. In addition, youth will work on collaborative projects with each other, helping to create connections with their peers.

Our programs are a welcome haven for youth to express their identity and their ideas without being labeled or bullied. As a result of youth participating in this program, we expect them to have improved literacy, communication, critical thinking, and creative expression skills that they can apply within and outside of school. By participating in the Ink Spot, students develop a growth mindset towards learning and their potential as creative individuals. Furthermore, this program addresses several of the core social-emotional learning competencies, including self awareness, self management and social awareness.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

The following are outside factors that may impact the program:

- Inconsistency of meeting times due to potential covid disruptions
- Changes in school leadership and staff can make recruitment or program implementation challenging.
- Conflicting youth activities - various activities, including sports, clubs and other youth programs, are competing for students' time and may run during the same after school hours.
- Family disruption - if there are changes in guardianship or care or if other unexpected event happen at home, youth may not maintain consistent attendance.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

39.4%

19. What percent of your organization's budget is made up by the proposed activity?

8%

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

We are in the process of applying for a grant to help cover the costs of expanding the Ink Spot program, as well as covering some of the expenses the CDBG grant would not cover. In addition, we will be applying to the following foundations for renewed support: Banks-Baldwin Foundation and the Andrews Foundation. We also have limited general operating support, special event income and individual donations that can support this program.

Because this proposal is due a year in advance, we do not yet have committed funding for the 2022-23 school year (CDBG's year 49), but we anticipate the aforementioned grant renewals.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

Should full funding not be received, we would not be able to expand the program and would likely resort to reducing the number of days the program operates each week or eliminating one of the school sites. We would also consider implementing a registration fee or asking other foundations for support.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

In Year 47, LEI expended 25% of the budget. We were not able to expend the entire allocation due to low registration due to the impacts of COVID-19. We had no idea the impact COVID would have and how long the pandemic would last. We, along with many others, were expecting and hoping the pandemic to be over during the summer last year, with everything returning to normal in the fall. However, because of the shutdowns of schools, virtual learning and the uncertainties surrounding the pandemic, it was difficult to attract students to the program initially. We worked with the principal, teachers, parents and the PTA at Noble to recruit students throughout the fall.

In Year 48, LEI expended 39% of the budget. We were excited to get back to a bit more of a regular schedule this year, but still dealt with the impacts of COVID-19 in low registration and attendance absences. In addition, in our grant, we put 2 days at Monticello Middle School. When we communicated with the school, because of all of their other after school activities, they

only wanted us to host Ink Spot one day a week.

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

Our budget has increased from FY 2021 due to increased personnel costs to remain competitive as well as expanding the program to two additional sites.

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

None

25. What new approaches are being developed or explored to generate new sources of funds?

We actively seek more support from corporate sponsors and are working hard to connect with new donors in the community. We are also looking at holding more smaller fundraising events and campaigns throughout the year to help generate new sources of funding.

To secure earned income, we look to build new relationships with schools and other youth-serving organizations who have the ability to pay for our services. Last year, more than 80% of our school and community-based programs produced revenue and the remainder were grant funded or free of charge.

Furthermore, our Executive Director, Development Manager and the Development Committee of our Board of Trustees continually work to identify and secure new sources of funding. We are always looking for ways to improve our fundraising efforts and diversify our income streams to ensure the long-term sustainability of this and other programs and are currently focusing additional efforts on individual and corporate giving.

26. What steps have been taken in the past year to make the agency more cost effective?

Offering the Ink Spot After School program in schools allows us to utilize the space available at schools, which not only helps us minimize our financial obligations, but it also makes our program more accessible to the individuals we serve.

Organizationally, we are always mindful of maximizing resources designated for this type of programming. We serve 3,000 youth annually on an organizational budget of approximately \$390,000. Our volunteers, whose contributions are integral to the daily operation of the Ink Spot, help us lower personnel costs while increasing the amount of individualized attention each student receives. We also receive many in-kind donations of program supplies to offset expenses.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

We have shifted the focus of our programming to be on the social-emotional wellbeing of the students, offering a safe and consistent space for youth to come and process and share their thoughts and ideas about the world. COVID has had a lasting social emotional impact on the students from lack of social connection to uncertainty about the world and the future. This program can help students gain confidence, build connections and find new ways to look at and reflect on day to day situations they are facing.

In addition, due to the pandemic and the various factors that are limiting bus transportation, we continue to offer this program right at school, which allows kids to engage in creative enrichment without having to worry about transportation.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

Ink Spot addresses several of the core social-emotional learning competencies, which have been impacted by the pandemic and being in and out of school and virtual learning of the last several years.

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☒ I prefer the online application
- ☐ I prefer the paper application
- ☐ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

NA

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023 Year 48 - FY 2022		Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 15,000.00	\$ 12,000.00	\$ 1.25
Prior Year CDBG funds (estimated rollover going to Year 46)			\$ 0.00
Applicant Agency Funds			\$ 0.00
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)	\$ 16,000.00	\$ 9,000.00	\$ 1.78
Special Fundraising Efforts	\$ 7,035.00	\$ 8,101.00	\$ 0.87
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 38,035.00	\$ 29,101.00	\$ 1.31

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 30,565.00	\$ 15,000.00	\$ 22,500.00	\$ 12,000.00
Supplies/Printing/Postage	\$ 1,000.00		\$ 1,200.00	
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent	\$ 1,638.00		\$ 1,638.00	
Utilities	\$ 288.00		\$ 288.00	
Insurance	\$ 525.00		\$ 525.00	
Capital Items				
Program Grants & Loans				
Other: Background Checks	\$ 375.00		\$ 250.00	
Other: Snacks/Special Events	\$ 1,000.00		\$ 1,000.00	
Other: Guest Artists	\$ 1,200.00		\$ 1,200.00	
Other: Marketing	\$ 400.00		\$ 500.00	
Other: Published Student Anthologies	\$ 300.00			
Other: Facility/Equipment Maintenance	\$ 744.00			
Other:				
Other:				
Other:				
Other:				
Total	\$ 38,035.00	\$ 15,000.00	\$ 29,101.00	\$ 12,000.00

Budget/Tables (cont.) [top](#)**Personnel Services**

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG

1. Program Director	☒	40 Hours	3 Hours	\$ 2,886	\$	\$ 2,775	\$ 1,000
2. Program Coordinator - Monticello	☐	6 Hours	6 Hours	\$ 6,300	\$ 4,000	\$ 6,150	\$ 5,000
3. Program Coordinator - Noble	☐	6 Hours	6 Hours	\$ 6,300	\$ 4,000	\$ 6,150	\$ 5,000
4. Program Coordinator - Oxford	☐	3 Hours	3 Hours	\$ 3,525	\$ 2,500	\$	\$
5. Program Coordinator - Caledonia	☐	3 Hours	3 Hours	\$ 3,525	\$ 2,500	\$	\$
6. Program Assistant	☐	10 Hours	10 Hours	\$ 6,660	\$ 2,000	\$ 5,920	\$ 1,000
7. Program Operations Manager	☒	32 Hours	1 Hours	\$ 370	\$	\$ 370	\$
8. Education Director	☒	35 Hours	1 Hours	\$ 999	\$	\$ 999	\$
9.	☐	Hours	Hours	\$	\$	\$	\$
10.	☐	Hours	Hours	\$	\$	\$	\$
Total		135 Hours	33 Hours	\$ 30,565	\$ 15,000	\$ 22,364	\$ 12,000

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.	☐	☐	☐	\$	\$	\$	\$
2.	☐	☐	☐	\$	\$	\$	\$
3.	☐	☐	☐	\$	\$	\$	\$
4.	☐	☐	☐	\$	\$	\$	\$
5.	☐	☐	☐	\$	\$	\$	\$
6.	☐	☐	☐	\$	\$	\$	\$
7.	☐	☐	☐	\$	\$	\$	\$
8.	☐	☐	☐	\$	\$	\$	\$
9.	☐	☐	☐	\$	\$	\$	\$
10.	☐	☐	☐	\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	5	5	3
Low Income (<50% AMI)	3	3	3
Moderate Income (<80% AMI)	5	5	4
Other	6	6	3
Total	19	19	13

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian	4		4	
Black/African American	13		13	
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial	2		2	
Total	19	0	19	0

Documents [top](#)

Documents Requested *

A copy of your organization's Articles of Incorporation



A copy of your organization's IRS Tax Exempt Status Determination Letter



A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)



A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Optional Document #3

Optional Document #4

Required? Attached Documents *

[Articles of Incorporation](#)

[501\(c\)3 Determination Letter](#)

[Board of Directors](#)

[Financial Audit](#)

[Program Report](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 409748

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

City of Cleveland Hts. Parks and Recreation Dept. **W.A.V.E. mentoring program**

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 15,000.00 Requested
\$ 500 Leveraged Dollars

Submitted: 8/2/2022 7:30:06 AM (Pacific)

Project Contact

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Tel: 216-691-7260

Additional Contacts

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City of Cleveland Hts. Parks and Recreation Dept.

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Fax N/A

Web www.chparks.com

Director, Parks and Recreation

Joe McRae

jmcrae@clvhts.com

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

We're A Village of Efficacy mentoring program (W.A.V.E.) provides in-school and out-of-school, interactive, social-emotional based, enrichment sessions geared towards males and females ranging from elementary school (5th grade) to high school (12th grade). The sessions consist of a council where young men and women are able to express their feelings and thoughts, a hands-on activity or sport to release stress and channel their capacity to play fair and work together as a team, as well as a meditation/visualization component that supports them in applying the principles of the sessions to their lives. W.A.V.E. also implements summer time camps and facilitates project based, service learning programs.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:

☒ Existing Program or Project



New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☒ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

The program would be offered primarily to Middle School and Heights High School youth.

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

Youth from 7th grade to 12th grade

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☒ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

Program benefits youth of all races. Service learning with a focus on older adults promotes inclusion on the basis of age.

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

Staff would work with the school district to identify youth in need of mentoring. Ideally, this group would be diverse. The focus would be on disconnected youth that could benefit from the additional support and mentoring to be successful.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

- Projected # of unduplicated persons or units to be served
- Projected # of unduplicated low- to moderate-income persons/units served
- Projected # of Cleveland Heights persons/units to be served

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

60

Master Plan**13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:**

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

Master plan goals 9.1, 9.3, and 10.1

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

To enhance the quality of our community life through arts, leisure activities, and recreational programming for all age groups.

Situation**2. Please describe the problem or need that is to be addressed by your program or project:**

Today's youth are experiencing a level of issues due to poverty, substance abuse, mental illness, crime, violence, abuse, and trauma. Such issues manifest themselves in disruptive and risky behavior, that, when left unaddressed create additional problems in early adulthood. Research shows that a primary factor for building resilience within young men residing in high-risk environments is having positive relationships inside and outside of the family.

3. Please describe the program or project for which you are requesting funds:

The city is proposing to partner with the school district to provide a mentoring program for students through the school year, but primarily focusing on the summer.

4. Please briefly describe what makes your agency or department a good fit for this activity:

Parks and Recreation Department works with youth and families on a daily basis. Our staff understands the community, can relate to the youth and help them make progress towards their goals. The connection/relationship with the families already exist.

Inputs or Resources**5. Please describe the resources and inputs that you will need to implement your program or activity:**

Resources include:

Funding for staffing

Funding for supplies and materials

Input from the school district on at-risk kids in need of mentoring

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

The city staff will work with the non-profit Compassionate Manhood to help staff service learning projects for the at-risk youth. We will work with young boys and girls.

7. Please indicate if your program or project will generate any program income:

Yes

✓ No

8. Please estimate the amount of program income you expect to earn in Year 48:

N/A

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

Survey of youth prior to and after completion of the program. Evaluation of services from recipients. Consultations with the parents to assess youth progress.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

The youth will begin to develop tools to deal with various social and emotional issues in their lives. They will develop coping mechanisms for use throughout their lives and begin to see themselves as leaders that can positively affect change.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

Similar to the above response. The youth will begin to develop tools to deal with various social and emotional issues in their lives. They will develop coping mechanisms for use throughout their lives and begin to see themselves as leaders that can positively affect change. Hopefully, after a year, they will have more tools to be successful and understand that they are truly supported in the community.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

✓ Yes, my organization was last funded in Year 48 (FY 2022)

☐ Yes, my organization was last funded prior to Year 48 (FY 2022)

☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

W.A.V.E. mentoring program

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

46	Total Persons assisted
40	Total Households assisted
40	Total Housing Units assisted
	Total Businesses assisted
	Other
30	Cleveland Heights persons assisted
30	Cleveland Heights households assisted
	Cleveland Heights housing units assisted
	Cleveland Heights businesses assisted
186.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

There continues to be a positive impact on both the youth through mentoring and service learning as well as with the seniors. Senior households were improved by the work of 36 young people, who focused on helping to make the community better through service.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

Office on Aging works with WAVE to report data. The data will be used to monitor the program's impact.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

Partnership with the school district will be key in identifying youth that could best benefit from the program.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

99%

19. What percent of your organization's budget is made up by the proposed activity?

less than 1 %

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

Parks and Recreation Department general fund budget

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

Staff would have to decrease the number of students and senior citizens served.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

N/A

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

The Parks and Recreation non-personnel budget was cut by 30% in the fiscal year 2022 which is approximately a \$580,000 cut to the operating budget. Therefore the city does not have the same amount to contribute to the WAVE project.

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

As noted above, this year the department operating budget was cut by 30% or approximately \$580,000. As such the department has had to reduce several services.

25. What new approaches are being developed or explored to generate new sources of funds?

The city is looking at partnerships, collaboration, and sponsorships to generate funding for city programs and services. The Mayor's office will lead these efforts going forward.

26. What steps have been taken in the past year to make the agency more cost effective?

Non-personnel expenses have been reduced by 30%. The city has had to look at other ways to provide programming such as contracting out as needed or reducing services.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

Not this year. Projects are primarily conducted outside to allow for safer interactions for the youth, staff and seniors.

It is not required that your activity address the pandemic.

Application Survey

✓ I prefer the online application

☐ I prefer the paper application

☐ I have no preference

☐ I have never filled out a paper application

N/A

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 15,000.00	\$ 15,000.00	\$ 1.00
Prior Year CDBG funds (estimated rollover going to Year 46)			\$ 0.00
Applicant Agency Funds	\$ 500.00	\$ 2,000.00	\$ 0.25
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)			\$ 0.00
Special Fundraising Efforts			\$ 0.00
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 15,500.00	\$ 17,000.00	\$ 0.91

[illegible]

Total	\$ 15,500.00	\$ 15,000.00	\$ 17,000.00	\$ 15,000.00

Budget/Tables Narrative

The \$15,000 would be used to fund youth liaisons that will coordinate mentoring, service learning, and potential workforce opportunities for low-income youth. The city will provide an additional \$500 to supplement supply costs.

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1.Youth Liaison		20 Hours	20 Hours	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
2.		Hours	Hours	\$	\$	\$	\$
3.		Hours	Hours	\$	\$	\$	\$
4.		Hours	Hours	\$	\$	\$	\$
5.		Hours	Hours	\$	\$	\$	\$
6.		Hours	Hours	\$	\$	\$	\$
7.		Hours	Hours	\$	\$	\$	\$
8.		Hours	Hours	\$	\$	\$	\$
9.		Hours	Hours	\$	\$	\$	\$
10.		Hours	Hours	\$	\$	\$	\$
Total		20 Hours	20 Hours	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.				\$	\$	\$	\$
2.				\$	\$	\$	\$
3.				\$	\$	\$	\$
4.				\$	\$	\$	\$
5.				\$	\$	\$	\$
6.				\$	\$	\$	\$

7.				\$	\$	\$	\$
8.				\$	\$	\$	\$
9.				\$	\$	\$	\$
10.				\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)		5	
Low Income (<50% AMI)		17	
Moderate Income (<80% AMI)		2	
Other			
Total	0	24	0

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian			12	1
Black/African American			23	
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	0	0	35	1

Documents [top](#)

Documents Requested *

A copy of your organization's Articles of Incorporation



Required? Attached Documents *

[Articles of Inc](#)

A copy of your organization's IRS Tax Exempt Status Determination Letter



[Tax Exempt](#)

A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)



[Board](#)

A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Optional Document #3

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 411824

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

Naaleh Cleveland Naaleh Cleveland

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 20,000.00 Requested
\$ 92,125 Leveraged Dollars

Submitted: 7/31/2022 2:22:11 PM (Pacific)

Project Contact

Esther Lubling

esther@naalehcleveland.org

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Additional Contacts

none entered

Naaleh Cleveland

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Executive Director

Chaim Helman

Chaim@Naalehcleveland.org

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

Naaleh Cleveland is a non-profit organization focused on strengthening the emotional and mental well being of the Cleveland Community. Taking the initial steps towards getting mental health help can be daunting, and Naaleh's experts guide and assist individuals in navigating the resources available in the community. We offer support, education and advocacy to anyone who seeks out our help.

Naaleh ensures access to mental health professionals that meet the cultural sensitivities and low income financial situation of those limited to Medicaid.

Additionally, Naaleh's High-Risk Teen Mentoring Program addresses substance abuse amongst adolescents, combating the opioid crisis in Ohio. Our programming has seen great success in sobriety rates as well as in educational goals. Often, participants come from difficult or dysfunctional homes. Naaleh's mental health counselors and mentors guide these teens towards completing high school and achieving gainful employment.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:

- ☒ Existing Program or Project
☐ New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the the CDBG Administrator.

- ☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☒ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

Our Main office is located at 5010 Mayfield Road. Here we offer Professional therapeutic counseling and our referral services. Our Youth Center is located at 1463 Warrensville Rd.

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

Naaleh Cleveland's target population are low income families living in Cleveland Heights and the surrounding areas as well as youth from low income backgrounds living in Cleveland Heights and the surrounding areas.

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☒ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

Naaleh Cleveland welcomes and encourages clientele from all backgrounds to utilize our services. As agency that is funded in part by the Alcohol, Drug Addiction and Mental Health Board of Cuyahoga County (ADAMHS Board), we use the camaraderie that we have formed with participating agencies to brainstorm with other mental health organizations serving Cuyahoga County. Naaleh is a member of a work group committee that meets monthly to brainstorm and plan on the subject of "Eliminating Structural Racism in Behavioral HealthCare." Naaleh's approach towards addressing racism is by acknowledging that in many ways it is a Public Health Crisis. We are committed to addressing and eliminating existing barriers so that the black community will have access to quality mental health care and providers who are culturally sensitive to their needs. We also mentor the Director of another non- profit, 'Reduce The Stigma' , a suicide Prevention Hotline, servicing the Black Community.

Naaleh Cleveland is also a member of Unite Ohio, a coordinated care network of health and social service providers. Through this network, those seeking help will be matched with the service that best meets their needs.

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

During our Initial intake process, callers discuss their concerns and needs with our staff. At that point we gather demographic information as well as insurance information. over 51% of our clientele are below income and carry Medicaid insurance. We would use this information to ensure that the beneficiaries of the grant would be middle or below income status as well as

Cleveland Heights residents.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

500	Projected # of unduplicated persons or units to be served
300	Projected # of unduplicated low- to moderate-income persons/units served
300	Projected # of Cleveland Heights persons/units to be served
1,100.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

We project that in 2023, there will be approximately 1750 beneficiaries of our programs & services.

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

Continue to forge partnerships with community groups to directly respond to unique local need.

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

Naaleh Cleveland is a Non-Profit Organization focused on strengthening the emotional and mental well-being of the Cleveland Jewish Community.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

There are segments of the Cleveland Jewish community that have a disproportionately high rate of mental and emotional challenges that goes unrecognized, undiagnosed and unmanaged. This is driven by a strong stigma has been entrenched in the fabric of this particular segment of the community for generations. The hesitancy to acknowledge a mental health concern is compounded with the community's inherent wariness and discomfort of larger social service agencies, which prevents this community from accessing existing mental health and social service programs in our city.

Amongst the Jewish Cleveland Community, there is a segment of teens that fall under the category of "High-Risk Teens." With the explosion of unmet mental health needs in our community and the opioid addiction epidemic in our region, rates of children not completing high school in greater Cleveland are alarming. Many teens that we service come from difficult backgrounds. Socioeconomic factors, single parent homes, or family dysfunction affect healthy growth in the life of an adolescent. Due to mental health struggles or trauma, these teens are not able to attend school, hold a job, or even get out of bed some mornings. Peer pressure and family dysfunction are large factors that prevent these teens from seeking help, addressing these issues or planning for a better future.

3. Please describe the program or project for which you are requesting funds:

The key strategies used to strengthen the emotional and mental well being of the community involve: Increasing access to mental health services by a referral hotline, helping clients recognize and pursue high quality care and by providing culturally sensitive support, and education. Naaleh Cleveland has vetted and successfully collaborated with mental health professionals in the Cleveland area, seeking out those that are highly competent, yet also accept Medicaid. These professionals respect the cultural sensitivities of our community, a vital component for our clientele. Naaleh has provided the low income population in Cleveland Heights, access to mental health professionals that meet affordability and cultural needs.

We also have a highly successful High-Risk Teen Mentorship Program. Naaleh's program provides a healthy and dependable

role model to a struggling teenager. Our mentors will escort teens to therapy sessions, study with them for the GED's and teach them life-skills, such as carpentry, plumbing and other self-esteem building talents. We focus on minimizing risky behavior, helping prevent relapses for addicts, and building job skills, so they can be a productive member of society.

4. Please briefly describe what makes your agency or department a good fit for this activity:

Rabbi Chaim Helman, Naaleh's Executive Director, is a native Clevelander. Since 2014, he has worked to build relationships with Clergymen, School Principals, Mayors & Police Chiefs in Cleveland Heights. He has gained the trust of both citizens & community leaders. Over the last few years, these relationships have deepened and grown. Rabbi's and school personnel reach out to Naaleh for help and advice when a crisis occurs or a difficult situation arises in their community. The community's trust and reliance on the services Naaleh provides has more than doubled in the last 2 years, which can be measured by the sheer volume of callers reaching out and contacting our office.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

The Naaleh office, including our Referral Hotline Service, office support employees and Teen Mentorship Program, includes 12 staff members, 10 volunteers, 5 partnerships and 2 locations.

Our yearly budget is : 400,593.00

Our teen mentorship program works in collaboration with local businesses to give apprenticeships to our teens. Our staff contacts local business owners to find out if they would be interested in working with us and it has been proven successful in construction, home improvement and property management. We have a teen "Living Room" space on Warrensville Road which we use to provide a healthy, supervised location where the teens can feel comfortable. Aside from a location, the High-Risk Teen Mentorship Program requires a program coordinator as well as a clinical supervisor.

Our Mayfield Road office is where our staff works, is home to our referral hotline, and where we hold support groups as well as office space for our internal therapy and counseling practice.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

Our staff for this program is already in place, we do not intend to hire any new staff. We do utilize in-kind services whenever possible. For our legal needs, Vorys, Sater, Seymour and Pease LLP, offers Naaleh deeply discounted rates. A local accounting firm, MZ Accounting, offers us discounted rates. Additionally, Naaleh Cleveland has an Advisory Board, made up of local entrepreneurs and professionals, that guides and advises our staff regarding best practices and how to best reach the community.

Our High - Risk Teen Mentorship Program is blessed to have local volunteers who mentor our teens and model a healthy lifestyle to struggling teens. Volunteers and Interns contribute approximately 2 hours per week of their time each week to our programming.

7. Please indicate if your program or project will generate any program income:

☐ Yes

☒ No

8. Please estimate the amount of program income you expect to earn in Year 48:

We do not generate any net income.

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

We use various processes to evaluate the success of our programs. For our referral services, we measure success based on client feedback. We routinely follow up with clients to see that they followed through and connected with the mental health professional we referred. We ask for satisfaction rates of the clinician they used.

At Naaleh Counseling Solutions, our in-house counseling center, we distribute satisfaction surveys to our clients, allowing the responses to remain anonymous so that clients can freely give genuine feedback.

In our High-Risk Teen Mentorship Program we evaluate the effectiveness of our program by measuring sobriety rates, and tracking educational goals that are appropriate for their age group. We also meet with the parents of the teens periodically, to receive their feedback on the performance of their child. Additionally, we use the nationally acclaimed DESSA system to track the process of participants age 21 and younger.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

We will measure the short-term benefits of the referral hotline as well as the clients receiving therapy through our Counseling center via telephone follow-up with clients during the first 3 months after the referral was made. A client that has been treated

by a mental health professional, based on our referral or support, is likely to have already experienced a change that has improved their quality of life. We will assess if the client feels that the referral was appropriate, while acknowledging that patience is needed as it is an early stage of the therapeutic process.

For our Teen Program, we record the services and the skills taught that the teen receives monthly, as well as the number of mentorship sessions the teen attends. We also record the instances of support and guidance the parents receive on a monthly basis as well. All these are measurable benefits for a teen who is struggling with mental health and sobriety. Additionally, upon entry into the Teen Program, teens and their parents will set goals for the progress and improvement of the quality of life of their teen child. We will review the achievements and growth made towards this goal at the 3 month term review.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

The data collected via follow up calls and client surveys will be very valuable towards measuring the outcomes of referrals made by Naaleh. The benefits of our referral hotline can be most accurately measured by the satisfaction the client feels upon connecting with the recommended mental health professional and receiving therapeutic assistance towards managing their struggles and meeting life goals. This information will allow Naaleh to assess if the clinicians in our database are indeed well liked and helpful, providing insight and accuracy for future referrals.

In regards to our internal staff at Naaleh Counseling Solutions, the outcomes of client surveys and follow ups will be extremely valuable. Clients feedback will let us know if our clinicians are meeting our clientele's expectations and needs. Negative feedback will provide insight as to the areas that we can improve and provide further training and education to our staff, so we can more accurately meet the needs of the Cleveland Community.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

- ☒ Yes, my organization was last funded in Year 48 (FY 2022)
☐ Yes, my organization was last funded prior to Year 48 (FY 2022)
☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Naaleh Cleveland - Year 48 (2022) CDBG

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

500	Total Persons assisted
400	Total Households assisted
n/a	Total Housing Units assisted
n/a	Total Businesses assisted
	Other
300	Cleveland Heights persons assisted
250	Cleveland Heights households assisted
n/a	Cleveland Heights housing units assisted
n/a	Cleveland Heights businesses assisted
1,450.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

When Naaleh reflects upon the impact our programming has had on the community, the data speaks for itself. Since 2020, the call volume to our hotline has doubled. As numbers go up, we can see that as the needs of the community rise, the stigma is being lowered as well.

The unsolicited feedback that we receive from clients speaks loudly. This week a client approached our staff and shared with us: Quote: "My two children that you got into therapy are doing great and have made so much improvements. We are so thankful. Naaleh has made going to therapy normal in our community and is saving lives."

We have a follow up survey call that polls the satisfaction rate of the referral received from our hotline. Currently, the satisfaction rate is over 90%. At the time of follow up, we also offer support and an opportunity to request a new referral.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

Through advertising, educational events, and partnering with community leaders, Naaleh Cleveland has lowered the stigma surrounding mental health challenges in our area. Ranging from how treatable mental health challenges can be, to drug and addiction education, Naaleh's work in the community has led to safer streets, reduced stigma surrounding mental health needs, and ultimately, led to healthier and more productive families. Teens are our future. Our High-Risk Teen Mentorship Program acknowledges this reality. By focusing on the mental health needs of the teens in our area, we can ensure a future with healthier community members. They will complete their education and build healthier families. Many of our participants aspire to a future where they can give back to the community and mentor teens whose struggles they identify with, in the future.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

Naaleh Cleveland, while learning to work with people struggling to cope with the Pandemic, recognized how significantly this time period has affected success of our programing. The lack of consistency, lack of socialization, use of community events and places and the closing of schools and business offices, took a large toll on those struggling with mental health disorders. Lack of routine and healthy stimulation negatively impacted those with anxiety, depression, family disfunction and/ or those struggling with substance abuse. Even those who were previously under the care of a mental health professional, could no longer meet their provider in person. Covid-19 has greatly increased mental health issues, and new family dysfunction has surfaced, yet there are less providers taking clients. As many clinicians have seen the demand for their services increase the need to accept Medicaid for reimbursement has continued to decrease. This has necessitated Naaleh open and grow an internal practice that specifically caters to those on Medicaid to ensure that mental health care is available to every member of the community regardless of financial constraints. As this demand continues to increase our ability to grow must match this demand. This is difficult as this necessitates increase office space, administrative costs, and billing complexity.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

5%

19. What percent of your organization's budget is made up by the proposed activity?

100

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

Naaleh was also awarded a grant towards our High- Risk Teen Program, from the ADAMHS Board of Cuyahoga County, for the last 3 years. They are very supportive of the work that we are doing for Cleveland Teens. We have been awarded 35,000 for the 2022 Calendar year. They have split the funds in to 12 equal payments and they send it to us monthly. The Mount Sinai Health Foundation Awarded Naaleh \$114,250 over two years. We have received the first installment of these funds already. (\$57,125) Aside from these funds, Naaleh raises private funds to cover the rest of our costs via fundraising events and campaigns.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

Naaleh Cleveland will never turn away someone who is reaching out for help, yet we acknowledge that our resources are limited. After having hired a full-time Director of Behavioral Health and Wellness. This became a necessity because the rate of calls and complexity of cases went up tremendously due to Pandemic. So far, in 2022, the number of calls has continued to rise. The number of teens in crisis remained high and continues to take a great deal of time, energy and finances to address. Additional funds are need to help us address the needs of the community. Naaleh is pursuing OHmas certification. This will likely help in some of the funding needs but is not guaranteed and the timeline is uncertain.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

n/a

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

Pre-pandemic, many mental health struggles went unaddressed or unmanaged. However, the strain of pandemic highlighted these challenges, so that they could no longer remain unevaluated. Calls to Naaleh's referral hotline has doubled when compared to our 2020 figures. Due to the rise in call volume and the complexity of cases, Naaleh's database of appropriate clinicians could not meet the needs of the community, as many therapists were not taking new clients and were not offering in-person sessions. Under these circumstances, we have expanded Naaleh Counseling Solutions, so that competent therapists could service the community and accept Caresource. This raised our annual budget by \$50,000. Naaleh hired a Clinical Director for Naaleh Counseling Solutions to lead our team of clinicians and interns, to manage the growth in clientele we are seeing, adding \$50,000 to our budget for 2023.

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

The Mount Sinai Health Foundation Awarded Naaleh \$114,250 over two years. We have received the first installment of these funds already. (\$57,125) The Ridgecliffe Foundation has awarded Naaleh Cleveland a grant for \$25,000, and the funds are forthcoming for 2023. Ridgecliffe Foundation funds programs which promote client services, prevention and education in the field of mental health and chemical dependency in a ten county area within Northeast Ohio. This has been very helpful as we expand our referral hotline, crisis intervention services and support groups. We did however, lose a philanthropic donor who has put his 25,000 donation 'on pause' due to the current difficult economic climate.

25. What new approaches are being developed or explored to generate new sources of funds?

In 2021, Naaleh updated to using an electronic database, which was created to service our unique model. This database helps us track the needs of our clients as well as the referrals made to mental health professionals. It gives us organized reports, tracking the most prevalent concerns of the community as we can now identify and summarize the primary and secondary concerns of clients in a methodized way. We now have the capability to measure the outcomes of our referrals. This data will give us the ability to apply to philanthropic foundations who are offering grants that require concrete data. The Ridgecliffe Foundation was a new grant opportunity, as well as the CBDG, which was made possible through the data we were able to gather from our Database. We continue to explore new grant opportunities and apply for funding that will allow for continued growth and resources to meet the needs of all those impacted by a mental health struggle.

26. What steps have been taken in the past year to make the agency more cost effective?

Naaleh Cleveland has applied for Ohio Mental Health Addiction Services Certification (OHMmas), which was quite a lengthy process. We have tentatively been approved and certification is forthcoming. This certification will be a great positive change for Naaleh. It will allow us to bill insurance for case management, which are currently paying employees to do. Families in Cleveland Heights that are benefiting from our services, will soon be able to be billed for insurance, and there will be still be no charge to them for our services.

The supervisors who coordinate our teen mentorship program will also soon be able to bill insurance for their service as well.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

Since March of 2020, the Pandemic has greatly affected Naaleh's work. The 'stay-at-home' order included the closing of schools and business offices, took a large toll on those struggling with mental health disorders. Lack of routine and healthy stimulation negatively impacted those with anxiety, depression, family disfunction and/ or those struggling with substance abuse. Even those who were previously under the care of a mental health professional, could no longer meet their provider in person. Covid-19 has greatly increased mental health issues, and new family dysfunction has surfaced, yet there are less providers taking clients. The mental health professionals that are practicing during this Pandemic, will rarely see a patient 'in person'. Many community members are suffering alone and have turned to addictive substances in order to manage the pain of day to day challenges. Naaleh's Case workers, staff and teen mentors were working overtime to ease the suffering of so many by directing clients to the services that are available to them and offering them support and distraction tactics. We have had to transition our community support groups to an online medium such as Zoom, which detracts from the quality of the group. We are receiving calls on our referral hotline, but there are fewer clinicians that are taking new clients during this time. The number of teens that are seeking to join our Teen Mentorship Program had increased greatly during the height of pandemic.

Much of the issues from the previous year impact from Covid has remained the same, but what has continued to change is that as more people have reached out for mental health services it has continued to reduce the stigma of this in the community. This has led to more people calling for services. This is both an amazing thing and a burdensome because it has both, highlighted the value of our efforts and increased our need for service availability, clinical support, and finances.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

Naaleh's referral line continues to have a rise in call volume compared to call volume of pre-pandemic. We refer new clients to

mental health professionals and our Mentorship Program addresses teens who were greatly affected by the Stay-at-HomeOrder.

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☒ I prefer the online application
☐ I prefer the paper application
☐ I have no preference
☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

I thought the application is well done! It would be great if spell check was a feature.

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 20,000.00	\$ 8,000.00	\$ 2.50
Prior Year CDBG funds (estimated rollover going to Year 46)			\$ 0.00
Applicant Agency Funds			\$ 0.00
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding	\$ 35,000.00		\$ 0.00
Private Sector Funding (e.g. Foundations)	\$ 82,124.00		\$ 0.00
Special Fundraising Efforts	\$ 252,000.00		\$ 0.00
Client Fees for Service	\$ 12,000.00		\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 401,124.00	\$ 8,000.00	\$ 50.14

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs*	\$ 343,293.00	\$ 20,000.00	\$ 311,000.00	\$ 8,000.00
Supplies/Printing/Postage	\$ 2,000.00		\$ 9,250.00	
Non Capital Equipment				
Teen Programming Budget	\$ 3,000.00		\$ 10,000.00	
Electronic Medical Billing	\$ 12,000.00		\$ 3,600.00	
Rent**	\$ 7,800.00		\$ 25,200.00	
Utilities	\$ 8,400.00		\$ 2,000.00	
Insurance***	\$ 9,000.00		\$ 8,054.00	
Service Fees and Dues	\$ 9,800.00		\$ 6,800.00	
Communications, Website & Database:	\$ 8,800.00		\$ 8,500.00	
Staff Training	\$ 5,000.00		\$ 3,000.00	
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	\$ 409,093.00	\$ 20,000.00	\$ 387,404.00	\$ 8,000.00

Budget/Tables Narrative

* Naaleh Cleveland is a service based organization. These personnel costs include the salary of the Executive Director, Director of Behavioral Health and Wellness, Director of our Counseling Center, Teen Program Coordinators, Office Manager and support staff.

** IN 2023 ,Rent fees include our Multi Purpose office as well as the Teen Program's Lounge and Education Center.

*** Due to the nature of our services, Naaleh is required to hold an extensive liability package.

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1.Executive Director	☒	45 Hours	20 Hours	\$ 120,000	\$	\$	\$
2.Director of Behavioral Health & Wellness	☐	45 Hours	25 Hours	\$ 70,000	\$	\$	\$
3. Teen Program Coordinator	☐	25 Hours	20 Hours	\$ 42,050	\$	\$	\$
4. Data & Program Manager	☐	18 Hours	9 Hours	\$ 30,000	\$	\$	\$
5. Office Support	☐	20 Hours	12 Hours	\$ 14,720	\$	\$	\$
6.	☐	Hours	Hours	\$	\$	\$	\$
7.	☐	Hours	Hours	\$	\$	\$	\$
8.	☐	Hours	Hours	\$	\$	\$	\$
9.	☐	Hours	Hours	\$	\$	\$	\$
10.	☐	Hours	Hours	\$	\$	\$	\$
Total		153 Hours	86 Hours	\$ 276,770	\$ 0	\$ 0	\$ 0

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.	☐	☐	☐	\$	\$	\$	\$
2.	☐	☐	☐	\$	\$	\$	\$
3.	☐	☐	☐	\$	\$	\$	\$
4.	☐	☐	☐	\$	\$	\$	\$
5.	☐	☐	☐	\$	\$	\$	\$
6.	☐	☐	☐	\$	\$	\$	\$
7.	☐	☐	☐	\$	\$	\$	\$
8.	☐	☐	☐	\$	\$	\$	\$
9.	☐	☐	☐	\$	\$	\$	\$
10.	☐	☐	☐	\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)	105	100	
Low Income (<50% AMI)	125	275	30
Moderate Income (<80% AMI)	60	125	
Other	10		
Total	300	500	30

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian	274		460	
Black/African American	15		20	
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander	1		2	
Multi-Racial	10		18	
Total	300	0	500	0

Documents [top](#)

Documents Requested *

A copy of your organization's Articles of Incorporation

A copy of your organization's IRS Tax Exempt Status Determination Letter

A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)

A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Optional Document #3

Optional Document #4

Required? Attached Documents *

☒ [501c3 Letter](#)

☒ [501c3 Letter](#)

☒ [Board Members 2022](#)

[990 -2020](#)

[ADAMHS AWARD](#)

[Mount Sinai AWARD](#)

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Application ID: 409991

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

City of Cleveland Heights 2023 ADA Curb Ramp Replacement Program

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 195,000.00 Requested
\$ 991,231 Leveraged Dollars

Submitted: 7/29/2022 6:34:14 AM (Pacific)

Project Contact

Joseph Kickel

jkickel@clevelandheights.gov

Tel: 216-291-2470

Additional Contacts

cclinkscale@clevelandheights.gov

City of Cleveland Heights

40 Severance Circle
Cleveland Heights, OH 44118

Mayor

Kahlil Seren

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Telephone 216-291-2470

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Web www.clevelandheights.gov

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

Project consists of the removal and replacement of curb ramps throughout the community to transition the existing non-compliant curb ramps to ramps that are compliant with the Americans with Disabilities Act.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:

☒ Existing Program or Project



New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the CDBG Administrator.



Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)



Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)

- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
 City of Cleveland Heights

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

The target population is persons with disabilities that reduce or inhibit mobility including persons with visual impairments and all other sidewalk users.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☒ Goal II: Revitalize Residential Neighborhoods
- ☐ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

n/a

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

There are no specific eligibility requirements for this project. The project is a benefit to all people who rely on a safe and sound network of public sidewalks to commute.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

6455	Projected # of unduplicated persons or units to be served
1304	Projected # of unduplicated low- to moderate-income persons/units served
6455	Projected # of Cleveland Heights persons/units to be served
14,214.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

164588

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

Review the sidewalk network to ensure a well-connected system of routes that are accessible for residents of all abilities

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

See Attachment A

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

Many ramps are throughout the city are non-compliant and need to be brought up to standard.

3. Please describe the program or project for which you are requesting funds:

Multi-year project in which curb ramps will be re-constructed and made ADA compliant with the most current ADA standards.

4. Please briefly describe what makes your agency or department a good fit for this activity:

The Public Works Department handles all major projects that involve the city's infrastructure. This work would be included in the annual street resurfacing program to solicit the best pricing at competitively bid prices.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

\$1,186,231.00 Total funds

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

None

7. Please indicate if your program or project will generate any program income:



Yes



No

8. Please estimate the amount of program income you expect to earn in Year 48:

n/a

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

We are currently conducting an inventory of compliant ramps, non-compliant ramps, and passable non-compliant ramps. This will provide a measurement baseline that we can utilize to show the effectiveness of the project.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you

will collect outcome data to support this claim:

Depending on when the work is performed, there might not be a short term 3 month benefit.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

Improved walking conditions and enhanced accessibility for all persons, especially those with disabilities (i.e. visual impairment, mobility issues, wheel chairs, etc.). We want to ensure safe and comfortable pedestrian facilities that meet the needs of all users.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

☒ Yes, my organization was last funded in Year 48 (FY 2022)

☐ Yes, my organization was last funded prior to Year 48 (FY 2022)

☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

2021 ADA Curb Ramp Replacement Program

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

0	Total Persons assisted
0	Total Households assisted
0	Total Housing Units assisted
0	Total Businesses assisted
0	Other
44571	Cleveland Heights persons assisted
0	Cleveland Heights households assisted
0	Cleveland Heights housing units assisted
0	Cleveland Heights businesses assisted
44,571.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

Improved ADA accessibility and walkability throughout the city sidewalk network.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

Improved ADA accessibility

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

None

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

16

19. What percent of your organization's budget is made up by the proposed activity?

11

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

The annual street program is funded through state gasoline excise and license plate renewal taxes.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

program may be partially or fully deferred.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

55% - 2021

100% - 2022

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

Same

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

None

25. What new approaches are being developed or explored to generate new sources of funds?

The city relies on these funds for curb ramp upgrades along our local roads. Roads that are eligible for Federal Highway or other State funds are not included. Ramps on other eligible roads will be upgraded when the roads are resurfaced.

26. What steps have been taken in the past year to make the agency more cost effective?

The city always operates within its budget.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

Yes, costs have increased drastically. The 2022 low bid cost per square foot for a curb ramp increased 124% from the 2021 cost.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

no

Application Survey

29. Please indicate your preference regarding this revised online application form:

☒ I prefer the online application



I prefer the paper application



I have no preference



I have never filled out a paper application

30. Please offer any suggestions to improve this application:

:)

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 195,000.00	\$ 190,000.00	\$ 1.03
Prior Year CDBG funds (estimated rollover going to Year 46)	\$ 85,500.00	\$ 85,500.00	\$ 1.00
Applicant Agency Funds	\$ 991,231.00	\$ 708,503.00	\$ 1.40
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)			\$ 0.00
Special Fundraising Efforts			\$ 0.00
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 1,271,731.00	\$ 984,003.00	\$ 1.29

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs				
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items	\$ 903,503.00	\$ 195,000.00	\$ 708,503.00	\$ 190,000.00
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	\$ 903,503.00	\$ 195,000.00	\$ 708,503.00	\$ 190,000.00

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1.		Hours	Hours	\$	\$	\$	\$
2.		Hours	Hours	\$	\$	\$	\$

3.		Hours	Hours	\$	\$	\$	\$
4.		Hours	Hours	\$	\$	\$	\$
5.		Hours	Hours	\$	\$	\$	\$
6.		Hours	Hours	\$	\$	\$	\$
7.		Hours	Hours	\$	\$	\$	\$
8.		Hours	Hours	\$	\$	\$	\$
9.		Hours	Hours	\$	\$	\$	\$
10.		Hours	Hours	\$	\$	\$	\$
Total		0 Hours	0 Hours	\$ 0	\$ 0	\$ 0	\$ 0

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.				\$	\$	\$	\$
2.				\$	\$	\$	\$
3.				\$	\$	\$	\$
4.				\$	\$	\$	\$
5.				\$	\$	\$	\$
6.				\$	\$	\$	\$
7.				\$	\$	\$	\$
8.				\$	\$	\$	\$
9.				\$	\$	\$	\$
10.				\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			

Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	0	0	0

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	0	0	0	0

Documents [top](#)

Documents Requested *

Required? Attached Documents *

A copy of your organization's Articles of Incorporation	✓	Blank
A copy of your organization's IRS Tax Exempt Status Determination Letter	✓	Blank
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	✓	Blank
A copy of your organization's most recent yearly financial statement or audit		
Optional Document #1		CH Mission Statement
Optional Document #2		
Optional Document #3		
Optional Document #4		

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Application ID: 411881

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

City of Cleveland Heights Housing Preservation Office

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 497,100.00 Requested
\$ 60,000 Leveraged Dollars

Submitted: 7/27/2022 1:16:55 PM (Pacific)

Project Contact

Allan Butler

abutler@clevelandheights.gov

Tel: 216-291-4962

Additional Contacts

none entered

City of Cleveland Heights

40 Severance Cir
Cleveland Heights, OH 44118
United States

Telephone 216-291-4962

Fax

Web Clevelandheights.com

Mayor

Kahlil Seren

mayorseren@clevelandheights.gov

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

To assist low moderate homeowners and the elderly in the maintenance of their homes. To eliminate blight and abate nuisances at properties throughout the City.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:



Existing Program or Project



New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the the CDBG Administrator.



Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)



Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)

- ☒ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
-no answer-

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

The programs will address LMI, disabled, or elderly homeowners throughout the City. Removal of blight through nuisance abatement will be City wide.

7. Please indicate where your Improvement Target Area(s) activities will take place:
-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☒ Goal II: Revitalize Residential Neighborhoods
- ☐ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

n/a

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

All programs are first come first serve basis and will be restricted to LMI, disabled, and elderly persons. Referrals may come from different departments, agencies for application approval.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

150	Projected # of unduplicated persons or units to be served
150	Projected # of unduplicated low- to moderate-income persons/units served
150	Projected # of Cleveland Heights persons/units to be served
450.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

150

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

Strategically use local dollars, state and national grants, and comprehensive incentive programs to stabilize the housing market and spur private investment .

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

To assist low and moderate income homeowners, elderly, and disabled persons in the maintenance of their homes. To eliminate blight and abate nuisances at properties throughout the City.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

Many low and moderate income residents, seniors, and disabled persons have difficulty with the costs of maintaining their homes. The Housing Preservation Office and its programs are designed to aid in home maintenance through grant programs and low interest loans.

3. Please describe the program or project for which you are requesting funds:

Our Paint Program and Violation Repair Program directly address the priority of home maintenance for our community's lowmod seniors and disabled persons. Our rehab specialists perform assessments of the properties, create detailed repair specifications, obtain bids for the needed repairs, work with contractors to assure completion and obtain final approvals from the home owners.

The Nuisance Abatement Program allows the City to perform much needed work to vacant, abandoned or nuisance properties in order to eliminate blight in the neighborhood. Our team will perform emergency board=ups, demolitions, special yard clean ups, litter and waste removal, and property repairs. This program is a vital tool for restoring neighborhoods and eliminating the blighting influence of vacant properties until they can be restored to productive properties

4. Please briefly describe what makes your agency or department a good fit for this activity:

The department is currently staffed with a State Certified Lead Licensed Rehab Specialists and an experienced Housing Counselor Program Coordinator.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

The program will need funding for administration, and programs. Additional inputs are provided by the City in the form of facilities, equipment, vehicles and some medical.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

n/a

7. Please indicate if your program or project will generate any program income:

☒ Yes

☐ No

8. Please estimate the amount of program income you expect to earn in Year 48:

20,000 for nuisance abatement.

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

We will review each property renovated or addressed by nuisance abatement to determine if the impact was a benefit to the neighborhood. Completion of projects with home owner involvement will require final approvals from the applicants.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

Short term benefits expect to be elimination of nuisances in vacant and abandoned homes which results in increased neighborhood conditions and confidence.

Data regarding the number of nuisance abatement proceed orders including demolitions, board ups, and special clean ups, and violation repairs will be kept to monitor the total expenditures.

Renovation and rehab data will be kept to monitor the impact on neighborhoods.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

The medium term outcomes hope to be increased property values and neighborhood confidence.

Data regarding the number of nuisance abatement proceed orders including demolitions, board ups, and special clean ups, and violation repairs will be kept to monitor the total expenditures.

Renovation and rehab data will be kept to monitor the impact on neighborhoods.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

☒ Yes, my organization was last funded in Year 48 (FY 2022)

☐ Yes, my organization was last funded prior to Year 48 (FY 2022)

☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Housing Preservation Office

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

	Total Persons assisted
	Total Households assisted
150	Total Housing Units assisted
	Total Businesses assisted
	Other
	Cleveland Heights persons assisted
	Cleveland Heights households assisted
150	Cleveland Heights housing units assisted
	Cleveland Heights businesses assisted
300.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

The data collected shows that there is a significant request for the Paint Program and Violation Repair Program which has continually obligated its funds within the first 6-7 months of the year.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

A decrease in complaints remaining open for longer time frames regarding blighted properties and an increase in property values due to a visible improvement in neighborhoods.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

The department has been influenced by appeals of nuisances, right of entry laws, and dependability of contractors performing the work.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

90

19. What percent of your organization's budget is made up by the proposed activity?

50

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

The City will use HOME funds received annually to perform other renovation loan programs to applicants. We have also received a additional Lead Safe Cuyahoga contract for 2018-2020 which will begin in November 2018. We have also been approved for what appears to be the last round of Demolition Funds from the Cuyahoga County Dept. of Development for demolition of condemned properties.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

Programs, personnel, and services will be cut. The longevity of the services depends greatly on the funds available.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

n/a

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

n/a

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

n/a

25. What new approaches are being developed or explored to generate new sources of funds?

Applications for funding have been made to CDSG grant and Cuyahoga County Demolition Bond Fund and Foreclosure Bond ordinance. The Housing Inspection Department has also received grant money to help in the implementation of a new software

system which can help monitor the data from all programs.

26. What steps have been taken in the past year to make the agency more cost effective?

All expenses are closely monitored to ensure fiscal responsibility. Nuisance Abatement expenditures are strategically used where properties are not in tax foreclosure and there is a likelihood that the funds will eventually become program income when the tax liens are paid.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

Covid -19 had put significant delays on most projects due to no access to the homes and lack of contractors. Costs of goods and services had increased considerably.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

n/a

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☒ I prefer the online application
- ☐ I prefer the paper application
- ☐ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

n/a

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 406,060.00	\$ 32,000.00	\$ 12.69
Prior Year CDBG funds (estimated rollover going to Year 46)	\$ 32,000.00		\$ 0.00
Applicant Agency Funds	\$ 30,000.00	\$ 30,000.00	\$ 1.00
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)			\$ 0.00
Special Fundraising Efforts			\$ 0.00
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 468,060.00	\$ 62,000.00	\$ 7.55

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 322,600.00	\$ 322,600.00		
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships	\$ 1,500.00	\$ 1,500.00		

Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans	\$ 170,000.00	\$ 170,000.00		
Other:	\$ 3,000.00	\$ 3,000.00		
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	\$ 497,100.00	\$ 497,100.00	\$ 0.00	\$ 0.00

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1. Housing Programs Director	✓	40 Hours	20 Hours	\$ 50,000	\$ 50,000	\$ 47,000	\$ 47,000
2. Housing Coordinator	✓	40 Hours	40 Hours	\$ 96,000	\$ 96,000	\$ 94,000	\$ 94,000
3. Senior Rehab Specialist	✓	40 Hours	40 Hours	\$ 110,000	\$ 110,000	\$ 107,000	\$ 107,000
4. Rehab Specialist	✓	40 Hours	40 Hours	\$ 25,000	\$ 25,000	\$ 20,000	\$ 20,000
5. Nuisance Abatement Coordinator	✓	40 Hours	32 Hours	\$ 41,600	\$ 41,600	\$ 63,000	\$ 63,000
6.	e	Hours	Hours	\$	\$	\$	\$
7.	e	Hours	Hours	\$	\$	\$	\$
8.	e	Hours	Hours	\$	\$	\$	\$
9.	e	Hours	Hours	\$	\$	\$	\$
10.	e	Hours	Hours	\$	\$	\$	\$
Total		200 Hours	172 Hours	\$ 322,600	\$ 322,600	\$ 331,000	\$ 331,000

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1. Senior Paint Program	✓	e	e	\$ 80,000	\$ 80,000	\$ 60,000	\$ 60,000

2. Senior Violation Repair Program	✓	e	e	\$ 40,000	\$ 40,000	\$ 20,000	\$ 20,000
3. Nuisance Abatement	✓	e	e	\$ 50,000	\$ 50,000	\$ 26,060	\$ 26,060
4.	e	e	e	\$	\$	\$	\$
5.	e	e	e	\$	\$	\$	\$
6.	e	e	e	\$	\$	\$	\$
7.	e	e	e	\$	\$	\$	\$
8.	e	e	e	\$	\$	\$	\$
9.	e	e	e	\$	\$	\$	\$
10.	e	e	e	\$	\$	\$	\$
Total				\$ 170,000	\$ 170,000	\$ 106,060	\$ 106,060

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	0	0	0

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	0	0	0	0

Documents Requested *

Required?

Attached Documents *

A copy of your organization's Articles of Incorporation

Documents are not applicable because the applicant is a City of Cleveland Heights Department

A copy of your organization's IRS Tax Exempt Status Determination Letter

Documents are not applicable because the applicant is a City of Cleveland Heights Department

A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)

Documents are not applicable because the applicant is a City of Cleveland Heights Department

A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Optional Document #3

Optional Document #4

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 411656

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

City of Cleveland Heights Strategic Home Repair

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 50,000.00 Requested
\$ 60,000 Leveraged Dollars

Submitted: 7/29/2022 11:10:19 AM (Pacific)

Project Contact

Allan Butler

abutler@clevelandheights.gov

Tel: 216-291-4962

Additional Contacts

none entered

City of Cleveland Heights

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Fax

Web Clevelandheights.com

Mayor

Kahlil Seren

mayorseren@clevelandheights.gov

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

This program would provide assistance to LMI qualified households to assist in maintenance and violation repair of their homes.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:



Existing Program or Project



New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the CDBG Administrator.



Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)



Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)

- ☒ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☐ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:
-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.
 n/a

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

The program will target all qualified households in lmi areas.

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☐ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

-no answer-

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

-no answer-

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

	Projected # of unduplicated persons or units to be served
	Projected # of unduplicated low- to moderate-income persons/units served
	Projected # of Cleveland Heights persons/units to be served
0.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than

the unduplicated beneficiaries where you would enter "1."

-no answer-

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

-no answer-

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

To assist low moderate homeowners in the maintenance of their homes to eliminate blight and help increase property values in strategic areas.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

Many low-mod homeowners are unable to afford the expense of correcting peeling paint issues with their homes which could cause neighborhood values to decline. This program would assist the applicants to have their houses painted in the strategic target areas in order to encourage and support development of a stronger housing market. Many low-mod homeowners are unable to afford the expense of correcting housing repairs on their homes which could cause neighborhood property values to decline. This program would assist the applicants to have their housing repair need corrected in the strategic target areas in order to encourage and support development of a stronger housing market.

3. Please describe the program or project for which you are requesting funds:

A Paint Program for all LMI candidates in the target area would provide a grant to applicants to help in the painting of their homes. Paint violations are very visible and can be very expensive. This program would aid in addressing the declining property values for the target area and help spur additional investment. A Violation Repair Program for all LMI candidates in the target area to provide a grant to applicants to help in the violation repairs on their homes. Exterior housing violations are very visible and can be very expensive. This program would aid in addressing the declining property values for the target area and help spur additional investment.

4. Please briefly describe what makes your agency or department a good fit for this activity:

The City has provided this program to seniors who are LMI and it would be very easy to expand to a target neighborhood without the age restriction of the existing program.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

We are asking for \$50,000 of total funding of which the entire amount will be applied to grants. Other costs to operate the program will be covered under existing operations.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

n/a

7. Please indicate if your program or project will generate any program income:

- ☐ Yes
- ☒ No

8. Please estimate the amount of program income you expect to earn in Year 48:
n/a

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:
We will determine the number of households aided by the program and determine if neighboring properties are impacted.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:
We expect to see improved homes with a highly visible repairs in order to decrease complaints and eliminate housing violations.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:
The medium term outcomes hope to be increased property values and increased investment in the target area.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:
If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

- ☐ Yes, my organization was last funded in Year 48 (FY 2022)
- ☒ Yes, my organization was last funded prior to Year 48 (FY 2022)
- ☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:
Year 47 (2021) and 2020 SIO application

14. Please enter in outcome data from your prior year CDBG funding:
Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

	Total Persons assisted
	Total Households assisted
25	Total Housing Units assisted
	Total Businesses assisted
	Other
	Cleveland Heights persons assisted
25	Cleveland Heights households assisted
	Cleveland Heights housing units assisted
	Cleveland Heights businesses assisted
50.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:
If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.
We expect to see improved homes with a highly visible repairs in order to decrease complaints and eliminate housing violations

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

We are hoping to layer this grant onto other grants and target Low Mod areas where Code Enforcement inspections are conducted via other CDBG programs for increased property values, fewer major violations, and fewer court cases for neighborhood.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

Cost of materials, staffing, and covid.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

100

19. What percent of your organization's budget is made up by the proposed activity?

5

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

This program will be aided by City of Cleveland Hts. general fund and use other funds to target additional properties in the area.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

The program will be eliminated.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

n/a

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

n/a

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

n/a

25. What new approaches are being developed or explored to generate new sources of funds?

All NOFA notifications are applied for in order to encourage development.

26. What steps have been taken in the past year to make the agency more cost effective?

Projects are put out to sealed bid with at least 3 contractors to ensure lowest bid available.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

Yes, we have had difficulty scheduling work, lack of contractors, and increased product costs.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

n/a

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☒ I prefer the online application
- ☐ I prefer the paper application
- ☐ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

n/a

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 50,000.00	\$ 0.00	\$ 0.00
Prior Year CDBG funds (estimated rollover going to Year 46)			\$ 0.00
Applicant Agency Funds			\$ 0.00
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)			\$ 0.00
Special Fundraising Efforts			\$ 0.00
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 50,000.00	\$ 0.00	\$ 0.00

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs				
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1.		Hours	Hours	\$	\$	\$	\$
2.		Hours	Hours	\$	\$	\$	\$
3.		Hours	Hours	\$	\$	\$	\$
4.		Hours	Hours	\$	\$	\$	\$
5.		Hours	Hours	\$	\$	\$	\$
6.		Hours	Hours	\$	\$	\$	\$
7.		Hours	Hours	\$	\$	\$	\$
8.		Hours	Hours	\$	\$	\$	\$
9.		Hours	Hours	\$	\$	\$	\$
10.		Hours	Hours	\$	\$	\$	\$
Total		0 Hours	0 Hours	\$ 0	\$ 0	\$ 0	\$ 0

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1. Strategic Home Repair				\$ 50,000	\$ 50,000	\$	\$
2.				\$	\$	\$	\$
3.				\$	\$	\$	\$
4.				\$	\$	\$	\$
5.				\$	\$	\$	\$
6.				\$	\$	\$	\$
7.				\$	\$	\$	\$
8.				\$	\$	\$	\$

9.	e	e	e	\$	\$	\$	\$
10.	e	e	e	\$	\$	\$	\$
Total				\$ 50,000	\$ 50,000	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	0	0	0

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	0	0	0	0

Documents [top](#)

Documents Requested *

A copy of your organization's Articles of Incorporation

Required?



Attached Documents *

[Documents are not applicable because the applicant is a City of Cleveland Heights Department](#)

A copy of your organization's IRS Tax Exempt Status Determination Letter



[Documents are not applicable because the applicant is a City of Cleveland Heights Department](#)

A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)



[Documents are not applicable because the applicant is a City of Cleveland Heights Department](#)

A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Optional Document #3

Optional Document #4

Application ID: 411658

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

City of Cleveland Heights Code Enforcement

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 50,000.00 Requested
\$ 25,000 Leveraged Dollars

Submitted: 7/26/2022 12:48:29 PM (Pacific)

Project Contact

Allan Butler

abutler@clevelandheights.gov

Tel: 216-291-4962

Additional Contacts

none entered

City of Cleveland Heights

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Web Clevelandheights.com

Mayor

Kahlil Seren

mayorseren@clevelandheights.gov

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

Code Enforcement program is to perform property maintenance code inspections on properties in LMI areas in order to help maintain and preserve the housing stock.

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:

☒ Existing Program or Project



New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the CDBG Administrator.

☒ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)



Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)

- ☒ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☒ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☒ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☒ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☒ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

A map of eligible areas is available in the Library section of this application ("2023 LMI Map").

- ☒ 1403.01-1
- ☒ 1405.00-1
- ☒ 1405.00-3
- ☒ 1407.01-2
- ☒ 1407.01-3
- ☒ 1408.00-3
- ☒ 1409.00-1
- ☒ 1410.00-1
- ☒ 1410.00-2
- ☒ 1411.00-2
- ☒ 1411.00-3
- ☒ 1415.00-1

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

-answer not presented because of the answer to #3-not presented because of the answer to #3-

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

All properties in LMI areas.

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☒ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☐ Goal III: Provide Needed Public Services
- ☐ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

n/a

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

All properties within LMI area are subject to program requirements per property maintenance code.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

1230	Projected # of unduplicated persons or units to be served
1230	Projected # of unduplicated low- to moderate-income persons/units served
6150	Projected # of Cleveland Heights persons/units to be served
8,610.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

2460

Master Plan

13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections.. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

To perform fair, standardized, comprehensive inspections of Cleveland Heights properties in order to preserve the housing stock, promote higher property values, eliminate health and safety hazards , and make the City a more desirable community.

Situation

2. Please describe the problem or need that is to be addressed by your program or project:

There is a continual need for maintenance of an aging housing stock especially in areas of low to moderate income.

3. Please describe the program or project for which you are requesting funds:

The program is to provide a code enforcement inspector in geographic areas designated LMI.

4. Please briefly describe what makes your agency or department a good fit for this activity:

The City currently has an existing comprehensive code enforcement policy operated through the Housing Inspection Department.

Inputs or Resources

5. Please describe the resources and inputs that you will need to implement your program or activity:

The resources needed will be funding salary for an existing full time position in the Housing Department. Other costs are covered due to the existing department resources.

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the

number of hours volunteers will contribute per week.

n/a

7. Please indicate if your program or project will generate any program income:

- ☐ Yes
☒ No

8. Please estimate the amount of program income you expect to earn in Year 48:

n/a

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

The effectiveness of the program will be measured in inspections performed, new violations created, and compliance achieved. The City Housing Inspection Department has a proven history of the effectiveness and impact on our neighborhood through code enforcement.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

The short term benefits will be an increase in immediate violation notices issued and increased compliance on those violations.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

The Medium term benefits are expected to be increased neighborhood values, decreased violations, and a greater awareness between the inspector to the neighborhood he serves.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

- ☒ Yes, my organization was last funded in Year 48 (FY 2022)
☐ Yes, my organization was last funded prior to Year 48 (FY 2022)
☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Code Enforcement Year 48 (FY 2020)

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

6150	Total Persons assisted
1230	Total Households assisted
1230	Total Housing Units assisted
6	Total Businesses assisted
0	Other
6150	Cleveland Heights persons assisted
1230	Cleveland Heights households assisted
1230	Cleveland Heights housing units assisted
6	Cleveland Heights businesses assisted
17,232.00	TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

The data will not effect the program severely due to the fact that all complaints received must be validated. The data may show increased compliance and total number of violations issued.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

The organization is expecting to see improved property values and properties in the LMI areas. It is expected that the program helps an inspector be familiar with the properties in the area and strive for compliance.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

Lack of funding and decreased LMI areas have an impact on the program.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

80

19. What percent of your organization's budget is made up by the proposed activity?

10

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

The remaining costs of this program will be covered by City general fund.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

The program will be eliminated.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

Carry over balance in 2021 was \$9,870. This provides us with a minimum cushion for any overruns in costs. 2022 budget forecasts look similar.

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

n/a

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

n/a

25. What new approaches are being developed or explored to generate new sources of funds?

Continual research for new partners and organizations to help promote improved housing.

26. What steps have been taken in the past year to make the agency more cost effective?

New Code Enforcement Software has been installed to better track violations in LMI areas. The budget is scrutinized and reviewed to ensure all expenditures are necessary.

COVID-19 Impacts

27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.

Inspection numbers significantly dropped as stay home orders and Covid-19 procedures prevented social interaction, however we have resumed inspections from the initial orders were lifted and life resumes to a more normal standard.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

LMI areas may be more effected financially by Covid-19 and may require additional enforcement.

Application Survey

29. Please indicate your preference regarding this revised online application form:

- ☒ I prefer the online application
- ☐ I prefer the paper application
- ☐ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

n/a

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 50,000.00	\$ 50,000.00	\$ 1.00
Prior Year CDBG funds (estimated rollover going to Year 46)	\$ 10,000.00	\$ 9,870.00	\$ 1.01
Applicant Agency Funds	\$ 40,000.00	\$ 40,000.00	\$ 1.00
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)			\$ 0.00
Special Fundraising Efforts			\$ 0.00
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 100,000.00	\$ 99,870.00	\$ 1.00

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 80,000.00	\$ 50,000.00	\$ 80,000.00	\$ 50,000.00
Supplies/Printing/Postage				
Non Capital Equipment				
Conferences/Travel/Mileage				
Subscriptions/Memberships				
Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans				
Other:				
Other:				
Other:				

Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total		\$ 80,000.00	\$ 50,000.00	\$ 80,000.00
			\$ 50,000.00	

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1. Code Enforcement	✓	40 Hours	32 Hours	\$ 90,000	\$ 50,000	\$ 90,000	\$ 50,000
2.	⌚	Hours	Hours	\$	\$	\$	\$
3.	⌚	Hours	Hours	\$	\$	\$	\$
4.	⌚	Hours	Hours	\$	\$	\$	\$
5.	⌚	Hours	Hours	\$	\$	\$	\$
6.	⌚	Hours	Hours	\$	\$	\$	\$
7.	⌚	Hours	Hours	\$	\$	\$	\$
8.	⌚	Hours	Hours	\$	\$	\$	\$
9.	⌚	Hours	Hours	\$	\$	\$	\$
10.	⌚	Hours	Hours	\$	\$	\$	\$
Total		40 Hours	32 Hours	\$ 90,000	\$ 50,000	\$ 90,000	\$ 50,000

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1.	⌚	⌚	⌚	\$	\$	\$	\$
2.	⌚	⌚	⌚	\$	\$	\$	\$
3.	⌚	⌚	⌚	\$	\$	\$	\$
4.	⌚	⌚	⌚	\$	\$	\$	\$
5.	⌚	⌚	⌚	\$	\$	\$	\$

6.				\$	\$	\$	\$
7.				\$	\$	\$	\$
8.				\$	\$	\$	\$
9.				\$	\$	\$	\$
10.				\$	\$	\$	\$
Total				\$ 0	\$ 0	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	0	0	0

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				
Total	0	0	0	0

Documents [top](#)

Documents Requested *

A copy of your organization's Articles of Incorporation



Required? Attached Documents *

[Documents are not applicable because the applicant is a City of Cleveland Heights Department](#)

A copy of your organization's IRS Tax Exempt Status Determination Letter



[Documents are not applicable because the applicant is a City of Cleveland Heights Department](#)

A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)



[Documents are not applicable because the applicant is a City of Cleveland Heights Department](#)

A copy of your organization's most recent yearly financial statement or audit

Optional Document #1

Optional Document #2

Optional Document #3

Optional Document #4

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Application ID: 411516

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City of Cleveland Heights

Planning Department

Year 49 (2023) CDBG Application

Deadline: 8/2/2022

City of Cleveland Heights Economic Development/Storefront Program

Jump to: [Pre-Application](#) [Application Questions](#) [Budget/Tables](#) [Budget/Tables \(cont.\)](#) [Documents](#)

\$ 300,000.00 Requested
\$ 600,000 Leveraged Dollars

Submitted: 7/29/2022 5:25:39 AM (Pacific)

Project Contact

Brian Anderson

banderson@clvhts.com

Tel: 216-291-2617

Additional Contacts

none entered

City of Cleveland Heights

40 Severance Circle
Cleveland Heights, OH 44118

Planning & Development Director

Eric Zamft

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Telephone 216-291-2617

Fax

Web www.clevelandheights.com

Pre-Application [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #3.

General Program Information

1. Please provide a concise description of your program or project:

The information provided here may be used in public notices, program brochures and other forms of communication by the City of Cleveland Heights.

The goal of the economic development programs supported by this application is to coordinate and implement a comprehensive plan that manages and supports the social, economic and physical development and re-development of the City. The goal is to facilitate programs and projects that attract and retain both residents and businesses which contribute to the sustainable growth and diversification of the City's tax base and economic stability of the community. This includes facilitating a positive business environment in order to retain and facilitate expansion of existing businesses and attracting new businesses.

This mission is addressed with the assistance of the following CDBG funded activities:

1. Economic Development Program Administration
2. Commercial Revolving Loan Fund
3. Microloan Fund
4. Storefront Renovation Program

2. Please indicate whether your program or project is an existing CDBG program or project for Cleveland Heights, a new program or project or a Strategic Impact Opportunity program or project:



Existing Program or Project



New Program or Project

National Objectives

3. Please indicate the National Objective of your program or project:

If your program or project has more than one National Objective, please contact the CDBG Administrator.

- ☐ Low Mod Area Benefit (An activity that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons)
- ☐ Low Mod Limited Clientele (typically service delivery programs, 51 percent of the beneficiaries of an activity have to be LMI persons)
- ☐ Low Mod Housing Activities (Activities that provide or improve permanent residential structures which, upon completion, will be occupied by LMI households)
- ☒ Low Mod Job Creation or Retention Activities (Activities that create or retain jobs, at least 51 percent of which will be made available to or held by LMI persons)
- ☐ Slum Blight Spot Basis (Activities that eliminate specific conditions of blight that are not located in a designated Improvement Target Area)
- ☐ Slum Blight Area Basis (Activities that are located within designated Improvement Target Areas)
- ☐ Fair Housing/Grant Administration

4. Please check the box next to the Census Block Group(s) whose residents will benefit from your activity:

-answer not presented because of the answer to #3-

5. Please list the street address(es) and/or describe the geographic area where your program or project will take place.

If your answer exceeds the space allotted, please submit your answer in the "documents" section of the application.

Economic Development and Storefront activities/programs serve the entire City.

6. Please identify your program or project's target population:

examples: the elderly, youth, people with a disability, low-mod income homeowners/tenants, low-mod income job seekers, businesses, etc.

Businesses

Job seekers

Low-mod residents

Community as a whole

7. Please indicate where your Improvement Target Area(s) activities will take place:

-answer not presented because of the answer to #3-

Goals

8. Please select the goal that most closely aligns with your program/project:

More information regarding the City's Consolidated Plan Goals can be found in the "CDBG Overview & Requirements" document in the Library Section.

- ☐ Goal I: Improve, Maintain, and Expand Affordable Housing
- ☐ Goal II: Revitalize Residential Neighborhoods
- ☐ Goal III: Provide Needed Public Services
- ☒ Goal IV: Increase Economic Opportunities

9. If your program or project promotes racial equity and inclusion and you would like to highlight it, please do so here:

N/A

10. Please list the eligibility requirements for participants of your program or project:

How will you select beneficiaries and how will you ensure that beneficiaries are eligible?

Businesses (new and existing), commercial property owners and residential property owners (as it relates to the Community Reinvestment Area tax abatement program) throughout are eligible to participate, provided they meet established program guidelines.

11. Please indicate your projected number of unduplicated or unique beneficiaries from your proposed program or

project:

Enter the number of unique people your program or project benefits. For example, if a participant uses the program 3 times you will enter "1" rather than the duplicated beneficiaries where you would enter "3."

250	Projected # of unduplicated persons or units to be served
125	Projected # of unduplicated low- to moderate-income persons/units served
250	Projected # of Cleveland Heights persons/units to be served
625.00	TOTAL

12. Please indicate your projected number of duplicated beneficiaries or total units served from your proposed program:

Enter the total amount of units of service. For example, if a participant uses the program 3 times you will enter "3" rather than the unduplicated beneficiaries where you would enter "1."

500

Master Plan**13. Please refer to the City of Cleveland Heights' Master Plan and select the Master Plan Goal(s) (highlighted in pink) that best represents your project or program:**

The Master Plan can be found in the Library Section of this application, downloadable in 2 sections. The "Goals & Actions" implementation table can be found starting on page 227 of the "Master Plan Part 2."

Work with local and regional economic development organizations to increase the number of high paying jobs available in the City by assisting the expansion of existing businesses and attracting new ones.

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #12.

1. Please enter your Agency or Department's Mission Statement:

As part of the Planning & Development Department, the Economic Development program's mission is to coordinate and implement a comprehensive plan that manages and supports the social, economic and physical development and re-development of the City.

Situation**2. Please describe the problem or need that is to be addressed by your program or project:**

The Economic Development program works to increase the City's tax base, employment opportunities, and investment in the City's commercial and residential districts.

3. Please describe the program or project for which you are requesting funds:

1. Economic development administration - \$50,000; these funds help support the day-to-day administration of City staff related to economic development program (on a cost-share basis). These funds support 50% of the cost of economic development staff plus the cost of a consultant to assist with coordination of the Storefront Renovation Program.

2. Storefront Renovation Program - \$250,000; these funds are requested to help support the rebate and loan portions of the program. Currently available funding for rebates are sufficient to address the 3-4 projects currently in the pipeline. Additional new projects would require additional funding.

4. Please briefly describe what makes your agency or department a good fit for this activity:

The City has long managed an Economic Development program funded in part by CDBG.

Inputs or Resources**5. Please describe the resources and inputs that you will need to implement your program or activity:**

The Economic Development program requires sufficient staffing to perform a variety of duties related to program management, implementation, and outreach in addition to sufficient funding for specific program (i.e. Storefront Renovation Program).

6. Please describe the new staff, the consultants planned to be hired, volunteers and in-kind services utilized for your program or project:

Include the types of staff, consultants (and names if known), volunteers and in-kind services you will utilize. Also include the number of hours volunteers will contribute per week.

N/A

7. Please indicate if your program or project will generate any program income:

☒ Yes

☐ No

8. Please estimate the amount of program income you expect to earn in Year 48:

\$80,000

Anticipated Outcomes

9. Please describe the process you will use to evaluate the effectiveness of the proposed program or project:

Our activity results in the City attracting and retaining viable businesses. This encourages additional investment and activity in our commercial districts and adjacent residential neighborhoods. Strengthening our commercial districts also leads to additional employment opportunities and better availability of services to serve the community.

10. Please describe the expected short-term (3 month) benefits for persons or units served and describe how you will collect outcome data to support this claim:

The short term benefits of the Economic Administration program allows staff to provide technical assistance to businesses. This assistance helps them navigate the business startup process, including securing required approvals and permits.

Property owners utilizing the Storefront program receive financial and design assistance to help invest in their commercial property.

11. Please describe the expected medium-term (12 month) outcomes or benefits for persons or units served and describe how you will collect outcome data to support this claim:

Business projects are tracked to determine if the funded project does in-fact result in the projected number of jobs created, investments made, etc.

Past Program/Project Performance

12. Please indicate if your organization has been funded by Cleveland Heights' CDBG Program in the past:

If you answer yes, please fill out the "Prior Year Demographic Data" table in the "Tables" section.

☒ Yes, my organization was last funded in Year 48 (FY 2022)

☐ Yes, my organization was last funded prior to Year 48 (FY 2022)

☐ No, my organization has not been funded in the past

13. Please enter the name and year of the previously funded program or project:

Economic Development/Storefront Renovation Programs 2022

14. Please enter in outcome data from your prior year CDBG funding:

Enter in duplicated amounts. Type "NA" in the field if the category does not apply. A more detailed account of your past beneficiaries is requested under the "Budget/Tables" tab.

NA	Total Persons assisted
25	Total Households assisted
25	Total Housing Units assisted
200	Total Businesses assisted
NA	Other
NA	Cleveland Heights persons assisted
25	Cleveland Heights households assisted
25	Cleveland Heights housing units assisted

200 Cleveland Heights businesses assisted

500.00 TOTAL

15. Please describe the outcome data collected and the impact it had on your past program or project:

If your organization did not formally measure the effectiveness or impact of the program or project or if there was a significant change in beneficiaries, please explain why.

Business projects are tracked to determine if the funded project does in-fact result in the projected number of jobs created, investments made, etc.

Impact

16. Please describe the organizational, community and/or system level changes or impacts that are expected to result from the program or project:

Examples: improved conditions, increased capacity, behavior changes, etc.

The Economic Development Program will continue to contribute to the sustainable growth and diversification of the City's tax base and economic stability. This is accomplished by facilitating growth and rehabilitation in the City's commercial and residential neighborhoods.

External Factors

17. Please describe any external influences, environmental factors or related programs that could impact your proposed program or project:

The national and regional economy and financial markets can impact the health of local businesses and influence the pipeline of potential projects and the number of pipeline projects that may be completed. COVID, supply chain, workforce, and interest rate increases are all impacting economic development.

Budget

18. What percent of your proposed activity is being proposed to be funded through Cleveland Heights' CDBG program?

50%

19. What percent of your organization's budget is made up by the proposed activity?

1%

20. Describe other funding sources that you will be utilizing for this activity.

Where are you in the process of securing these funds? When will these funds be available for use with this activity? Submit documentation with this application of your efforts or commitment letters stating that funds have been awarded.

The Economic Development Administration portion, covering personnel and operating costs, is a 50/50 cost share with the City. The Storefront loans, rebates and consultant fees are 100% supported by CDBG funding.

21. How will the agency modify the program if full funding is not received?

Please describe how the beneficiaries will be reduced.

Economic development programming would be reevaluated to scale with available resources. This could include less outreach and technical assistance to businesses and the ability to financially support projects through the Storefront Renovation Program.

22. If your agency received CDBG funds during the past two years (FY 2020 and FY 2021) and your agency did not expend 100% of your CDBG allocation, state the percent your agency did expend and provide an explanation.

Expected to expend 70-80% of allocation due to rollover from previous years, increased program income from loan payoffs, timing of funding for specific projects, and changes in staffing.

23. If your activity budget has increased or decreased by more than 5% from FY 2020, please provide a detailed explanation.

Ex: Personnel costs have risen by 10% due to our hospitalization costs increasing by \$500 per month; or, Currently we are turning away clients so we increased our projected scope of service and increased our budget request.

NA

24. Please explain any significant changes in the agency funding sources that have occurred in the last two (2) years.

NA

25. What new approaches are being developed or explored to generate new sources of funds?

The City has continued to develop and utilize other programs that do not use CDBG funding that fill a similar role in providing access to capital and financing for businesses. In 2017, the City added an SBA Performance Grant program using funding from the City and Cuyahoga County. This program provides an equity infusion for a business to help secure SBA financing.

The City also works to connect businesses and projects with other outside funding sources at the County, regional, state, and federal level.

26. What steps have been taken in the past year to make the agency more cost effective?

Staff continues to monitor programs and budgets to identify possible ways to improve cost effectiveness and efficiency of the programs.

COVID-19 Impacts**27. Has the COVID-19 Pandemic impacted your program? If yes, please briefly describe the impact.**

COVID-19 has had short-term impacts on our programs, and the longer-term impacts are still to be determined. Businesses have had to address multiple issues ranging from extended closures, new operating procedures, reduced capacities, lower revenues, staffing issues etc.

Moving forward, businesses are still recovering from the loss of revenue during the peak of the pandemic. Potential new businesses are just now again beginning to contemplate new locations and/or new investments.

28. Does your proposed activity address any negative impacts of the COVID-19 Pandemic?

It is not required that your activity address the pandemic.

The Economic Development/Storefront Program works with businesses and property owners impacted by COVID-19.

Application Survey**29. Please indicate your preference regarding this revised online application form:**

- ☒ I prefer the online application
- ☐ I prefer the paper application
- ☐ I have no preference
- ☐ I have never filled out a paper application

30. Please offer any suggestions to improve this application:

None at this time

Budget/Tables [top](#)

Funding Sources/Revenues	Year 49 - FY 2023	Year 48 - FY 2022	Percent of Total Organization
Cleveland Hts. CDBG grant	\$ 300,000.00	\$ 120,000.00	\$ 2.50
Prior Year CDBG funds (estimated rollover going to Year 46)	\$ 750,000.00	\$ 1,369,336.00	\$ 0.55
Applicant Agency Funds			\$ 0.00
Other Federal Funding			\$ 0.00
State Gov't Funding			\$ 0.00
County Gov't Funding			\$ 0.00
Private Sector Funding (e.g. Foundations)			\$ 0.00
Special Fundraising Efforts			\$ 0.00
Client Fees for Service			\$ 0.00
In-kind Contributions			\$ 0.00
Total	\$ 1,050,000.00	\$ 1,489,336.00	\$ 0.71

Proposed Activity Funding Uses/Expenses	Year 49 - FY 2023 - All Funding Sources	Year 49 - FY 2023 - CDBG Request	Yr 48 - FY 2022 - Total Budgeted Expenses	Yr 48 - FY 2022 - Budgeted CDBG Expenses
Personnel Costs	\$ 150,000.00	\$ 50,000.00		
Supplies/Printing/Postage	\$ 2,000.00			
Non Capital Equipment				
Conferences/Travel/Mileage	\$ 2,000.00			
Subscriptions/Memberships	\$ 2,000.00			
Rent				
Utilities				
Insurance				
Capital Items				
Program Grants & Loans	\$ 700,000.00	\$ 250,000.00		
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total	\$ 856,000.00	\$ 300,000.00	\$ 0.00	\$ 0.00

Budget/Tables (cont.) [top](#)

Personnel Services

Job Title	Full Time?	Total Hours Per Week	Total Hours Allocated to CDBG Per Week	FY 2023/Year 49 Total Program	FY 2023/Year 49 Total CDBG	FY 2022/Year 48 Total Program	FY 2022/Year 48 Total CDBG
1. Business Development Manager	✓	40 Hours	20 Hours	\$ 90,000	\$ 45,000	\$	\$
2. Unfilled position	✓	40 Hours	20 Hours	\$ 90,000	\$ 45,000	\$	\$
3.	Ⓔ	Hours	Hours	\$	\$	\$	\$
4.	Ⓔ	Hours	Hours	\$	\$	\$	\$
5.	Ⓔ	Hours	Hours	\$	\$	\$	\$
6.	Ⓔ	Hours	Hours	\$	\$	\$	\$
7.	Ⓔ	Hours	Hours	\$	\$	\$	\$
8.	Ⓔ	Hours	Hours	\$	\$	\$	\$
9.	Ⓔ	Hours	Hours	\$	\$	\$	\$
10.	Ⓔ	Hours	Hours	\$	\$	\$	\$
Total		80 Hours	40 Hours	\$ 180,000	\$ 90,000	\$ 0	\$ 0

Program Grants, Loans & Capital Expenses

Name	Grant?	Loan?	Capital Item?	FY 2023/Year 49 Total Budget	FY 2023/Year 49 CDBG Share	FY 2022/Year 48 Total Budgeted	FY 2022/Year 48 CDBG Share
1. Commercial Revolving Loan		✓		\$ 500,000	\$	\$	\$
2. Storefront Renovation Program	✓	✓		\$ 350,000	\$ 250,000	\$	\$
3. Microenterprise Loan Program		✓		\$ 35,000	\$	\$	\$
4.				\$	\$	\$	\$
5.				\$	\$	\$	\$
6.				\$	\$	\$	\$
7.				\$	\$	\$	\$
8.				\$	\$	\$	\$
9.				\$	\$	\$	\$
10.				\$	\$	\$	\$
Total				\$ 885,000	\$ 250,000	\$ 0	\$ 0

Beneficiaries by Income

Category	Total # of Cleveland Heights Clients in Category	Total Clients Served	Female Heads of Households
Extremely Low Income (<30% AMI)			
Low Income (<50% AMI)			
Moderate Income (<80% AMI)			
Other			
Total	0	0	0

Beneficiaries by Race & Ethnicity

Category	Total # of Cleveland Heights Clients in Category	Total # of Hispanic Cleveland Heights Clients in Category	Total # of All Clients in Category	Total # of all Hispanic Clients in Category
White/Caucasian				
Black/African American				
Asian				
American Indian/Alaska Native				
Native Hawaiian/Other Pacific Islander				
Multi-Racial				

Documents [top](#)

Documents Requested *

Required? Attached Documents *

A copy of your organization's Articles of Incorporation	✓	City Application
A copy of your organization's IRS Tax Exempt Status Determination Letter	✓	City Application
A list of the organization's most current Board of Directors or Trustees and their affiliations (include mailing addresses and telephone numbers)	✓	City Application
A copy of your organization's most recent yearly financial statement or audit		
Optional Document #1		
Optional Document #2		
Optional Document #3		
Optional Document #4		

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 411973

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City of Maple Heights
Office of the Mayor



Proclamation



hereas:

The City of Maple Heights recognizes the importance of supporting clean and renewable forms of energy to protect our environment for future generations; and

WHEREAS, we transition to a green economy as a result of the continual improvement in power generation from solar panels, wind turbines, and hydropower stations; and

WHEREAS, the City of Maple Heights is home to numerous businesses that are leading on the development of clean energy while also providing 21st century jobs that have a direct economic benefit; and

WHEREAS, the clean energy sector continues to grow, securing the state's energy future and powering homes and businesses with renewable and reliable power; and

WHEREAS, a warming climate will impact every resident of the City of Maple Heights and will put excessive strain on the city to repair roads caused by strengthened storms, provide cooling centers as days become hotter, and protect drinking water as algal blooms become more common; and

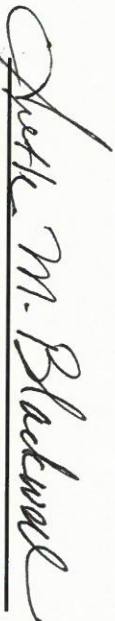
WHEREAS, National Clean Energy Week provides the chance to lift up common sense solutions that will curb climate change while simultaneously preserve the beauty of Ohio's natural resources.

THEREFORE, I, Annette Blackwell, Mayor of the City of Maple Heights, do hereby proclaim September 26th-30th as

"National Clean Energy Week"

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the City of Maple Heights to be affixed on this 26th day of September, in the year Two Thousand and Twenty-Two.




Mayor Annette M. Blackwell
City of Maple Heights, Ohio



SHAKER HEIGHTS

OFFICE OF THE MAYOR

PROCLAMATION

*By virtue of the authority vested in me as Mayor of the City of Shaker Heights, Ohio,
I do hereby issue this Proclamation celebrating the life and contributions of*

JOANN JEMISON

September 26, 1939 – November 7, 2022

WHEREAS, the family and friends of JoAnn Jemison have assembled at Olivet Institutional Baptist Church, Cleveland, Ohio on Saturday, November 19, 2022 to honor and celebrate her life; and

WHEREAS, JoAnn Jemison, nee Williamson, was born September 26, 1939 in the state of West Virginia where she spent her school years and where she graduated and received her high school diploma from Buffalo High School, West Virginia; and

WHEREAS, JoAnn met and later married the love of her life, Charles Jemison, in 1964 in a ceremony at JoAnn's parents' home on Chelton Road, Shaker Heights, Ohio; and

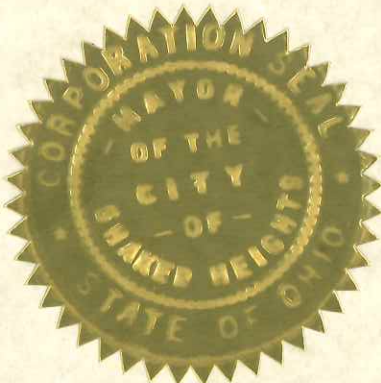
WHEREAS, after their marriage, JoAnn and Charles also made their home on Chelton Road, living next door to JoAnn's parents where they raised their three children Nanekia ("Nikki"), Rachel and Charles ("Charlos"); and

WHEREAS, JoAnn was a proud Shaker Raider parent, very active with the schools as all three children attended Moreland Elementary through graduation from Shaker Heights High School; and

WHEREAS, JoAnn will be remembered by her children Nikki, Rachel and Charlos, her sister Carolyn, three grandchildren, a great-grandchild, plus many friends in Shaker Heights for the joy she brought and the memories she made that will comfort and sustain them now and always.

NOW, THEREFORE, City Council and I, David E. Weiss, by virtue of the authority vested in me as Mayor of the City of Shaker Heights, Ohio, do hereby express sincere condolences to JoAnn's family and friends who will miss her deeply.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Shaker Heights, Ohio to be affixed this nineteenth day of November in the year two thousand twenty-two.



DAVID E. WEISS
Mayor

Proclamation

BE IT PROCLAIMED:

WHEREAS, XXX; and

WHEREAS, XXX; and

WHEREAS, XXX; and

WHEREAS, XXX.

NOW, THEREFORE, I, COUNCIL MEMBER NAME, COUNCILMAN/WOMAN/LOR of the City of Cleveland Heights, Ohio, do hereby proclaim, DATE, as

“XXX”

XXX.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Cleveland Heights, Ohio, to be affixed this 22nd day of April in the Year of Our Lord, Two Thousand Twenty-Two.

xxx
Council Member



CLEVELAND HEIGHTS

AGENDA - CLEVELAND HEIGHTS CITY COUNCIL MEETING

**November 21, 2022
Regular Meeting
7:30 p.m.**

**Cleveland Heights City Hall
Council Chambers
40 Severance Cir
Cleveland Heights, Ohio**

- 1) Meeting called to order by Council President**
- 2) Roll Call of Council Members**
- 3) Excuse absent members**
- 4) Approval of the minutes from previous meeting(s):** November 7, 2022.
- 5) Communications from the Mayor**
- 6) Report of the Clerk of Council**

Notify Council that two notices have been received from the Ohio Division of Liquor Control advising that applications have been made by the following:

- Myron's Beverage LLC dba Myron's Deli, 2256 Lee Rd., Cleveland Heights, OH 44118 for a transfer of a C1/C2 permit to Market on Lee LLC dba Market on Lee & Dominicks Deli, 2256 Lee Rd., Cleveland Heights, OH 44118
- Cedartown Restaurant Group LLC, 12383-87-89-93 Cedar Rd., Cleveland Heights OH 44106 for a transfer of a D2/D2X/D3/D3A/D6 permit to YLT Heights LLC dba Nighttown, 12383-87-89-93 Cedar Rd., Cleveland Heights, OH 44106

7) Public Comment - Agenda Items only

(Note: Persons wishing to speak must register in advance. A 3-minute time limit applies. Council President reserves the right to reduce time limit based on the volume of business on the agenda. Comments unrelated to the agenda may be made after Committee Reports)

8) **LEGISLATION**

Note: The title for each piece of legislation contains a parenthetical reference to the Council Committee within which the subject matter of the legislation falls. Council Committees are abbreviated as follows: (AS)-Administrative Services; (COTW)-Committee of the Whole; (CRR)-Community Relations and Recreation; (F)-Finance; (HB)-Housing and Building; (MSES)-Municipal Services and Environmental Sustainability; (PD)-Planning and Development; (PSH)-Public Safety and Health. See Resolution 97-2022 for a list of Council Committee subject matter areas.

a. **First Readings – Consideration of Adoption Requested**

RESOLUTION NO. 165-2022(MSES): First Reading. A Resolution authorizing the Mayor to enter into an amendment to an agreement with Valley Ford Truck, Inc. for the acquisition of a full size pick-up truck for the Utilities Division of the Department of Public Works; providing compensation therefor; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

Motion to Adopt/Second: _____/_____

Vote: _____
For Against No. Reading

RESOLUTION NO. 166-2022(MSES): First Reading. A Resolution authorizing the Mayor to enter into an agreement with Gledhill Road Machinery Company for the purchase of a Salt-Spreader and Plow Package through the Ohio Department of Administrative Services Cooperative Purchasing Program; providing compensation therefor; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

Motion to Adopt/Second: _____/_____

Vote: _____
For Against No. Reading

ORDINANCE NO. 167-2022(MSES): First Reading. An Ordinance enacted by the City of Cleveland Heights of Cuyahoga County, Ohio, hereinafter referred to as the Local Public Agency (LPA) to accept funding from the Ohio Department of Transportation for the Monticello Blvd. signal improvement project; and declaring an emergency.

Introduced by Mayor Seren

Motion to Adopt/Second: _____/_____

Vote: _____
For Against No. Reading

b. First Reading Only

ORDINANCE NO. 168-2022(F): First Reading. An Ordinance to make appropriations for the current expenses and other expenditures of the City of Cleveland Heights, Ohio, for the period of January 1, 2023 through December 31, 2023; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

RESOLUTION NO. 169-2022(PSH): First Reading. A Resolution to suspend enforcement of Section 351.09 of Part Three (Traffic Code) of the Codified Ordinances of the City of Cleveland Heights for the period ending December 31, 2023, or at such earlier time as Council may subsequently prescribe, on the following-described streets; providing for on-street overnight permit parking on specified portions of Kensington, Hillcrest, Belmar, Glenmont and Eddington Roads; and declaring an emergency.

Introduced by Mayor Seren

RESOLUTION NO. 170-2022(PD): First Reading. A Resolution authorizing the Mayor to enter into an amendment to an agreement with Start Right CDC, a non-profit corporation, for the use of Community Development Block Grant funds to provide funding for assistance with its Good Neighbor Home Rehab Program; providing compensation therefor; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

RESOLUTION NO. 171-2022(PD): First Reading. A Resolution authorizing the Mayor to enter into an agreement with Economic and Community Development Institute for Program Management Services for Small Business Support Programs; providing compensation therefore; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

ORDINANCE NO. 172-2022(PD): First Reading. An Ordinance amending Section 1311.05, *Architectural Board of Review Fees*, of Chapter 1311, *Administration, Fees and Penalty*, of Part Thirteen, *Building Code*, of the Codified Ordinances of Cleveland Heights to revise and add certain fees for procedures and services pertaining to the administration and enforcement of the Architectural Board of Review.

Introduced by Mayor Seren

ORDINANCE NO. 173-2022(PD): First Reading. An Ordinance adopting a revised Schedule of Fees for procedures and services pertaining to the administration and enforcement of the Zoning Code.

Introduced by Mayor Seren

ORDINANCE NO. 174-2022(PD): First Reading. An Ordinance designating a schedule of fees for procedures and services related to the administration and enforcement of the provisions of Chapter 143, *Landmark Commission*, of the Codified Ordinances of the City of Cleveland Heights.

Introduced by Mayor Seren

c. **Second Readings**

ORDINANCE NO. 160-2022(PSH): Second Reading as Amended. An Ordinance amending Schedule I “Through Streets” of the Appendix “Traffic Schedules” of Part Three “Traffic Code” of the Codified Ordinances of the City of Cleveland Heights to remove all or portions of Euclid Heights Boulevard, Lee Boulevard, Lee Road, North Taylor Road, and South Taylor Road from the list designating “through streets” in the City of Cleveland Heights.

Motion to Adopt/Second: _____/_____

Vote: _____

For

Against

No. Reading

RESOLUTION NO. 161-2022(MSES): Second Reading. A Resolution authorizing the Mayor to enter into an agreement with Rubicon Global, LLC, for Software Services for the Department of Public Works, Division of Refuse Collection; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Motion to Adopt/Second: _____/_____

Vote: _____
For Against No. Reading

RESOLUTION NO. 162-2022(MSES): Second Reading. A Resolution authorizing the Mayor to enter into an amendment to an agreement with Valley Freightliner & Western Star, for the acquisition of a Freightliner 114SD Tandem Axle Cab and Chassis for the Department of Public Works; providing compensation therefor; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Motion to Adopt/Second: _____/_____

Vote: _____
For Against No. Reading

RESOLUTION NO. 163-2022(MSES): Second Reading. A Resolution authorizing the Mayor to enter into an agreement with the County of Cuyahoga to perform certain services to help maintain the City's sanitary and storm sewers; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Motion to Adopt/Second: _____/_____

Vote: _____
For Against No. Reading

ORDINANCE NO. 164-2022(MSES): Second Reading. An Ordinance authorizing the Mayor to enter into an agreement with, and requesting the

cooperative of, the County of Cuyahoga, Ohio (“COUNTY”), in the matter of the Resurfacing of Warrensville Center Road from Mayfield Road to the South Corporation Line in the City of Cleveland Heights (“MUNICIPALITY”); and declaring the necessity that this legislation become immediately effective as an emergency measure.

Motion to Adopt/Second: _____/_____

Vote: _____
For Against No. Reading

Fifth Readings

ORDINANCE NO. 148-2022(PD): *Fifth Reading as Amended.* An Ordinance declaring certain improvements to real property located in the City of Cleveland Heights, Ohio to be a public purpose; declaring such improvements to be exempt from real property taxation for a period of years; making provision for the collection of service payments in lieu of taxes; establishing an urban redevelopment tax increment equivalent fund for the deposit of such service payments; authorizing a compensation agreement with the Cleveland Heights-University Heights City School District; providing related authorizations pursuant to Ohio Revised Code Sections 5709.41, 5709.42 and 5709.43, and declaring an emergency.

Motion to Adopt/Second: _____/_____

Vote: _____
For Against No. Reading

9) Committee Reports

a.) Finance Committee

- b.)** Housing and Building Committee
 - Assignments(s): Access by Political Candidates to Multi-Unit Dwellings (Cuda), Civil Option (Hart)
- c.)** Municipal Services and Environmental Sustainability Committee
 - Assignment(s): Sewer Rates
- d.)** Planning and Development Committee
 - Assignment(s): GAP Financing
- e.)** Public Safety and Health Committee
- f.)** Administrative Services Committee
 - Assignment(s): Charter Review, Commission/Board Restructuring
- g.)** Community Relations and Recreation Committee
- h.)** Committee of the Whole

10) Public Comment - General

(Note: Persons wishing to speak must register in advance. A 3-minute time limit applies. Council President reserves the right to reduce time limit based on the volume of business on the agenda.)

11) Old Business

12) New Business

13) Council Member Comments

(Note: A 3-minute time limit applies. Council President reserves the right to reduce time limit based on the volume of business on the agenda.)

14) Council President's Report

15) Adjournment

NEXT MEETING OF COUNCIL: MONDAY, DECEMBER 5, 2022



CLEVELAND HEIGHTS

Monday, November 7, 2022 Minutes

CITY COUNCIL MEETING

Start: 8:07pm

End: 9:06pm

President Hart Presiding

Roll Call: Present: Mattox, Moore, Russell, Larson, Cuda, Cobb, Hart
Absent: None

Also Present: Mayor Seren, Director Hanna

APPROVAL OF THE MINUTES FROM PREVIOUS MEETING(S):

- October 17, 2022—APPROVED
- October 24, 2022—APPROVED
- October 31, 2022—APPROVED

COMMUNICATIONS FROM THE MAYOR:

- City will be relaunching ride alongs with Police Department
- Get out and Vote! Tomorrow is election day!
- Informed Council and those present of the passing of Barbara Boyd, she will be greatly missed.

REPORT OF THE CLERK OF COUNCIL:

Notify Council that one notice has been received from the Ohio Division of Liquor Control advising that applications have been made by the following:

- E and E LLC, 2785 Euclid Heights Blvd., Cleveland Heights, OH 44106 for a transfer of a D5/D6 permit to Inn On Coventry Restaurant Group LLC dba Inn On Coventry, 2785 Euclid Heights Blvd., Cleveland Heights, OH 44106.

- Kathmandu Inc. dba Taste, 2317 Lee Rd, Cleveland Heights, OH 44118 for a transfer of a D5/D6 Liquor Permit to Laraj LLC, 2317 Lee Rd., Cleveland Heights, OH 44118.

Matter of Record

Referred to: The Mayor, Chief of Police, and the Director of Law

PUBLIC COMMENT (AGENDA ITEMS and GENERAL (combined):

- **Alex Pesta:** Urged City Council to pass the CLM TIFF tonight; the community voted on this issue with a resounding 73% in favor of this development project. The process has not stopped, work needs to continue; asks that Council, who unanimously approved the development agreement, to take action tonight and pass the TIFF legislation on the agenda tonight.
- **Catherine Osborn:** Supports the TIFF agreement on the agenda tonight; it will benefit everybody and the city and residents have worked hard to get this agreement passed. Urges Council to vote to pass the legislation tonight.
- **Korbi Roberts:** Speaking about saving Horseshoe Lake; many communities are served by the lake. Property values benefit from the existence of Horseshoe Lake, it is a landscape architecture masterpiece and a beautiful amenity that draws in and keeps homeowners, it is an Audubon designated bird area, filters water and fills underground aquifers. It is on two national registers of historic places. It doesn't cause flooding in University Circle, and it has a clean safety record of 170+ years, TRC showed there can be a solution to keep the lake in place and keep it within NEORSD's budget. The lake is free and equitable and available to everybody.
- **Penny Allen:** Here to comment on the sewer districts update they gave during COTW. The sewer districts update seems designed to make Council believe the process has been open and with a lot of public engagement, and that whatever they propose will be good for Shaker Heights and Cleveland Heights. The district is paying for the design of the park, not for the actual construction of the park proposed by the sewer district. So, Shaker/Cleveland Heights would be paying for the construction.
- **Christine Heggie:** During the NEORSD presentation they stated that public input was requested/considered; but they did not consider public opinion in their decision to destroy Horseshoe Lake. Only after they decided to destroy the lake did they ask for input from residents. They will not pay for park amenities or maintenance; a man-made park that is expensive to build and maintain. Where was the due diligence in seeking funding to save the lake?
- **Davida Russell:** SPEAKING AS A CITIZEN. Here to speak to residents of Cuyahoga County. Tomorrow is a big day (election day) in this Country. Our democracy is at risk; most people don't understand how important it is to vote. She is asking everybody to make a plan and get out and vote tomorrow. As of right now 166,794 have early voted in Cuyahoga County, that is only 6,000 more than 2018. It is one of the smallest increases in

this State. It means that our County is under performing. We need you [citizens] to turn out to vote. Everything you do in your life; a politician determines how it happens. If you do not exercise your right you have done a disservice to yourself and your future children. Doors open at 7am tomorrow!

LEGISLATION:

First Readings

a. First Readings-Consideration of Adoption Requested

RESOLUTION NO. 159-2022(CRR): First Reading. A Resolution authorizing and directing the Mayor to enter into negotiations with the Cleveland Heights-University Heights City School District for a mutually beneficial agreement for the use of each other's meeting and recreational facilities; indicating the Mayor's and this Council's commitment to such an agreement; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren, Council President Hart, Council Vice President Cobb, and Council members Cuda, Larson, Moore, and Mattox

Motion to Adopt by Councilwoman Russell, Seconded by Councilor Larson

Discussion: President Hart believes this is a good piece of legislation intended to move the CLM project along. Councilor Larson supports this legislation, separating the facilities agreement from the finance portion of the CLM legislation makes sense; a shared facilities agreement is a welcome agreement and making it separate allows for more frequent review. Councilman Mattox hopes the schoolboard will see that this Council is committed to having a partnership with them; however, he is adamant about keeping this separate from the CLM project, in order to not set any future presidents. Mayor stated he had brought up facilities sharing agreement ideas during his time as a councilmember. The goal of a multilateral sharing agreement is a complex question because of two municipal jurisdictions we encompass, but he thinks it is doable. This is a first step and hope it shows we as a city want to collaborate with the school district.

Roll Call: Ayes: Mattox, Moore, Russell, Hart, Cobb, Cuda, Larson
Nays: None

Legislation Passed 7-0

b. First Readings Only

ORDINANCE NO. 160-2022(PSH): First Reading. An Ordinance amending Schedule I “Through Streets” of the Appendix “Traffic Schedules” of Part Three “Traffic Code” of the Codified Ordinances of the City of Cleveland Heights to remove all or portions of Euclid Heights Boulevard, Lee Boulevard, Lee Road, North Taylor Road, and South Taylor Road from the list designating “through streets” in the City of Cleveland Heights.

Introduced by Mayor Seren

Moved to PSH Committee

RESOLUTION NO. 161-2022(MSES): First Reading. A Resolution authorizing the Mayor to enter into an agreement with Rubicon Global, LLC, for Software Services for the Department of Public Works, Division of Refuse Collection; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

Moved to MSES Committee

RESOLUTION NO. 162-2022(MSES): First Reading. A Resolution authorizing the Mayor to enter into an amendment to an agreement with Valley Freightliner & Western Star, for the acquisition of a Freightliner 114SD Tandem Axle Cab and Chassis for the Department of Public Works; providing compensation therefor; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

Moved to MSES Committee

RESOLUTION NO. 163-2022(MSES): First Reading. A Resolution authorizing the Mayor to enter into an agreement with the County of Cuyahoga to perform certain services to help maintain the City’s sanitary and storm sewers; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

Moved to MSES Committee

ORDINANCE NO. 164-2022(MSES): First Reading. An Ordinance authorizing the Mayor to enter into an agreement with, and requesting the cooperative of, the County of Cuyahoga, Ohio (“COUNTY”), in the matter of the Resurfacing of Warrensville Center Road from Mayfield Road to the South Corporation Line in the City of Cleveland Heights (“MUNICIPALITY”); and declaring the necessity that this legislation become immediately effective as an emergency measure.

Introduced by Mayor Seren

Moved to MSES Committee

Second Readings

ORDINANCE NO. 150-2022(F): Second Reading. An Ordinance authorizing the transfer of real property located at 2124 Rossmoor Road to Future Heights, Inc., for rehabilitation and resale; declaring the property no longer needed for a public purpose; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Motion to Adopt by President Hart, Seconded by Vice President Cobb

Voice Vote: Ayes: 7
Nays: 0

Legislation Passed 7-0

ORDINANCE 151-2022(F): Second Reading. An Ordinance authorizing the transfer of real property located at 901 Englewood Road to Future Heights, Inc., for rehabilitation and resale; declaring the property no longer needed for a public purpose; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Motion to Adopt by President Hart, Seconded by Councilor Larson

Voice Vote: Ayes: 7
Nays: 0

Legislation Passed 7-0

RESOLUTION NO. 156-2022(MSES): Second Reading. A Resolution authorizing the Mayor to enter into a grant agreement with the Northeast Ohio Regional Sewer District to accept funds under the 2023 Member Community Infrastructure Grant program for the Cedar Glen Parkway Rehabilitation and Replacement Project; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Motion to Adopt by Councilor Moore, Seconded by Councilwoman Russell

Voice Vote: Ayes: 7
Nays: 0

Legislation Passed 7-0

RESOLUTION NO. 157-2022(MS): Second Reading. A Resolution authorizing the Mayor to enter into a grant agreement with the Northeast Ohio Regional Sewer District to accept funds under the 2023 Member Community Infrastructure Grant Program for the design control of the SSOs CH-27 and CH-51 Project; and declaring the necessity that this legislation become immediately effective as an emergency measure.

Motion to Adopt by Councilor Moore, Seconded by Councilwoman Russell

Voice Vote: Ayes: 7
Nays: 0

Legislation Passed 7-0

ORDINANCE NO. 158-2022(AS): Second Reading. An Ordinance amending Chapter 767, “Tenant’s Right to Pay to Stay,” of the Codified Ordinances of the City of Cleveland Heights and declaring the necessity that this legislation become immediately effective as an emergency measure.

Motion to Adopt by President Hart, Seconded by Councilor Moore

Voice Vote: Ayes: 7
Nays: 0

Legislation Passed 7-0

Fourth Readings

ORDINANCE NO. 148-2022(PD): Fourth Reading as Amended. An Ordinance declaring certain improvements to real property located in the City of Cleveland Heights, Ohio to be a public purpose; declaring such improvements to be exempt from real property taxation for a period of years; making provision for the collection of service payments in lieu of taxes; establishing an urban redevelopment tax increment equivalent fund for the deposit of such service payments; authorizing a compensation agreement with the Cleveland Heights-University Heights City School District; providing related authorizations pursuant to Ohio Revised Code Sections 5709.41, 5709.42 and 5709.43, and declaring an emergency.

NO VOTE TAKEN

COMMITTEE REPORTS

- a.) Housing and Building Committee
 - i. Update from Housing and Building Committee meeting that happened tonight (11/7/22)
- b.) Municipal Services Committee (Councilor Moore)
 - i. Nothing to report
- c.) Planning and Development Committee (Councilman Mattox)
 - i. There will be an upcoming meeting in which GAP Financing and ARPA Funds will be discussed
- d.) Public Safety and Health Committee (Councilor Larson)
 - i. Next meeting 11/21/22 @ 10am; will discuss the assigned legislation from tonight's meetings and possible sidewalk repair and snow removal programs.
- e.) Administrative Services Committee (Vice President Cobb)
 - i. Meeting 11/28/2022 will hopefully finalized charter review legislation and begin discussions on boards/commissions restructuring.
- f.) Community Relations and Recreation Committee (Councilwoman Russell)
 - i. Update from today's meeting (11/7/2022) regarding small business Saturday, and hearing from representatives from area SID's
- g.) Finance Committee (President Hart)
 - i. Budget hearings are coming up; this is a new process from previous years.
- h.) Committee of the Whole (President Hart)
 - i. Nothing to report

OLD BUSINESS:

NEW BUSINESS:

COUNCIL MEMBER COMMENTS:

- o **Councilor Larson:** COVID cases up 19% in Cuyahoga County since two weeks ago. Encourages everybody to get their vaccination/booster. The Tiger's (high school football) had an exciting game against St. Ignatius; they lost by one point but ended a great season. Also, the performance of Sister Act she saw made our city proud.
- o **Councilman Cuda:** There is a huge housing crisis in this country; rent is going up, investors are swooping in and buying up properties. What it is doing to cities is of a crisis proportion, and he believes it was an issue that was a missed opportunity for candidates in this years elections. On a positive note, in Ohio, Hamilton County for example, are buying up properties (vacant and abandoned) so that their CDC's could renovate and sell

to owner occupants. There is legislation currently being talked about in our State for allowing CDCs to be able to purchase properties at sheriff sale.

- **Vice President Cobb:** No Comment
- **Councilman Mattox:** Encourages everybody to vote! It's 2022 and his granddaughter has less rights over her body than her great grandmother did. We have to roll back what is happening in this Country and the only way to do that is use your voice, your vote. It has never mattered more than it does right now. Call somebody in your groups/families to see if they need a ride, post on social media to remind people to vote!
- **Councilor Moore:** Hopes everybody has enjoyed our 70-degree November weather. This is another reason to vote, we know there are people who are running for office who want to continue strip rights for women and members of the LGBTQA+ community, but there are also people who deny the climate crisis and want to roll back the miniscule progress we have made. The climate crisis is accelerating and we must act, and we cannot put people in power who deny it is even happening. On November 17th the Doan Brook Watershed Partnership will be having their annual meeting which is open to the public; speaker will be Dr. Sheri Mason, she guides policy change internationally on microplastics in our oceans, and she is a very engaging speaker. Heights Arts Holiday store is open featuring gifts made by local artists and artisans.
- **Councilwoman Russell:** During canvassing she has discovered a lot of people don't know our judicial system; she has partnered with Judge Costello and with FutureHeights and will be doing a series of "You Talk, I Listen" to help our community understand our judicial system. The first will be Saturday, November 19 from 10:30am-12:30pm at the Disciple Christian Church at 3663 Mayfield Rd. Discussing tenant and landlord law, and housing partners will come in to talk about renter assistance programs and legal aid for those having problems with landlords.

COUNCIL PRESIDENT REPORT:

- Get out and Vote! Especially important for women, but for everybody, for all our rights. You cannot mail in your ballot after today, but you can still drop it off downtown or do a provisional ballot at the polls. Text (248) 214-2375 if you need a ride to the polls tomorrow! November is small business month, so go out and try new businesses. Will be holding coffee hours, first one being November 16, at 10am at the Coventry Phoenix coffee.

All of Council shares their memories of Barbara Boyd and gives their condolences to the family of her passing.

ADJOURNMENT

NEXT MEETING OF COUNCIL: MONDAY, NOVEMBER 21, 2022

Proposed: 11/21/2022

RESOLUTION NO. 165-2022(MSES), *First Reading*

By Mayor Seren

A Resolution authorizing the Mayor to enter into an amendment to an agreement with Valley Ford Truck, Inc. for the acquisition of a full size pick-up truck for the Utilities Division of the Department of Public Works; providing compensation therefor; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, by Resolution No. 51-2022, this Council authorized an agreement with Valley Truck, Inc. (“Valley Ford”) for the acquisition of a full-size pickup truck for the Utilities Division of the Department of Public Works through the Ohio Department of Transportation Cooperative Purchasing Program (“ODOT Purchasing Program”) as authorized by Codified Ordinance Section 171.10; and

WHEREAS, the ODOT Purchasing Program subsequently entered into an agreement with Valley Ford to incorporate manufacturers’ price increases for equipment which had not yet been built; and

WHEREAS, it is necessary to amend the prior Resolution to reflect the price increase.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. Resolution No. 51-2022 shall be and hereby is amended to provide for a purchase price for the Ford F-450 Super Duty Crew Cab 4x4 Truck with Utility Body of Eighty-six Thousand, One Hundred Thirty-three Dollars (\$86,133.00). All terms of Resolution No. 51-2022 not consistent herewith shall remain in full force and effect.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to meet vendor deadlines and equip the Department of Public Works with the referenced truck equipment as soon as possible. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

RESOLUTION NO. 165-2022(MSES)

MELODY JOY HART
President of the Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____

Approved: _____

KAHLIL SEREN
Mayor

Proposed: 11/21/2022

RESOLUTION NO. 166-2022(MSES), *First Reading*

By Mayor Seren

A Resolution authorizing the Mayor to enter into an agreement with Gledhill Road Machinery Company for the purchase of a Salt-Spreader and Plow Package through the Ohio Department of Administrative Services Cooperative Purchasing Program; providing compensation therefor; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, in order to meet operational needs, it is necessary to purchase a 14-Foot Stainless Steel Dump Body with Salt Spreader and Plow Package for the Department of Public Works; and

WHEREAS, Section 171.11 of the Cleveland Heights Codified Ordinances authorizes the purchase of machinery, materials, supplies, and other articles through the Ohio Department of Administrative Services Cooperative Purchasing Program (“ODAS Purchasing Program”), without obtaining competitive bids; and

WHEREAS, the Mayor has determined that the Salt Spreader and Plow Package can be purchased through the ODOT Purchasing Program at a better price that could be obtained by bidding.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The Mayor be, and he is hereby, authorized to enter into all necessary agreements for the purchase of the 14-Foot Stainless Steel Dump Body with Salt Spreader and Plow Package from Gledhill Road Machinery Company, through the Ohio Department of Administrative Services Cooperative Purchasing Program, at a price not exceed the sum of Ninety-eight Thousand Nine Hundred Eleven and 80/100 Dollars (\$98,911.80). All contracts hereunder shall be approved as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

RESOLUTION NO. 166-2022(MSES)

SECTION 3. It is necessary that this Resolution become immediately effective as an emergency measure for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to meet vendor deadlines and equip the Department of Public Works with the referenced snow plow and salt spreader truck equipment as soon as possible. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

MELODY JOY HART
President of Council

ADDIE BALESTAR
Clerk of Council

PASSED: _____

Presented to Mayor: _____

Approved: _____

KAHLIL SEREN
Mayor

PRELIMINARY LEGISLATION

(LPA-ODOT-Let Project Agreement)

(PARTICIPATORY)

Ordinance # : 167-2022

PID No. : 112809

County/Route/Section : CUY-Monticello Blvd Signals

Agreement No: 34859

By: Mayor Seren

The following is an ordinance enacted by the City of Cleveland Heights of Cuyahoga
(Ordinance/Resolution) (Local Public Agency)

County, Ohio, hereinafter referred to as the Local Public Agency (LPA), to accept funding from the Ohio Department of Transportation for the Monticello Blvd signal improvement project; and declaring an emergency.

SECTION I – Project Description

WHEREAS, the **LPA** has determined the need for the described project:

Traffic signal upgrades at six signalized intersections with controller cabinet upgrades, radio interconnect and vehicle/pedestrian detection and curb ramps along Monticello Blvd in the City of Cleveland Heights. Removal of two unwarranted signals at the intersections of Monticello Blvd/Quarry Drive and Forest Hills Blvd/Mount Vernon Blvd.

NOW THEREFORE, be it ordained by the City of Cleveland Heights of Cuyahoga County, Ohio.
(LPA)

SECTION II – Consent Statement

Being in the public interest, the LPA gives consent to the Director of Transportation to complete the above described project as detailed in the LPA-ODOT-Let Agreement entered into between the parties, if applicable.

SECTION III – Cooperation Statement

The LPA shall cooperate with the Director of Transportation in the development and construction of the above described project and shall enter into a LPA Federal ODOT Let Project Agreement, if applicable, as well as any other agreements necessary to develop and construct the Project.

The LPA agrees to participate in the cost of the project. The LPA agrees to assume and contribute the entire cost and expense of the improvement less the amount of Federal-aid funds set aside by the Director of Transportation for the financing of this improvement from funds allocated by the Federal Highway Administration, United States Department of Transportation. The LPA agrees to assume and bear one hundred percent (100%) of the cost of preliminary engineering, right-of-way and environmental documentation.

The LPA further agrees to pay 100% of the cost of those features requested by the LPA which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

The LPA further agrees that change orders and extra work contracts required to fulfill the construction contracts shall be processed as needed. The State shall not approve a change order or extra work contract until it first gives notice, in writing, to the LPA. The LPA shall contribute its share of the cost of these items in accordance with other sections herein.

The LPA agrees that if Federal Funds are used to pay the cost of any consultant contract, the LPA shall comply with 23 CFR 172 in the selection of its consultant and administration of the consultant contract. Further the LPA agrees to incorporate ODOT's "Specifications for Consulting Services" as a contract document in all of its consultant contracts. The LPA agrees to require, as a scope of services clause, that all plans prepared by the consultant must conform to ODOT's current design standards and that the consultant shall be responsible for ongoing consultant involvement during the construction phase of the Project. The LPA agrees to include a completion schedule acceptable to ODOT and to assist ODOT in rating the consultant's performance through ODOT's Consultant Evaluation System.

SECTION IV Authority to Sign

The LPA hereby authorizes the Mayor of said City of Cleveland Heights to
(Signature authority) (LPA-or its division, department or agency)
enter into and execute contracts with the Director of Transportation which are necessary to develop plans for and to complete the above-described project; and to execute contracts with ODOT pre-qualified consultants for the preliminary engineering phase of the Project.

Upon request of ODOT, the Mayor is also empowered to execute any appropriate documents to
(Signature authority)
affect the assignment of all rights, title, and interests of the City of Cleveland Heights to ODOT arising from any
(LPA)
agreement with its consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

SECTION V – Utilities and Right-of-Way Statement

The LPA agrees that all right-of-way required for the described project will be acquired and/or made available in accordance with current State and Federal regulations. The LPA also understands that right-of-way costs include eligible utility costs.

The LPA agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION VI – Maintenance

Upon completion of the Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23, U.S.C., Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION VII-Emergency measure

(as applicable)

The **ordinance** is hereby declared to be an emergency measure to expedite the highway project and
(Ordinance/Resolution)
to promote highway safety. Following appropriate legislative action, it shall take effect and be in force immediately upon its passage and approval, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Passed: _____, 2022.
(Date)

Attested: _____
(Clerk)

Melody Joy Hart
President of Council

Addie Balester
Clerk of Council

Approved by Mayor: _____

Kahlil Seren
Maylor

10/27/2022

PID No.: 112809

**CERTIFICATE OF COPY
STATE OF OHIO**

City of Cleveland Heights of Cuyahoga County, Ohio
(LPA)

I, Addie Balester, as Clerk of the **City of Cleveland Heights**
(LPA)

of Cuyahoga County, Ohio, do hereby certify that the foregoing is a true and correct copy of

ordinance adopted by the legislative Authority of the said
(Ordinance/Resolution)

City of Cleveland Heights on the _____ day of _____, 2022.
(LPA)

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, if applicable,
this _____ day of _____ 2022.

SEAL

(Clerk)
Addie Balester
City of Cleveland Heights of Cuyahoga County, Ohio
(LPA)

(If the LPA is designated as a City then the "City Seal" is required. If no Seal, then a letter stating "No Seal is required to accompany the executed legislation.")

Proposed: 11/21/2022

ORDINANCE NO. 168-2022(F): *First Reading*

By Mayor Seren

An Ordinance to make appropriations for the current expenses and other expenditures of the City of Cleveland Heights, Ohio, for the period of January 1, 2023 through December 31, 2023; and declaring the necessity that this legislation become immediately effective as an emergency measure.

BE IT ORDAINED by the Council of the City of Cleveland Heights that:

SECTION 1. To provide for the current expenses and other expenditures of the City of Cleveland Heights, Ohio, during the fiscal year ending December 31, 2023 the following sums in Exhibit 1 be and they are hereby appropriated.

SECTION 2. There shall be, and there are hereby, monies transferred from various funds in amounts not to exceed those stated below:

FROM	AMOUNT	TO
101-GENERAL FUND	\$750,000	402-FINANCED CAPITAL PROJECTS FUND
101-GENERAL FUND	400,000	234-EARNED BENEFITS FUND
101-GENERAL FUND	150,000	102-BUDGET STABILIZATION FUND
101-GENERAL FUND	370,000	301-DEBT SERVICE FUND
101-GENERAL FUND	1,250,000	232-POLICE PENSION FUND
101-GENERAL FUND	300,000	603-PARKING FUND
101-GENERAL FUND	1,525,000	233-FIRE PENSION FUND
101-GENERAL FUND	500,000	605-REFUSE FUND
216-RECREATION FACILITY IMPROVEMENT FUND	23,295	301-DEBT SERVICE FUND
231-TREE FUND	17,455	301-DEBT SERVICE FUND
TOTAL TRANSFERS FROM FUNDS	\$5,285,750	

SECTION 3. In order to avoid a deficit balance in any fund, the City's Chief Executive, the Mayor is hereby authorized to temporarily advance from any unrestricted fund to any other fund, an amount sufficient to cover said deficit balance.

SECTION 4. All expenditures of the City of Cleveland Heights within the fiscal year ending December 31, 2023, shall be made within the appropriations herein provided. "Appropriation" as used herein means the total amount appropriated for the individual fund. Notwithstanding the financial detail herein presented within an individual fund, the City's Chief Executive, the Mayor, is authorized to transfer budgeted amounts within each fund, so long as the total amount appropriated for each individual fund is not exceeded.

ORDINANCE NO. 168-2022(F)

SECTION 5. Notice of the passage of this ordinance shall be given by publishing the title and abstract of contents, prepared by the Director of Law, once in one paper of general circulation in the city of Cleveland Heights.

SECTION 6. It is necessary that this Ordinance become immediately effective as an emergency measure for the preservation of public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the ongoing and continuous need to preserve the faith and credit of the City. Wherefore, provided it receives the affirmative vote of five or more of the members elected or appointed to this Council, this Ordinance shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

Melody Joy Hart
President of the Council

Addie Balester
Clerk of Council

PASSED:

Presented to Mayor: _____

Approved: _____

KAHLIL SEREN
Mayor

ORDINANCE NO. 168-2022(F)

		City of Cleveland Heights 2023 Expense Budget Exhibit 1					
ORDINANCE NO.	- 2022 (F) First Reading	<i>Object</i>					
Fund	Department	Personal Services	O.T.P.S.	Capital	Other Financing Uses	Grand Total	
101 - General	1101 - City Council	138,097.00	53,460.00	12,340.00	-	203,897.00	
	2101 - Mayor's Office	576,210.00	37,550.00	-	-	613,760.00	
	2106 - Civil Service Commission	2,439.00	33,500.00	-	-	35,939.00	
	2107 - Landmark Commission	-	19,750.00	7,333.00	-	27,083.00	
	2108 - General Operations	6,565,065.00	1,512,350.00	-	-	8,077,415.00	
	2201 - Management Info Serv	277,199.00	256,395.00	-	-	533,594.00	
	2501 - Community Relations	-	10,000.00	-	-	10,000.00	
	2502 - Public Relations	331,596.00	91,900.00	-	-	423,496.00	
	3101 - Finance	768,236.00	211,245.00	-	200.00	979,681.00	
	3103 - County Auditors Deduction	-	250,000.00	-	-	250,000.00	
	310Z - Oper Trsf/Temp Advance	-	-	-	2,470,000.00	2,470,000.00	
	3201 - Income Tax	-	1,215,000.00	-	-	1,215,000.00	
	4101 - Law	741,020.00	479,750.00	-	-	1,220,770.00	
	5101 - Planning	1,509,513.00	169,385.00	16,533.00	-	1,695,431.00	
	5102 - Planning Commission	8,139.00	-	7,334.00	-	15,473.00	
	5103 - Board Of Zoning Appeals	5,899.00	-	7,334.00	-	13,233.00	
	5104 - SID (Spec Impr District)	-	386,372.00	-	-	386,372.00	
	5106 - Architect Bd of Review	11,796.00	-	7,334.00	-	19,130.00	
	5602 - SBA Grants	-	164,750.00	-	-	164,750.00	
	6201 - Service Admin	364,580.00	7,590.00	310.00	-	372,480.00	
	6202 - Capital Projects Admin	-	23,000.00	-	-	23,000.00	
	6207 - Vehicle Maintenance	918,884.00	1,593,196.00	20,240.00	-	2,532,320.00	
	6208 - Street Maintenance	1,445,806.00	343,985.00	4,200.00	-	1,793,991.00	
	6211 - Traffic Signs & Signals	65,689.00	149,815.00	-	-	215,504.00	
	7201 - Police Admin	9,405,357.00	731,650.00	24,750.00	1,250,000.00	11,411,757.00	
	7202 - Police Academy	92,428.00	69,175.00	-	-	161,603.00	
	7301 - Fire Admin	7,192,587.00	312,842.00	-	1,525,000.00	9,030,429.00	
	7302 - Joint Dispatch Office	-	1,676,668.00	-	-	1,676,668.00	
	7303 - Fire Prevention	101,556.00	21,949.00	1,000.00	-	124,505.00	
	7401 - Building Services	-	1,012,000.00	-	-	1,012,000.00	
	7402 - Housing Inspections	12,278.00	117,025.00	2,500.00	-	131,803.00	
	8101 - Community Services Admin	-	4,620.00	-	-	4,620.00	
	8201 - Public Prop/Park Maint	1,138,204.00	1,000,990.00	-	-	2,139,194.00	

ORDINANCE NO. 168-2022(F)

		City of Cleveland Heights 2023 Expense Budget Exhibit 1				
ORDINANCE NO. - 2022 (F) First Reading		Object				
Fund	Department	Personal Services	O.T.P.S.	Capital	Other Financing Uses	Grand Total
	8401 - Parks & Recreation Admin	329,921.00	31,185.00	-	-	361,106.00
	8403 - Swimming Pools	250,540.00	168,139.00	-	-	418,679.00
	8405 - Ice Programs	173,175.00	20,702.00	-	-	193,877.00
	8406 - General Recreation Prog	118,337.00	49,760.00	200.00	-	168,297.00
	8409 - Sports Programs	126,995.00	70,571.00	-	200.00	197,766.00
	8411 - Community Center Admin	662,325.00	351,311.00	-	1,400.00	1,015,036.00
	8501 - Office On Aging Admin	134,377.00	20,287.00	-	210.00	154,874.00
	8601 - Public Health Admin	-	300,000.00	-	-	300,000.00
	8701 - Animal Protection	-	28,526.00	-	-	28,526.00
	9101 - Municipal Court	1,147,261.00	172,550.00	-	-	1,319,811.00
101 - General Total		34,615,509.00	13,168,943.00	111,408.00	5,247,010.00	53,142,870.00
201 - Street Constr, Maint	6201 - Service Admin	55,777.00	-	-		55,777.00
	6208 - Street Maintenance	128,103.00				128,103.00
	6213 - Monticello Blvd		37,802.00			37,802.00
	6215 - Road Repaving-State/Cnty		20,480.00			20,480.00
	6220 - Taylor Road		63,799.00			63,799.00
	6236 - Annual Street Surface			2,300,000.00		2,300,000.00
	6312 - Meadowbrook Blvd Rehab		118,922.00	-		118,922.00
201 - Street Constr, Maint Total		183,880.00	241,003.00	2,300,000.00		2,724,883.00
206 - Law Enforcement	7205 - Law Enforcement		88,800.00			88,800.00
206 - Law Enforcement Total			88,800.00			88,800.00
207 - Drug Law Enforcement	7206 - Drug Law Enforcement	65,943.00	98,750.00			164,693.00
207 - Drug Law Enforcement Total		65,943.00	98,750.00			164,693.00
208 - CDBG Resource	5201 - CDBG Financial Admin	13,852.00				13,852.00
	5203 - CDBG Admin Contracts		404,075.00			404,075.00
	5211 - CDBG Comm'l Area Improve			181,531.00		181,531.00
	5220 - CDBG Office On Aging	39,143.00				39,143.00
	5222 - Economic Development	67,619.00	1,352,000.00	1,200.00		1,420,819.00
	5224 - CDBG Admin	128,170.00	124,900.00	4,500.00		257,570.00

ORDINANCE NO. 168-2022(F)

		City of Cleveland Heights 2023 Expense Budget Exhibit 1				
ORDINANCE NO. - 2022 (F) First Reading		<i>Object</i>				
Fund	Department	Personal Services	O.T.P.S.	Capital	Other Financing Uses	Grand Total
	5228- CDBG Public Works		200,000.00			200,000.00
	5301 - CDBG Home Repair Resource		207,845.00			207,845.00
	5303 - CDBG Housing Pres Office	417,923.00	305,000.00	2,000.00		724,923.00
	5304 - CDBG Code Enforcement	69,513.00				69,513.00
	5309 - GIS	98,165.00	5,000.00	6,500.00		109,665.00
	8407 - Child Care Summer Program		15,000.00			15,000.00
208 - CDBG Resource Total		834,385.00	2,613,820.00	195,731.00	-	3,643,936.00
211 - Home Program	5503 - HOME Admin		400,000.00			400,000.00
	5505 - HOME Program Income		122,000.00			122,000.00
211 - Home Program Total		-	522,000.00	-	-	522,000.00
213 - Police Facility Impr Fund	7201 - Police Admin		25,000.00			25,000.00
213 - Police Facility Impr Fund Total		-	25,000.00	-	-	25,000.00
214 - Local Programming	2108 - General Operations		74,086.00			74,086.00
	2201 - MIS			25,000.00		25,000.00
	2502 - Public Relations	149,157.00				149,157.00
	2601 - Cable TV Admin	27,000.00	182,400.00	70,000.00		279,400.00
214 - Local Programming Total		176,157.00	256,486.00	95,000.00	-	527,643.00
215 - Cain Park Operating	8901 - Cain Park Admin/Start-Up	248,126.00	1,079,450.00			1,327,576.00
	8905 - Arts Festival/Art Gallery		27,600.00			27,600.00
	8906 - Theater		151,295.00			151,295.00
215 - Cain Park Operating Total		248,126.00	1,258,345.00	-	-	1,506,471.00
216 - Rec Fac Imp Fund	3101 - Finance				23,295.00	23,295.00
	8301 - Park Maintenance Admin		167,000.00	185,000.00		352,000.00
216 - Rec Fac Imp Fund Total		-	167,000.00	185,000.00	23,295.00	375,295.00
221 - Indigent DUI Treatment	9101 - Municipal Court		40,000.00			40,000.00
221 - Indigent DUI Treatment Total		-	40,000.00	-	-	40,000.00

ORDINANCE NO. 168-2022(F)

		City of Cleveland Heights 2023 Expense Budget Exhibit 1				
ORDINANCE NO. - 2022 (F) First Reading		<i>Object</i>				
Fund	Department	Personal Services	O.T.P.S.	Capital	Other Financing Uses	Grand Total
222 - Muni Ct. Computerization	9101 - Municipal Court	10,191.00	30,000.00	20,000.00		60,191.00
222 - Muni Ct. Computerization Total		10,191.00	30,000.00	20,000.00	-	60,191.00
225 - Muni Ct. Spec. Projects	9101 - Municipal Court	14,008.00	35,500.00	75,000.00		124,508.00
225 - Muni Ct. Spec. Projects Total		14,008.00	35,500.00	75,000.00	-	124,508.00
226 - Lead Safe Cuyahoga	5303 - CDBG Housing Pres Office		789,585.00			789,585.00
226 - Lead Safe Cuyahoga Total		-	789,585.00	-	-	789,585.00
228 - CDBG-COVID	5203 - CDBG Admin Contracts		193,035.00			193,035.00
	5220 - CDBG Office On Aging		50,000.00			50,000.00
	5222 - Economic Development		290,000.00			290,000.00
	5224 - CDBG Admin		29,000.00			29,000.00
228 - CDBG-COVID Total		-	562,035.00	-	-	562,035.00
230 - Street Lighting	3101 - Finance		10,500.00			10,500.00
	6211 - Traffic Signs & Signals		681,000.00			681,000.00
230 - Street Lighting Total		-	691,500.00	-	-	691,500.00
231 - Tree	310Z - Oper Trsf/Temp Advance				17,455.00	17,455.00
	8801 - Forestry	825,792.00	375,554.00	2,000.00		1,203,346.00
231 - Tree Total		825,792.00	375,554.00	2,000.00	17,455.00	1,220,801.00
232 - Police Pension	7201 - Police Admin	1,512,244.00				1,512,244.00
232 - Police Pension Total		1,512,244.00	-	-	-	1,512,244.00
233 - Fire Pension	7301 - Fire Admin	1,764,663.00				1,764,663.00
233 - Fire Pension Total		1,764,663.00	-	-	-	1,764,663.00
234 - Earned Benefits	2108 - General Operations	400,000.00				400,000.00
234 - Earned Benefits Total		400,000.00	-	-	-	400,000.00
240 - Federal Misc. Grants	5101 - Planning	-	200,000.00			200,000.00

ORDINANCE NO. 168-2022(F)

City of Cleveland Heights 2023 Expense Budget Exhibit 1						
ORDINANCE NO. - 2022 (F) First Reading		<i>Object</i>				
Fund	Department	Personal Services	O.T.P.S.	Capital	Other Financing Uses	Grand Total
240 - Federal Misc. Grants Total		-	200,000.00	-	-	200,000.00
241 - Local Fiscal Recovery	2108 - General Operations		19,000,000.00			19,000,000.00
	2201 - MIS			400,000.00		400,000.00
	6205 - Sewer Maintenance			6,800,000.00		6,800,000.00
	7201 - Police Admin			200,000.00		
	7301 - Fire Admin			340,000.00		340,000.00
241 - Local Fiscal Recovery Total		-	19,000,000.00	7,740,000.00	-	26,740,000.00
301 - G.O. Bond Retirement	3101 - Finance		1,580,114.00			1,580,114.00
301 - G.O. Bond Retirement Total		-	1,580,114.00	-	-	1,580,114.00
402 - Financed Capital Projects	2201 - Management Info. Serv.			522,000.00		522,000.00
	5101 - Planning			350,000.00		350,000.00
	6201 - DPW			420,000.00		420,000.00
	7201 - Police Admin			40,000.00		40,000.00
	8201 - Public Prop/Park Maint.			235,000.00		235,000.00
402 - Financed Capital Projects Total		-	-	1,567,000.00	-	1,567,000.00
411 - Economic Development	5101 - Planning		312,000.00	7,334.00		319,334.00
411 - Economic Development Total		-	312,000.00	7,334.00	-	319,334.00
412 - City Hall Maint & Repair	2102 - City Hall Maint/Repair		15,000.00			15,000.00
412 - City Hall Maint & Repair Total		-	15,000.00	-	-	15,000.00
416 - Refuse Capital Fund	6203 - Refuse Coll/Transfer Sta			380,000.00		380,000.00
416 - Refuse Capital Fund Total		-	-	380,000.00	-	380,000.00
601 - Water Administration	6301 - Water Admin		500.00			500.00
	6302 - Water Distribution		-	1,305,500.00		1,305,500.00
	6314 - Runnymede/Quilliams Wtr		20,207.00			20,207.00
	6326 - Cedar Wtr/Swr Loan Iss #2		47,044.00			47,044.00
601 - Water Administration Total		-	67,751.00	1,305,500.00	-	1,373,251.00

ORDINANCE NO. 168-2022(F)

		City of Cleveland Heights 2023 Expense Budget Exhibit 1				
ORDINANCE NO. - 2022 (F) First Reading		<i>Object</i>				
Fund	Department	Personal Services	O.T.P.S.	Capital	Other Financing Uses	Grand Total
602 - Sewerage Disposal	6205 - Sewer Maintenance	1,498,645.00	946,150.00	5,151,041.00	12,000.00	7,607,836.00
	6301 - Water Admin		8,000.00			8,000.00
	6312 - Meadowbrook Blvd Rehab		8,522.00			8,522.00
	6326 - Cedar Wtr/Swr Loan Iss #2		4,267.00			4,267.00
	6327 - Demington Sewer		38,240.00			38,240.00
602 - Sewerage Disposal Total		1,498,645.00	1,005,179.00	5,151,041.00	12,000.00	7,666,865.00
603 - Parking Fund	6210 - Parking Department		1,011,525.00			1,011,525.00
603 - Parking Fund Total		-	1,011,525.00	-	-	1,011,525.00
605 - Refuse Fund	6203 - Refuse Coll/Transfer Sta	2,565,458.00	1,329,218.00	33,000.00		3,927,676.00
605 - Refuse Fund Total		2,565,458.00	1,329,218.00	33,000.00	-	3,927,676.00
606 - ALS Ambulance Services	7304 - ALS Ambulance Services	434,487.00	355,150.00	296,600.00		1,086,237.00
606 - ALS Ambulance Services Total		434,487.00	355,150.00	296,600.00	-	1,086,237.00
701 - Hospitalization Self-Ins	3101 - Finance	7,000,000.00				7,000,000.00
701 - Hospitalization Self-Ins Total		7,000,000.00	-	-	-	7,000,000.00
804 - Off/Aging Donations	8501 - Office On Aging Admin		7,430.00			7,430.00
	8502 - OOA-Sr Computer Center		5,000.00	3,000.00		8,000.00
804 - Off/Aging Donations Total		-	12,430.00	3,000.00	-	15,430.00
808 - Youth Recreation Donation	8101 - Community Services Admin		-		5,000.00	5,000.00
808 - Youth Recreation Donation Total		-	-	-	5,000.00	5,000.00
811 - Juvenile Diversion Prog	7209 - Juvenile Diversion Prog		10,000.00			10,000.00
811 - Juvenile Diversion Prog Total		-	10,000.00	-	-	10,000.00
857 - Sales Tax	3101 - Finance		-		250.00	250.00
857 - Sales Tax Total		-	-	-	250.00	250.00

ORDINANCE NO. 168-2022(F)

City of Cleveland Heights 2023 Expense Budget Exhibit 1						
ORDINANCE NO. - 2022 (F) First Reading		<i>Object</i>				
Fund	Department	Personal Services	O.T.P.S.	Capital	Other Financing Uses	Grand Total
858 - Miscellaneous Agency	3105 - Unclaimed Money		-		20,000.00	20,000.00
	7201 - Police Admin		60,000.00		-	60,000.00
	7401 - Building Services				12,000.00	12,000.00
	7402 - Housing Inspections		-		350,000.00	350,000.00
858 - Miscellaneous Agency Total		-	60,000.00	-	382,000.00	442,000.00
Grand Total		52,149,488.00	45,922,688.00	19,467,614.00	5,687,010.00	123,226,800.00

Proposed: 11/21/2022

RESOLUTION NO. 169-2022(PSH), *First Reading*

By Mayor Seren

A Resolution to suspend enforcement of Section 351.09 of Part Three (Traffic Code) of the Codified Ordinances of the City of Cleveland Heights for the period ending December 31, 2023, or at such earlier time as Council may subsequently prescribe, on the following-described streets; providing for on-street overnight permit parking on specified portions of Kensington, Hillcrest, Belmar, Glenmont and Eddington Roads; and declaring an emergency.

WHEREAS, Section 351.09 of Part Three (Traffic Code) of the Codified Ordinances of the City of Cleveland Heights prohibits, with the exception of a physician making an emergency call, parking of any vehicles on any street in the City of Cleveland Heights between the hours of 3:00 a.m. and 6:00 a.m.; and

WHEREAS, there is insufficient off-street parking for the residents and guests of certain streets which are hereafter named, due to a high concentration of older apartment buildings with inadequate garage space; and

WHEREAS, the City Manager has thus declared an emergency to exist on such streets and has recommended that all-night parking be permitted; and

WHEREAS, additional resident parking is also necessary on Kensington Road between Lee Road and Cottage Grove Road and on Hillcrest, Belmar, Glenmont and Eddington Roads between Mayfield Road and Avondale Road; and

WHEREAS, this Council previously initiated a program to implement overnight permit on-street parking on the aforementioned streets, and it would be in the best interest of the City and its residents to continue such program.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The aforementioned regulations contained in Section 351.09 of Part Three (Traffic Code) of the Codified Ordinances of the City of Cleveland Heights shall remain in full force and effect upon all streets not specifically enumerated below, but the enforcement thereof shall be temporarily suspended for the period ending December 31, 2023, or at such earlier time as Council may subsequently prescribe, on the following-described streets in the City of Cleveland Heights.

1. Mayfield Road from the Westerly line of Eddington Road west to Coventry Road.

RESOLUTION NO. 169-2022(PSH)

2. Euclid Heights Boulevard from Coventry Road to Edgehill Road.
3. Derbyshire Road from Euclid Heights Boulevard to Norfolk Road.
4. The entire length of the east side of Surrey Road.
5. Bellfield Avenue from Cecil Court Southerly to North Park Boulevard.
6. Middlehurst Road from Mayfield Road to the south side of Hampshire Road.
7. South side of Hampshire Road from Hampshire Lane to Coventry Road.
8. Grandview Avenue from Cecil Place Southerly to West St. James Parkway.
9. Superior Park Drive from North Taylor Road to South Compton Road.
10. Yorkshire Road from Lee Road, extending in an Easterly direction on the south side to a point coinciding with the Westerly property line of a single-family home identified as 3220 Yorkshire Road, and extending in a Westerly direction on the south side of Yorkshire Road to a point coinciding with the Easterly property line of the first single-family home on Yorkshire Road west of Lee Road.
11. Norfolk Road between Cedar Road and Derbyshire Road.
12. East side of Overlook Road from south of the Edgehill Road intersection in front of PPN 685-03-057 to the northern driveway of 2300 Overlook Road, PPN 685-02-002.

SECTION 2. The City Manager is authorized to issue permits to residents and owners of property on Kensington Road between Lee Road and Cottage Grove Road which will allow such permit holders to park either in Municipal Lot No. 16 or overnight on Kensington Road between Lee Road and Cottage Grove Road. Such permits will be available for sale for a period from January 1, 2023, through December 31, 2023, at a cost of One Hundred Fifteen Dollars (\$115.00) per calendar quarter.

SECTION 3. The City Manager is additionally authorized to issue permits to residents

RESOLUTION NO. 169-2022(PSH)

and owners of property on Hampshire Road to park overnight on the area between Hampshire Lane and Overlook Road at Euclid Heights Boulevard. Such permits shall be available for sale from January 1, 2023, through December 31, 2023, at a cost of One Hundred Fifteen Dollars (\$115.00) per calendar quarter.

SECTION 4. The City Manager is further authorized to issue permits to residents and owners of property on Hillcrest, Belmar, Glenmont and Eddington Roads between Mayfield Road and Avondale Road to park overnight on the owner's or resident's street in the area between Mayfield Road and Avondale Road. Such permits shall be available for sale for a period from January 1, 2023, through December 31, 2023, at a cost of One Hundred Fifteen Dollars (\$115.00) per calendar quarter.

SECTION 5. Notice of the passage of this Resolution shall be given by publishing the title and abstract of contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 6. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the necessity of having this regulation in effect and of benefit to the residents at the earliest time possible. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

MELODY JOY HART
President of the Council

ADDIE BALESTER
Clerk of Council

PASSED:

RESOLUTION NO. 169-2022(PSH)

Presented to the Mayor: _____ Approved: _____

KAHLIL SEREN

MEMORANDUM

TO: Mayor and City Council
FROM: Laure A. Wagner, Assistant Director of Law *LSW*
RE: Suspension of Off-Street Parking
DATE: November 17, 2022

Section 351.09 of the Codified Ordinances prohibits parking on City streets between 3:00 a.m. and 6:00 a.m. The purpose of the Ordinance is to permit street cleaning machines to operate efficiently.

However, there are some areas of the City in which it is not feasible to have an off-street parking ban due to a high number of apartment buildings or other conditions. The City passes an Ordinance annually exempting specified areas from the general ban. The Ordinance is done annually so that streets and parts of streets can be added or subtracted based on then-current conditions.

Cc: Chris Britton, Chief of Police
William R. Hanna, Director of Law
Pamela Roessner, Prosecutor
(Via e-mail)

Proposed: 11//21/22

RESOLUTION NO. 170-2022(PD), *First Reading*

By Mayor Seren

A Resolution authorizing the Mayor to enter into an amendment to an agreement with Start Right CDC, a non-profit corporation, for the use of Community Development Block Grant funds to provide funding for assistance with its Good Neighbor Home Rehab Program; providing compensation therefor; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, Start Right CDC (“Start Right”) is a non-profit corporation whose mission is to develop programs within their community that will help low-and moderate-income families in blighted areas; and

WHEREAS, by Resolution No. 50-2021, this Council authorized an agreement with Start Right for the use of Forty-Five Thousand Dollars (\$45,000.00) of Year 46 Community Development Block Grant funds for assistance with Start Right’s Good Neighbor Home Rehab Program, which involves renovation and resale of vacant and blighted homes in the City’s Caledonia neighborhood; and

WHEREAS, said agreement was for a term from January 1, 2021 through June 30, 2022; and

WHEREAS, Start Right has requested an extension of the term of the agreement; and

WHEREAS, the work conducted by Start Right will benefit the City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio that:

SECTION 1. The Mayor be, and he is hereby, authorized to enter into an amendment to an agreement with Start Right CDC for assistance with its Good Neighbor Home Rehab Program. The amendment shall extend the term of the agreement through December 31, 2023, and shall be subject to the approval as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. It is necessary that this this Resolution become immediately effective as an emergency measure necessary for the preservation of the public peace, health and safety of the

RESOLUTION NO. 170-2022(PD)

inhabitants of the City of Cleveland Heights, such emergency being the need to meet federal requirements. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

MELODY JOY HART
President of the Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____

Approved by Mayor: _____

KAHLIL SEREN
Mayor

KAHLIL

EXHIBIT A
STATEMENT OF WORK

START RIGHT CDC – GOOD NEIGHBOR HOME REHAB PROGRAM

Start Right CDC is a non-profit organization whose mission is to develop programs within their community that will help low and moderate income families in blighted areas. Through its Good Neighbor Program, Start Right CDC will work to safely and fully rehabilitate a minimum of one home in the Caledonia Park Opportunity Zone and either sell the property to an LMI buyer or hold the property and rent it to an LMI tenant. The goal of the program is to improve housing conditions and property values in this target neighborhood.

Start Right CDC has rehabilitated 3 homes in the Caledonia Neighborhood since 2012. This project will expand their housing activities to directly impact LMI residents and, potentially LMI tenants.

CDBG funds will assist with capital improvement costs for the project.

MEMO

To: Mayor Khalil Seren

From: Brian Iorio, CDBG Coordinator

C.C.: Eric Zamft. William R. Hanna

RE: Start Right CDC Contract Extension

Start Right CDC applied for and received CDBG funding from the Year 47 allocation (2021/2022) for their Good Neighbor Housing Rehab Program. The purpose of the program is to purchase and rehabilitate a home and sell it to a low- or moderate-income household. Their contract to undertake this expired on June 30th of this year. They are now in a position to move forward with their Good Neighbor Home Rehab Program. The original authorizing legislation (050-2021) limits the ability for the administration to extend their contract. We are asking that Council pass legislation to allow us to extend their Year 47 contract.

As always, please contact me if you have any questions, comments or concerns. I can be reached via email at bioerio@clevelandheights.gov or by phone at (216) 291-4845.

Proposed: 11/21/22

RESOLUTION NO. 171-2022(PD), *First Reading*

By Mayor Seren

A Resolution authorizing the Mayor to enter into an agreement with Economic and Community Development Institute for program management services for the Small Business Support Program; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, on or about June 13, 2022, a Request for Qualifications (“RFQ”) was issued by the City for a consultant to assist the City with the review of the City’s business-development/retention programs and to aid in the processing of loan applications to aid small businesses in the community; and

WHEREAS, the program budget for this Small Business Support Program equals the sum of Seven Hundred Twenty-five Thousand Dollars (\$725,000.00) in regular and COVID-related Community Development Block Grant (“CDBG”) funding; and

WHEREAS, the Mayor and Department of Planning and Development have determined that Economic and Community Development Institute (“ECDI”) is best qualified to perform the requested services and that the fees and terms of its proposal are reasonable and competitive; and

WHEREAS, such services are professional services for which no bidding is necessary.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The Mayor be, and he is hereby, authorized to enter into an agreement with Economic and Community Development Institute (“ECDI”) for program management services for the City’s Small Business Support Program, which services shall include, but not be limited to, processing loans to be made under the City’s Commercial Revolving Loan Fund and Microenterprise Loan Fund Programs as well as evaluation of such Programs, all as set forth in the City’s June 13, 2022 Request for Qualifications, a copy of which is on file with the Clerk of Council. The term of the agreement shall be from date of execution through May 15, 2023, but may be extended for a period of time not to exceed one additional year with the consent of ECDI and the Mayor. Total compensation to ECDI shall equal the sum of Ten Percent (10%) of the loans made under the Small Business Support Program, and shall not in any event exceed the sum of Seventy-two Thousand Five Hundred Dollars (\$72,500.00). The agreement shall contain such other terms as recommended by the Mayor and Director of Law and shall be approved as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general

RESOLUTION NO. 171-2022(PSH)
circulation in the City of Cleveland Heights.

SECTION 3. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to support small businesses in the City. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

MELODY JOY HART
President of Council

Clerk of Council

PASSED:

Presented to Mayor: _____

Approved: _____

KAHLIL SEREN
Mayor

MEMO

To: Mayor Khalil Seren

From: Brian Iorio, CDBG Coordinator

C.C.: Cleveland Heights City Council; Eric Zamft; William Hanna, Brian Anderson

RE: ECDI CDBG Legislation

The City is asking City Council to approve legislation allowing us to enter into a contract with ECDI in order to expedite the deployment \$725,000 of CDBG Economic Development Loan Funds. The City issued an RFQ for Program Management Services during the Summer and ECDI, with its access to a number of complementary economic development assistance tools, displayed the best qualifications and experience to provide these services.

\$400,000 of CDBG Commercial Revolving Loan Funds, \$35,000 of CDBG Microenterprise Loan Funds, and \$290,000 CDBG-CV Small Business Assistance Loan Funds are being utilized in this proposed agreement. The timely expenditure of these funds is important in order to make mandated spending deadlines in 2023.

Proposed: 11/21/2022

ORDINANCE NO. 172-2022(PD), *First Reading*

By Mayor Seren

An Ordinance amending Section 1311.05, *Architectural Board of Review Fees*, of Chapter 1311, *Administration, Fees and Penalty*, of Part Thirteen, *Building Code*, of the Codified Ordinances of Cleveland Heights to revise and add certain fees for procedures and services pertaining to the administration and enforcement of the Architectural Board of Review.

WHEREAS, the City has not updated its fees for the Architectural Board of Review since 1988; and

WHEREAS, such fees are not in line with the fees for similar services in nearby communities; and

WHEREAS, it is necessary to update fees for the Architectural Board of Review to more adequately reflect the City's cost pertaining to the administration and enforcement of said services.

BE IT ORDAINED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. Section 1311.05, *Architectural Board of Review Fees*, of Chapter 1311, *Administration, Fees and Penalty*, of Part Thirteen, *Building Code*, of the Codified Ordinances of Cleveland Heights, shall be and hereby is amended to henceforth read as follows:

1311.05 ARCHITECTURAL BOARD OF REVIEW FEES

Council shall be ordinance establish a schedule of fees for the procedures and services pertaining to the administration of the Architectural Board of Review. The schedule of fees shall be available on the City's website, and may be altered or amended only by Council. Until all such appropriate fees, charges and expenses have been paid in full, no action shall be taken on any application.

SECTION 2. The schedule of fees for the Architectural Board of Review shall be as set forth in the Schedule of Fees attached to this Ordinance as Exhibit "A-1" and incorporated herein by reference.

SECTION 3. Existing Section 1311.05 of the Codified Ordinances shall be and hereby is repealed.

SECTION 4. Notice of passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

ORDINANCE NO. 172-2022(PD)

MELODY JOY HART
President of the Council

ADDIE BALESTAR
Clerk of Council

PASSED:

Presented to Mayor: _____

Approved by Mayor: _____

KAHLIL SEREN
Mayor

EXHIBIT A.1

**CITY OF CLEVELAND HEIGHTS
ARCHITECTURAL BOARD OF REVIEW
SCHEDULE OF FEES
(adopted by Council on _)**

Fee	Rate
Architectural Board of Review (ABR)	
- One- and Two-Family Dwellings (new)	\$50
- One- and Two-Family Dwellings (additions or alterations, inc. signs)	\$35
- All other Buildings or Structures (new)	\$150
- All other Buildings or Structures (additions or alterations, inc. signs)	\$100
- Large-Scale Development Projects (projects with multiple buildings)	\$250
- Administrative Approval by Staff	\$25
- Appeal of Staff Decision	same as application fee
- Retroactive Review of Already Constructed Project	3x standard fee
- Reprint of ABR or Administrative Approval	\$10 per copy

Proposed: 11/21/2022

ORDINANCE NO. 173-2022(PD), *First Reading*

By Mayor Seren

An Ordinance adopting a revised Schedule of Fees for procedures and services pertaining to the administration and enforcement of the Zoning Code.

WHEREAS, Section 1115.12, *Schedule of Fees*, of Part Eleven, *Zoning Code*, of the Codified Ordinances of Cleveland Heights authorizes Council to establish a schedule of fees for building permits, amendments, appeals, variances, conditional use permits, and other procedures and services pertaining to the administration and enforcement of the Zoning Code; and

WHEREAS, the City has not updated its fees for permits or for other procedures and services pertaining to the administration and enforcement of the Zoning Code in a number of years; and

WHEREAS, such fees are not in line with the fees for similar services in nearby communities; and

WHEREAS, it is necessary to update the Schedule of Fees for procedures and services relating to the administration of the Zoning Code to more adequately reflect the City's cost pertaining to the provision of said services.

BE IT ORDAINED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. This Council hereby adopts the revised Schedule of Fees for procedures and services related to administration of the Zoning Code as set forth in Exhibit "A" attached hereto.

SECTION 2. Notice of passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

MELODY JOY HART
President of the Council

Clerk of Council

ORDINANCE NO. 173-2022(PD)

PASSED:

Presented to Mayor: _____ Approved by Mayor: _____

KAHLIL SEREN
Mayor

EXHIBIT A

**CITY OF CLEVELAND HEIGHTS
PLANNING & ZONING SERVICES
SCHEDULE OF FEES
(adopted by Council on _)**

Fee	Rate
Board of Control	
- Preliminary Land Use Plan (S-1)	\$1,000
- Detailed Development Plan (S-1) not part of Preliminary Land Use Plan	\$500
- Amendment to Preliminary Land Use Plan (S-1)	\$750
- Amendment to Detailed Development Plan (S-1) not part of Amendment to PLUP	\$500
Board of Zoning Appeals (BZA)	
- Appeal of Zoning Administrator Decision	\$500
- Standard Variance	
^ Single- and Two-Family Residential	\$50/variance; maximum \$200
^ All Other Uses	\$100/variance; maximum \$400
- Use Variance	
^ Single- and Two-Family Residential	\$2,000
^ All Other Uses	\$3,500
- Variance from Sign Regulations	See Variances above
- Zoning Map Interpretation	\$35
- Expansion or Extension of Nonconforming Use (in addition to variance if necessary)	
^ Single- and Two-Family Residential	\$350
^ All Other Uses	\$600
- Special Exception to Provide Reasonable Accommodations	\$25
Planning Commission	
- Conditional Use Permit	
^ Single- and Two-Family Residential	\$100
^ All Other Uses	\$200
- Similar Use Determination	
^ Single- and Two-Family Residential	\$25
^ All Other Uses	\$50
- Development Plan Review	\$500
- Resubdivision	\$200
- Continuance of Non-Conforming Sign	\$150
- Reduction of Off-Street Parking / Exception from Private Parking Standards	\$50
Administrative Review: Planning Staff	
- Parking of Recreation Vehicles in Residential District Permit (Annual)	\$250
- Parking of Non-Passenger Vehicles in Residential District Permit: "Garaging a Truck" (Annual)	\$250
- Replacement of a One-Car Private Parking Garage with a One-Car Private Parking Garage	\$25
- Landscape Plan Approval / Revised Landscape Plan Approval not part of Site Plan	\$50
- Minor Change to Landscape Plan	No fee
- Major Change to Landscape Plan (Planning Director)	\$50
- Extension of an approval	\$50
- Review of Project Proposal Form (PPF)	No fee

ORDINANCE 173-2022(PD)

Administrative Review (ZA): Conditional Use Permit	
- Day Care Home (max. 6 children)	\$50
- Day Care Center w/ 49 or fewer wards	\$75
- Home Occupation in an Accessory Building	\$50
- Outdoor Community Festival (up to 4 consecutive days)	\$25
- Outdoor Dining Permit (up to 25 seats)	\$100
- Dance/Exercise/Martial Arts studio w/ 49 or fewer students	\$75
- Satellite Dish Receiving Antenna	\$125/antenna
- Meeting Room in Commercial District w/ 49 or fewer persons	\$75
- Farmers' Market	\$25
- Community Garden	\$10
- Chicken Coops and Chicken Runs in Residential District	\$75
City Council	
- Application or Petition for Zoning Map Amendment	\$5,000
- Planned Development Overlay (PDO)	\$2,500
- Request to Vacate a Street or Parts Thereof	\$1,500
Other Department Fees	
- Record of Zoning Approval / Certificate of Compliance / Zoning Compliance Letter	\$100
- Sale of Zoning Code	\$50
- Sale of Zoning Map	\$25
- Request for GIS Map / Data	Material costs, plus time to create
- CDBG Application	\$10
- Shared Spaces (on private property)	\$75

Proposed: 11/21/2022

ORDINANCE NO. 174-2022(PD), *First Reading*

By Mayor Seren

An Ordinance designating a schedule of fees for procedures and services related to the administration and enforcement of the provisions of Chapter 143, *Landmark Commission*, of the Codified Ordinances of the City of Cleveland Heights.

WHEREAS, Subsection (a) of Section 143.99, *Schedule of Fees and Penalties*, authorizes Council to establish a schedule of fees for procedures and services related to the administration of the provisions of Chapter 143, *Landmark Commission*, of the Codified Ordinances; and

WHEREAS, it is necessary to amend current fees to reflect the City's costs pertaining to the administration and enforcement of said services.

BE IT ORDAINED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. This Council hereby authorizes the fees set forth in Exhibit "A-1" for services and procedures relating to the administration of the Landmark Commission.

SECTION 2. Notice of passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

MELODY JOY HART
President of the Council

Clerk of Council

PASSED:

Presented to Mayor: _____ Approved by Mayor: _____

KAHLIL SEREN
Mayor

EXHIBIT A.1

**CITY OF CLEVELAND HEIGHTS
LANDMARK COMMISSION
SCHEDULE OF FEES
(adopted on _)**

Code Section	Landmark Commission	Fee
143.08	Application for Designation of Landmark (local)	\$50
143.08	Application for Designation of Historic District (local)	\$70
143.08(i)	Application for Removal of Designation	\$500
143.10(a)	Application for Certificate of Appropriateness	\$25
143.10(f)	Administrative Certificate of Appropriateness for Minor Changes	No fee
143.105	Application for Certificate of Economic Hardship	\$10
149.99(b)	Work on Historic Property without Certificate of Appropriateness (fine)	\$150

Proposed: 11/07/2022

ORDINANCE NO. 160-2022(PSH), As Amended, *Second Reading*

By Mayor Seren

An Ordinance amending Schedule I “Through Streets” of the Appendix “Traffic Schedules” of Part Three “Traffic Code” of the Codified Ordinances of the City of Cleveland Heights to remove all or portions of Euclid Heights Boulevard, Lee Boulevard, Lee Road, North Taylor Road, and South Taylor Road from the list designating “through streets” in the City of Cleveland Heights.

WHEREAS, Section 4511.21(B)(2) of the Ohio Revised Code and Section 333.03 “Maximum Speed Limits; Assured Clear Distance Ahead” of the Codified Ordinances of the City of Cleveland Heights provide that it is prima-facie lawful for the operator of a motor vehicle to drive at a speed not exceeding twenty-five miles per hour in all other portions of the municipality, except on state routes outside business districts, through highways outside business districts, and alleys; and

WHEREAS, Section 4511.01(HH) of the Ohio Revised Code defines a through highway as every street or highway as provided in Section 4511.65 of the Revised Code; and

WHEREAS, Section 301.43 “Through Street or Highway” of the Codified Ordinances of the City of Cleveland Heights defines a through street or highway as every street or highway as provided in Section 313.02 of the Codified Ordinances; and

WHEREAS, Section 4511.65(B) of the Ohio Revised Code and Section 313.02 “Through Streets; Stop and Yield Right-of-Way Signs” of the Codified Ordinances of the City of Cleveland Heights provide that in residence districts the municipality may by ordinance designate a street or highway, or portion thereof, not to be a through highway; and

WHEREAS, Section 4511.01(OO) of the Ohio Revised Code and Section 301.31 “Residence District” of the Codified Ordinances of the City of Cleveland Heights define a residence district as “the territory, not comprising a business district, fronting on a street or highway, including the street or highway, where, for a distance of three hundred feet or more, the frontage is improved with residences or residences and buildings in use for business;” and

WHEREAS, on September 19, 1949 the City of Cleveland Heights passed Ordinance 65-1949 designating through streets, outlined by Schedule I “Through Streets” of the Appendix “Traffic Schedules” of Part Three “Traffic Code” of the Codified Ordinances of the City of Cleveland Heights; and

WHEREAS, on August 16, 2021 the City of Cleveland Heights passed Resolution 96-2021 adopting and supporting the ideals, principles, and concepts of Vision Zero for the City of Cleveland Heights; and

ORDINANCE NO. 160-2022(PSH)

WHEREAS, it is necessary to amend Schedule I “Through Streets” of the Codified Ordinances of the City of Cleveland Heights in order to enable the City to reduce the maximum allowable speed on the included streets or portions thereof; and

WHEREAS., it is also necessary to amend Schedule V “Alleys Designated” to include an additional two roads; and

WHEREAS, it would be in the best interest of the City and its residents to amend the Codified Ordinances so that City Ordinances are consistent with the City’s commitment to the ideals, principles, and concepts of Vision Zero as adopted by Resolution 96-2021.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. Section (a) of Schedule I “Through Streets” of Appendix “Traffic Schedules” of Part Three “Traffic Code” of the Codified Ordinances of the City of Cleveland Heights shall be and is hereby amended to read as follows (additions bolded and underlined, deletions strikethrough):

(a) The following streets are hereby designated to be through streets:

Cedar Road

Euclid Heights Boulevard **west of Coventry Road**

Fairmount Boulevard

Forest Hills Boulevard

Lee Boulevard

~~Lee Road~~

Mayfield Road

Monticello Boulevard

Noble Road **south of Monticello Boulevard**

North Park Boulevard

North Taylor Road **south of Monticello Boulevard**

South Taylor Road **north of Euclid Heights Boulevard**

Superior Road north of Mayfield Road

Warrensville Center Road

Stop signs shall be erected at the intersection of each street intersecting such through streets.

SECTION 2. Schedule I, “Through Streets” of Appendix “Traffic Schedules of Part Three “Traffic Code” of the Codified Ordinances of the City of Cleveland Heights shall be and is hereby amended to add a new section (c), which section shall read as follows:

(c) The following streets and portions of streets are hereby declared to not be through streets and to be designated “Non-Through Streets”. Traffic control devices shall be posted on all

ORDINANCE NO. 160-2022(PSH)

such streets and parts of streets listed in this section (c) indicating the speed limit to be twenty-five miles per hour.

Euclid Heights Boulevard from Coventry Road to South Taylor Road
Lee Road in its entirety
Noble Road between Monticello Boulevard and the north corporation line
North Taylor Road between Monticello Boulevard and the north corporation line
South Taylor Road between Fairmount Boulevard and Euclid Heights Boulevard

SECTION 2. Section V “Alleys Designated” of Appendix “Traffic Schedules” of Part Three “Traffic Code” of the Codified Ordinances of the City of Cleveland Heights shall be and hereby is amended to add Wilmar Court and Andrews Court to the list of designated alleys therein.

SECTION 3. Notice of the passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 4. This Ordinance shall take effect and be in force at the earliest time permitted by law.

MELODY JOY HART
President of the Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to the Mayor: _____ Approved: _____

KAHLIL SEREN
Mayor

Proposed: 11/7/22

RESOLUTION NO. 161-2022(PSH), *Second Reading*

By Mayor Seren

A Resolution authorizing the Mayor to enter into an agreement with Rubicon Global, LLC, for Software Services for the Department of Public Works, Division of Refuse Collection; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, the Department of Public Works has been participating in a Waste Data Pilot Project with Rubicon Global, LLC to test the ability of Rubicon's technology to improve residential waste and recycling operations ; and

WHEREAS, the City has determined that the purchase of the Rubicon software services will promote efficient in waste collection operations; and ,

WHEREAS, the Rubicon software is available under the Sorceland Cooperative Purchasing Program, formerly known as the National Joint Powers Alliance, as authorized by Codified Ordinance Section 171.12, and the fees and terms of the proposed three year agreement are reasonable and competitive.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The Mayor be, and he is hereby, authorized to enter into an agreement with Rubicon Global, LLC for software services for the Department of Public Works, Division of Refuse Collection for a term of three (3) years with automatic one-year renewals thereafter unless either party opts out, subject to appropriation of funding after the end of the original three year term. The agreement shall be substantively similar to the proposed agreement on file with the Clerk of Council, shall provide for compensation in the amount of Seventy-three Thousand Three Hundred Forty-four Dollars (\$73,344.00), and shall be approved as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to continue improved operations of the City's solid waste collection system. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this

RESOLUTION NO. 161-2022(PSH)

Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

President of the Council
MELODY JOY HART

Clerk of Council
ADDIE BALESTER

PASSED:

Presented to Mayor: _____ Approved by Mayor: _____

KAHLIL SEREN
Mayor

Proposed: 11/07/2022

RESOLUTION NO. 162-2022(MSES), *Second Reading*

By Mayor Seren

A Resolution authorizing the Mayor to enter into an amendment to an agreement with Valley Freightliner & Western Star for the acquisition of a Freightliner 114SD Tandem Axle Cab and Chassis for the Department of Public Works; providing compensation therefor; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, by Resolution No. 148-2021, this Council authorized an agreement with Valley Freightliner Sterling & Western Star (“Valley Freightliner”) for the acquisition of a Freightliner 114SD Tandem Axle Cab and Chassis for the Department of Public Works through the Ohio Department of Transportation Cooperative Purchasing Program (“ODOT Purchasing Program”) as authorized by Codified Ordinance Section 171.10; and

WHEREAS, the ODOT Purchasing Program subsequently entered into an agreement with Valley Freightliner to incorporate manufacturers’ price increases for equipment which had not yet been built; and

WHEREAS, it is necessary to amend the prior Resolution to reflect the price increase.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. Resolution No. 148-2021 shall be and hereby is amended to provide for a purchase price for the Freightliner 114SD Tandem Axel Cab and Chassis of One Hundred Six Thousand, Four Hundred Seventy-Five Dollars (\$106,475.00). All terms of Resolution No. 148-2021 not consistent herewith shall remain in full force and effect.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to meet vendor deadlines and equip the Department of Public Works with the referenced truck equipment as soon as possible. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

RESOLUTION NO. 162-2022(MSES)

MELODY JOY HART
President of the Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____

Approved: _____

KAHLIL SEREN
Mayor

Proposed: 11/07/2022

RESOLUTION NO. 163-2022(MSES), *Second Reading*

By Mayor Seren

A Resolution authorizing the Mayor to enter into an agreement with the County of Cuyahoga to perform certain services to help maintain the City's sanitary and storm sewers; and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, the City owns and operates sanitary and storm sewers and catch basins, which require regular maintenance; and

WHEREAS, Section 171.02(b) of the Cleveland Heights Codified Ordinances authorizes the purchase of services without obtaining competitive bids where the price for services offered by a political subdivision is less than the price that would be obtained by taking bids from private persons; and

WHEREAS, the Mayor has determined that Cuyahoga County offers certain maintenance services for sanitary and storm sewers and catch basins at a price less than would be obtained by taking bids from private persons and that it would be in the City's best interests to retain the County for such services.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The Mayor be, and he is hereby, authorized to execute an agreement with the County of Cuyahoga to provide certain services to maintain the City's sanitary and storm sewers and catch basins, in accordance with the requirements set forth in Section 171.02(b) of the Cleveland Heights Codified Ordinances. The agreement shall be similar to the one on file with the Clerk of Council. The term of the agreement shall expire on December 31, 2023, and the total amount to be paid by the City shall not exceed the sum of Six Hundred Thousand Dollars (\$600,000). The agreement and any related documents shall be approved as to form and subject to the final approval of the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

RESOLUTION NO. 163-2022(MSES)

SECTION 3. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of the public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to proceed with the maintenance of the City's sewer and storm systems as soon as possible. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

MELODY JOY HART
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____

Approved: _____

KAHLIL SEREN
Mayor

Proposed: 11/07/22

ORDINANCE NO. 164-2022(MSES), *Second Reading*

By: Mayor Seren

An Ordinance authorizing the Mayor to enter into an agreement with, and requesting the cooperative of, the County of Cuyahoga, Ohio (“COUNTY”), in the matter of the Resurfacing of Warrensville Center Road from Mayfield Road to the South Corporation Line in the City of Cleveland Heights (“MUNICIPALITY”); and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, the MUNICIPALITY has recognized the need for and proposes the improvement of a portion of public highway which is described as follows:

The Resurfacing of Warrensville Center Road from Mayfield Road to the South Corporation Limit in the City of Cleveland Heights (the “Project”).

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. In consideration of the covenants and agreements herein contained to be performed by the parties hereto, it is mutually agreed between the parties hereto as follows:

A. CONSENT

1. That it is declared to be in the public interest that the consent of said MUNICIPALITY be and such consent is hereby given to the COUNTY to participate in the cost of construction of the Project.

B. COOPERATION

1. That the COUNTY and the MUNICIPALITY will cooperate in the Project.
2. That the MUNICIPALITY will prepare construction plans and specifications, including necessary engineering reports, which shall conform to generally accepted engineering practices and principles.
3. That the MUNICIPALITY will arrange for the supervision and administration of the construction contract.
4. That the COUNTY will review the construction plans, estimate, specifications and bid proposal for conformance with section B-2 of this Agreement. County approval of these documents are required prior to the advertisement of the construction contract. The COUNTY will make an inspection of the completed Project.

5. That the MUNICIPALITY shall agree to provide the COUNTY with a complete set of as-built plans upon the completion of the Project.

C. FUNDING

1. MUNICIPALITY hereby agrees to participate with the COUNTY in the cost of the Project by using an allocation from the County Motor Vehicle License Tax Fund to pay the COUNTY's portion of the project.
2. That the COUNTY shall contribute fifty percent (50%) of the actual cost of construction and construction engineering which is determined to be eligible by the Cuyahoga County Engineer's policies up to a maximum of \$250,000.00.
3. In the event MUNICIPALITY secures additional funding for the Project, County's financial contribution and the supplemental funding cannot exceed the total actual cost of the Project.
4. The anticipated construction cost for this project is \$623,657.23. To determine funding eligibility, the COUNTY shall be notified immediately of any significant changes to the scope of work and/or construction cost.

D. MAINTENANCE

That upon completion of said resurfacing, said MUNICIPALITY will thereafter keep said highway open to traffic at all times; and

1. Maintain the resurfacing in accordance with the provisions of the statutes relating thereto and make ample financial provisions for such maintenance; and
2. Maintain the right-of-way and keep it free of obstructions in a manner satisfactory to the COUNTY and hold said right-of-way inviolate for public highway purposes and permit no signs, posters, billboards, roadside stands or other private installations within the right-of-way limits; and
3. That the COUNTY shall continue to maintain the structural elements of any bridge (defined as a structure with a span of twenty feet or greater) located within the limits of the Project in accordance with the applicable sections of the Ohio Revised Code.
4. After construction of the project is complete, the Municipality agrees to follow and maintain post-construction Best Management Practices as outlined in the Municipal Storm Water Permit that is filed with the Ohio Environmental Protection Agency (O.E.P.A.).

E. TRAFFIC

1. That upon completion of the Project, MUNICIPALITY will thereafter keep said highway open to traffic at all times; and
2. Place and maintain all traffic control devices conforming to the Ohio Manual of Uniform Traffic Control Devices on the Project in compliance with the provisions of Section 4511.11 and related sections of the Ohio Revised Code; and
3. That the street or highway shall be and hereby is designated a through highway as provided in Section 4511.07(A)(6) Ohio Revised Code; and
4. Stop signs affecting the movement of traffic on said street or highway within the roadway being improved shall be removed, and no stop signs shall be erected on same except at its intersection with another through highway where traffic does not warrant the installation of a traffic control signal but where the warrants for a “Four-way Stop” as provided in the aforesaid Manual are met; and
5. That no rule or regulation shall be enacted restricting the use of the improved road and/or structure by any class of vehicle or vehicle load permitted by the Ohio Revised Code to use a public highway. Any existing rule or regulation so restricting road usage shall be rescinded; and
6. The MUNICIPALITY shall prohibit parking in accordance with Section 4511.66 of the Ohio Revised Code unless otherwise controlled by local ordinance or resolution.

F. RIGHT-OF-WAY

1. That all existing street and public right-of-way within the MUNICIPALITY which is necessary for the Project shall be made available therefore.
2. That the MUNICIPALITY will arrange for the acquisition of any additional right-of-way which may be required for the construction of the Project.

G. UTILITIES

1. That the MUNICIPALITY will make arrangements with and obtain agreements from privately owned public utility companies whose lines or structures will be affected by the Project, and said companies have agreed to make any and all necessary arrangements in such a manner as to be clear of any construction called for by the plans of Project, and said companies have agreed to make such necessary arrangements immediately after notification by said MUNICIPALITY.
2. That the COUNTY will participate in the cost of alterations of governmentally-owned utility facilities which come within the provisions of Section 8301 (Utility

Reimbursement Eligibility) of the Ohio Department of Transportation's Real Estate Policies and Procedures Manual to the same extent that it participates in the other costs of the project, provided, however, that such participation will not extend to any additions or betterments of existing facilities.

3. That it is hereby agreed that the MUNICIPALITY shall, at its own expense, make all rearrangements of governmentally-owned utilities and/or appurtenances thereto which do not comply with the Provisions of Section 8301 (Utility Reimbursement Eligibility) of the Ohio Department of Transportation's Real Estate Policies and Procedures Manual, whether inside or outside the corporate limits, as may be necessary to conform to the Project.
4. That the construction, reconstruction, and/or arrangement of all utilities shall be done in such a manner as not to interfere unduly with the operation of the contractor constructing the Project, and all backfilling of trenches made necessary by such utility rearrangements shall be performed in accordance with the provision of the Ohio Department of Transportation Construction and Material Specifications.

H. MISCELLANEOUS

1. That if the MUNICIPALITY includes the construction of sanitary sewers, waterlines, area sewers (drainage of area surrounding the Project), alternate bid items, or other items in the Project that are in addition to those now existing and not provided for elsewhere in this Agreement, the MUNICIPALITY agrees to pay, or make arrangements for the payment of, the cost of said additional construction, the cost of preliminary and design engineering and construction supervision.
2. That the MUNICIPALITY shall be solely responsible for the certifications or obligations made or agreed to in Sections F-1, F-2, G-1, G-3, and G-4, and hereby agrees that the COUNTY shall be and is hereby released from any and all damages or claims of the MUNICIPALITY arising from or growing out of the certification or obligations made or agreed to in said Sections F-1, F-2, G-1, G-3, and G-4 hereinabove.
3. For matters relating to this Project, the agent for the COUNTY and liaison officer on the matter contained herein shall be the County Engineer of Cuyahoga County, Ohio, and/or such members of his staff as he may designate.
4. MUNICIPALITY agrees to make all pertinent contractual books and records and other documents pertaining to the Project available to the COUNTY and its designated agents for purpose of audit and examination upon reasonable request.
5. By enacting this Ordinance, the MUNICIPALITY agrees to conduct this transaction by electronic means and agrees that all documents requiring County signatures may be executed by electronic means, and that the electronic signatures affixed by the County to said documents shall have the same legal effect as if that signature was manually affixed to a paper version of the document. The MUNICIPALITY also agrees on behalf of the aforementioned entities and persons to be bound by the provisions of Chapters 304 and

ORDINANCE NO. 164-2022(MSES)

1306 of the Ohio Revised Code as they pertain to electronic transactions, and to comply with the electronic signature policy of Cuyahoga County.

I. AUTHORITY TO SIGN

1. That the Mayor of said MUNICIPALITY is hereby empowered and directed on behalf of the MUNICIPALITY to enter into agreements with the COUNTY necessary to complete the planning and construction of this improvement.
2. That the Mayor of said MUNICIPALITY is hereby empowered and directed on behalf of the MUNICIPALITY to make application to the County of Cuyahoga, Ohio, for approval to use County Motor Vehicle License Tax Funds for the improvement.

SECTION 2. Notice of the passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation of the City of Cleveland Heights.

SECTION 3. It is necessary that this Ordinance become immediately effective as an emergency measure necessary as for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency by reason of the need for expediting highway improvement to promote highway safety. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Ordinance shall take effect and be in force immediately upon its passage and approval by the Mayor, otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

MELODY JOY HART
President of Council

ADDIE BALESTER
Clerk of Council

PASSED:

Presented to Mayor: _____

Approved: _____

KAHLIL SEREN
Mayor

CERTIFICATE OF COPY

State of Ohio)
County of Cuyahoga)
City of Cleveland Heights)

I, Addie Balester, as Clerk of the City of Cleveland Heights Ohio, do hereby certify that the foregoing is a true and correct copy of the Ordinance adopted by the legislative Authority of the said municipality on the _____ day of _____, 2022 that the publication of such Ordinance has been made certified of record according to law; that no proceedings looking to a referendum upon such Ordinance have been taken; and that such Ordinance and certificate of publication thereof are of record in Ordinance Record No. _____, Page _____.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal, this _____ day of _____, 2022.

Clerk, City of Cleveland Heights, Ohio

MUNICIPAL SEAL

Proposed: 10/03/2022

ORDINANCE NO. 148-2022(PD), *Fifth Reading
as Amended 11/07/2022.*

By Mayor Seren

An Ordinance declaring certain improvements to real property located in the City of Cleveland Heights, Ohio to be a public purpose; declaring such improvements to be exempt from real property taxation for a period of years; making provision for the collection of service payments in lieu of taxes; establishing an urban redevelopment tax increment equivalent fund for the deposit of such service payments; authorizing a compensation agreement with the Cleveland Heights-University Heights City School District; providing related authorizations pursuant to Ohio Revised Code Sections 5709.41, 5709.42 and 5709.43, and declaring an emergency.

WHEREAS, the City of Cleveland Heights (the “City”) owns certain parcels of real property generally known as the Cedar-Lee and Meadowbrook parcels consisting of approximately 5.124 acres located between Cedar Road and Meadowbrook Road, as identified and depicted in **Exhibit A** hereto (collectively referred to herein as the “TIF Area,” with the parcels comprising the real property within the TIF Area, as improved, referred to herein as the “Parcels”) and, consistent with the City’s prior and current plans for urban redevelopment, the City has, from time to time, requested proposals for the redevelopment of all or portions of the TIF Area; and

WHEREAS, Ohio Revised Code (“R.C.”) Section 5709.41 provides that this Council may, under certain circumstances, declare Improvements (as defined in R.C. Section 5709.41) to the Parcels be a public purpose, thereby exempting those Improvements from real property taxation for a period of up to thirty (30) years; and

WHEREAS, pursuant to R.C. Section 5709.41, said exemption may not exceed 75% of such Improvements for up to ten (10) years without the approval of the board of education of the city, local or exempted village school district within the territory in which the Parcels are located; and

WHEREAS, consistent with City’s Master Plan, as adopted by the City on March 20, 2017, as amended and supplemented, including the City’s current redevelopment plan for the TIF Area, and prior legislation adopted by this Council, including Resolution No. 154-2021 adopted December 6, 2021, the City has approved and entered into a Development Agreement with F & C Development, Inc. (together with its affiliates, the “Developer”) pursuant to which the Developer will lease the Parcels from the City and improve the Parcels by building thereon a mixed-use development which will include construction of (a) one or more buildings of varying heights including approximately 200-225 market-rate apartments, (b) approximately 5,000-9,000 square feet of first floor non-residential space such as commercial, retail and/or restaurant space, (c) public gathering and green spaces, and (d) all private and public sidewalks, as well as driveways, access ways, street and parking lot lighting and utility connections and sanitary, stormwater drainage and other infrastructure improvements on the Project Site, all as further described in the Development Agreement (all of the foregoing, together with the public parking garage located on the Project Site, as described in the Development Agreement and to be improved and operated consistent therewith, being referred to herein collectively as the “Development”); and

ORDINANCE NO. 148-2022(PD)

WHEREAS, this Council has determined that it is necessary and appropriate and in the best interests of the City to provide that the owner of the Development (initially, the Developer) be required to make service payments in lieu of real property taxes (“Service Payments,” as further defined below) with respect to the Improvements to the Parcels pursuant to R.C. Section 5709.42; and

WHEREAS, this Council has determined that it is in the City's best interests for the City to enter into a compensation agreement (the “Compensation Agreement”) with the Board of Education of the Cleveland Heights-University Heights City School District (the “School District”), which Compensation Agreement provides for the payment of compensation by the City to the School District; and

WHEREAS, pursuant to the Compensation Agreement, the Board of Education of the School District has waived any notice periods prescribed in R.C. Section 5709.41 and 5709.83, approved a 100% exemption for the Improvements to the Parcels under R.C. Section 5709.41 for thirty (30) years and waived any other rights to compensation related to the grant of that exemption; and

WHEREAS, R.C. Section 5709.85(A) requires the legislative authority of any municipal corporation granting an exemption from taxation under R.C. Section 5709.41 to create a tax incentive review council (“TIRC”), which TIRC is required to perform an annual review of exemptions from taxation granted pursuant to R.C. Section 5709.41, and the City has previously created a TIRC; and

WHEREAS, as a result of the Development, certain surface parking spaces used by staff and students of the School District will be eliminated, and the City desires to allow staff and students of the School District to utilize certain additional parking spaces owned by the City in the vicinity of the Parcels in accordance with the terms of a School District Additional Parking Agreement; and

WHEREAS, the Development Agreement provides for certain Added Property to be acquired for the Development, and that certain costs associated with the acquisition of such Added Property be included as part of the cost of the Development pursuant to the terms of an Added Property plan (the “Added Property Plan”) to be included as part of the Development Agreement; and

WHEREAS, an emergency exists in the usual daily operations of the City in that it is immediately necessary to approve tax exemptions for the Improvements for the preservation of the public health, peace, property and safety, that preservation being related to the need for the Development to move forward and for construction to commence at the earliest possible date;

BE IT ORDAINED by the Council of the City of Cleveland Heights, that:

SECTION 1. The improvements (other than those improvements, if any, to be used for residential purposes as such term is used in R.C. Section 5709.41(B)) to the Parcels on which the Developer will construct, lease, manage or otherwise operate the Development are hereby declared to be in furtherance of and consistent with the urban redevelopment plan, actions and purposes of the City with respect to the TIF Area, and a public purpose for purposes of R.C. Section 5709.41. One hundred percent (100%) of the increase in the assessed value of each of the Parcels from and

ORDINANCE NO. 148-2022(PD)

after the date of passage of this Ordinance (which increase in assessed value is an “Improvement” as defined in R.C. Section 5709.41) is hereby declared to be a public purpose, and all such Improvements shall be exempt from real property taxation for a period of thirty (30) years commencing with tax year 2025 (tax collection year 2026).

SECTION 2. As provided in R.C. Section 5709.42, the owner or owners of the Development are hereby required to make annual service payments for a period of thirty (30) years in lieu of taxes to the County Fiscal Officer on or before the final dates for payment of real property taxes. Each such payment (including interest and penalties) shall be charged and collected in the same manner and in the same amount as the real property taxes that would have been charged and payable if the Improvements were not exempt from taxation (with the payments in lieu of taxes, including any penalties, interest and rollback payments, collectively referred to as “PILOTS”). The County Fiscal Officer shall remit all PILOTS to the City. In addition to the payment of PILOTS described herein, in accordance with the Compensation Agreement, in connection with any TIF Debt (as defined in the Compensation Agreement), the owner(s) of the Development may also be required to make minimum service payments (the “Minimum Service Payments”) including any such Minimum Service Payments described in the Compensation Agreement.

This Council hereby authorizes the Mayor or designee (the “Mayor”) or other appropriate officers of the City to provide such information and certifications and execute and deliver, or accept delivery of such instruments as are necessary and desirable for the collection and receipt of those PILOTS from the County Fiscal Officer or collect the Minimum Service Payments from the Developer and to make such arrangements as are necessary and proper for payment of the portion of PILOTS and/or Minimum Service Payments dedicated to TIF Debt to be paid, if appropriate, to the trustee for any TIF Debt and for the payment therefrom of all required compensation to the School District. Any late payments of PILOTS shall be subject to penalty and bear interest at the then current rate established under R.C. Sections 323.121 and 5703.47, as may be amended from time to time, or any successor provisions thereto, as the same may be amended from time to time.

No Owner of any portion of the Development shall, under any circumstances, be required in any tax year to both pay PILOTS with respect to an Improvement and reimburse local taxing authorities for the amount of real property taxes that would have been payable to local taxing authorities had that Improvement not been exempted from taxation pursuant to this Ordinance.

SECTION 3. In connection with the issuance of the TIF Debt or otherwise, the Mayor shall arrange for all required payments to the School District as described in the Compensation Agreement.

SECTION 4. This Council hereby establishes pursuant to and in accordance with the provisions of R.C. Section 5709.43, the Cedar-Lee Meadowbrook Urban Redevelopment Tax Increment Equivalent Fund (the “Fund”), into which shall be deposited the PILOTS distributed to the City with respect to the Improvements on the Parcels by or on behalf of the County Fiscal Officer as provided in Section 5709.42 of the Revised Code. One hundred percent (100%) of the moneys collected shall be deposited in the Fund and shall be retained by the City and used for any or all of the following purposes:

(i) Payment of all costs associated with the construction of the Development, including costs incurred by the City, the State of Ohio or other governmental entity, or the

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Developer and its contractors and including debt service and related costs or obligations or loans issued by the City, the State of Ohio or other governmental entity or the Developer;

(ii) Construction, operation and maintenance of public improvements and publicly-owned facilities on the Parcels, including, but not limited to, streets, storm and sanitary sewers, water treatment facilities and water transmission lines, sidewalks, curbs, street trees and furniture, transitway improvements, off-street parking facilities, street lighting and signalization, pedestrian walkways, and public parks and plazas, whether owned by the City or other governmental entity by agreement with the City, or by the Developer consistent with the Development Agreement, and associated land acquisition and demolition, planning and engineering costs;

(iii) Land and building acquisition, demolition, site preparation, and relocation expenses related to the Development;

(iv) Compensating the School District pursuant to the Compensation Agreement; and

(v) Any other expenditures made with respect to the Parcels in accordance with the Development Agreement or other agreements entered into in connection with development of the Parcels provided such expenditures are otherwise permitted by law.

The Fund shall remain in existence so long as such PILOTS are collected, after which said Fund may be dissolved in accordance with said Section 5709.43 and transferred to the General Fund or any other fund as permitted by applicable law.

SECTION 5. The Compensation Agreement between the City and the School District, substantially in the form attached to this Ordinance as Exhibit B, is hereby approved and authorized, with changes or amendments thereto not inconsistent with this Ordinance and not substantially adverse to the City as determined by the Director of Law and which are approved by the Mayor. The Mayor, for and in the name of the City, is hereby authorized to execute that Compensation Agreement and any amendments thereto. The approval of changes or amendments by the Mayor, and the character of the changes or amendments as not being inconsistent with this Ordinance and not being materially adverse to the City, shall be evidenced conclusively by the execution thereof by the Mayor with the concurrence of the Director of Law. This Council further hereby authorizes and directs the Mayor to make such arrangements as are necessary and proper for payments to be made to the School District pursuant to the Compensation Agreement.

SECTION 6. The School District Additional Parking Agreement between the City and the School District, substantially in the form attached to this Ordinance as Exhibit C, is hereby approved and authorized, with changes or amendments thereto not inconsistent with this Ordinance and not substantially adverse to the City as determined by the Director of Law and which are approved by the Mayor. The Mayor, for and in the name of the City, is hereby authorized to execute that School District Additional Parking Agreement and any amendments thereto. The approval of changes or amendments by the Mayor, and the character of the changes or amendments as not being inconsistent with this Ordinance and not being materially adverse to the City, shall be evidenced conclusively by the execution thereof by the Mayor with the concurrence of the Director of Law.

ORDINANCE NO. 148-2022(PD)

SECTION 7. The First Amendment to Development Agreement adding the Added Property Plan as an exhibit to the Development Agreement (the “First Amendment”), substantially in the form attached to this Ordinance as Exhibit D, is hereby approved and authorized, with changes or amendments thereto not inconsistent with this Ordinance and not substantially adverse to the City as determined by the Director of Law and which are approved by the Mayor. The Mayor, for and in the name of the City, is hereby authorized to execute that First Amendment, with any such changes or amendments. The approval of changes or amendments by the Mayor, and the character of the changes or amendments as not being inconsistent with this Ordinance and not being materially adverse to the City, shall be evidenced conclusively by the execution thereof by the Mayor with the concurrence of the Director of Law.

SECTION 8. The Mayor is authorized and directed to sign any other documents, instruments or certificates as are necessary or appropriate to consummate or implement the actions described herein, or contemplated by this Ordinance, including an agreement or agreements with the Developer to provide for the payment of PILOTS and Minimum Service Payments described in this Ordinance and in the Compensation Agreement.

SECTION 9. Pursuant to R.C. Section 5709.41, the Mayor is hereby directed to deliver a copy of this Ordinance to the Director of Development Services of the State within fifteen days after its passage. On or before March 31 of each year that the exemption set forth in Section 3 hereof remains in effect, the Mayor or designee shall prepare and submit to the Director of Development Services of the State the status report required under R.C. Section 5709.41(E).

SECTION 10. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any decision making bodies of the City that resulted in such formal actions were in meetings open to the public and in compliance with all legal requirements.

SECTION 11. Notice of the passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 12. This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need for the Development to move forward and for construction to commence at the earliest possible date. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

President of the Council
MELODY JOY HART

ORDINANCE NO. 148-2022(PD)

Clerk of Council
ADDIE BALESTER

PASSED:

Presented to Mayor: _____ Approved by Mayor: _____

KAHLIL SEREN
Mayor

EXHIBIT A

IDENTIFICATION AND DEPICTION OF PARCELS INCLUDED IN TIF AREA

(Identified by Parcel Numbers, each as Depicted on the Following Page)

Parcel Number 687-06-009

Parcel Number 687-06-010

Parcel Number 687-06-011

Parcel Number 687-06-012

Parcel Number 687-06-013

Parcel Number 687-06-088

Parcel Number 687-06-089

Parcel Number 687-06-090

Parcel Number 687-06-091

Parcel Number 687-06-092

Parcel Number 687-06-093

Parcel Number 687-06-094

Parcel Number 687-06-095

Parcel Number 687-06-096

Parcel Number 687-08-001

COMPENSATION AGREEMENT

This Compensation Agreement (this "Agreement"), is made and entered into on this ____ day of _____, 2022, by and between the CITY OF CLEVELAND HEIGHTS, OHIO (the "City"), a municipal corporation organized and existing under the laws of the State of Ohio, and the BOARD OF EDUCATION OF THE CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS CITY SCHOOL DISTRICT (the "School District"), a city school district organized and existing under the laws of the State of Ohio and joined by F & C DEVELOPMENT, INC., an Indiana Corporation ("FCD") as to Section 2(D)(2) herein (on behalf of the Project Improvement owners).

WITNESSETH:

WHEREAS, the City owns certain real property, and may acquire additional real property generally known as the "Cedar-Lee-Meadowbrook Property" (collectively herein, the "CLM Property" or "Property"), including a parcel located on the east side of Lee Road between Meadowbrook and Tullamore Roads and additional real property (12 – 16 existing parcels) located to the east of Lee Road between Tullamore and Cedar Roads (including a portion of Cedarbrook Road previously vacated by the City), as more particularly depicted and/or identified in Exhibit A attached hereto; and

WHEREAS, pursuant to (i) a development agreement relating to the CLM Property with FCD (the "Development Agreement") and (ii) one or more Ordinances to be introduced in Cleveland Heights City Council (collectively, with any amendments, the "TIF Ordinance"), the City proposes to:

- establish a tax increment financing area with respect to the CLM Property,
- exempt from real property taxation certain improvements (herein "TIF Improvements") to the CLM Property pursuant to Section 5709.41 of the Ohio Revised Code (together with related statutory provisions, the "TIF Statute"),
- lease the CLM Property (exclusive of the municipal public parking garage located thereon and constructed pursuant to a prior plan for the redevelopment of the CLM Property) to an entity created and controlled by FCD (together with any sublessee of all or substantially all of the CLM Property, "Leasehold Owner") for development of the Project Improvements (defined below),
- require the Leasehold Owner to make Service Payments In Lieu of Taxes in an amount equal to the amount of real property taxes that would have been payable if the TIF Improvements had not been exempted from taxation under the TIF Ordinance (those payments in lieu of taxes, together with any related penalties, interest and rollback payments, are collectively referred to herein as "PILOTs" or "Service Payments"), and
- require such PILOTs to be used to pay debt service on revenue bonds expected to be issued by the City (or another governmental authority designated by the City), any related credit enhancement or administrative costs, and any other financing costs payable therefrom, and any renewals or refundings thereof (collectively, the

“TIF Debt”), which may be issued or entered into to pay a portion of the cost of acquisition and construction of the Project Improvements; and

WHEREAS, by the TIF Ordinance, the City intends to exempt the TIF Improvements to all or a portion of the parcels included in the CLM Property (those parcels, collectively, are referred to herein as the “TIF Area”), with the parcels comprising the real property within the TIF Area, as improved, referred to hereinafter as the “Parcels” or “TIF Parcels”; and

WHEREAS, the City has provided information to the School District with respect to a proposed mixed-use development of the TIF Parcels which will include construction of one or more four-to-five-story buildings, including approximately 200 - 225 market-rate apartments, approximately 5,000 to 9,000 square feet of first floor commercial, retail and restaurant space, public gathering and green spaces, and any necessary infrastructure improvements (all of the foregoing being referred to herein collectively as the “Project Improvements”); and

WHEREAS, the City and the School District will derive substantial and significant benefits from the Project Improvements; and

WHEREAS, the City, in the TIF Ordinance, intends to declare the Project Improvements (other than those Project Improvements to be used for residential purposes as such term is used in the TIF Statute) to be in furtherance of urban redevelopment and for a “public purpose”, to declare the TIF Improvements (the “improvements” under and as defined in the TIF Statute) to the TIF Parcels resulting from those Project Improvements to be a “public purpose” under the TIF Statute, and to exempt 100% of those TIF Improvements from real property taxation for a period not to exceed thirty (30) years in accordance with the TIF Statute; and

WHEREAS, on [_____], 2022, the Board of Education of the School District adopted a resolution (the “School District Resolution”) approving this Agreement and the exemption of the TIF Improvements under the TIF Ordinance (the “TIF Exemption”) and waiving any other or further rights to notice of the TIF Exemption and, except as provided in this Agreement, compensation in respect of the TIF Exemption or the approval thereof; and

WHEREAS, to facilitate the construction of the Project Improvements and to compensate the School District for a portion of the revenue that the School District would have received had the Project Improvements been made and the TIF Improvements not been exempted from taxation, the City and the School District have determined to enter into this Agreement on the terms hereinafter provided;

NOW, THEREFORE, in consideration of the premises and covenants contained herein, and to induce the City and FCD to proceed with the proposed development of the CLM Property and the Leasehold Owner to proceed with the construction of the Project Improvements, the parties hereto agree as follows:

Section 1. Definitions. As used in this Agreement, the following terms shall have the meanings set forth below:

“Additional School District Millage” means, for any Exemption Year, any Total School District Millage in excess of the Base School District Millage.

“Base Value” means the assessed value (35% of market value under current law) of the Parcels to the extent that such value is not subject to the TIF Exemption and therefore remains subject to real property taxation during the period of the TIF Exemption, as determined by the Cuyahoga County Fiscal Officer consistent with the TIF Ordinance.

“Base School District Millage” means for any Exemption Year, the lesser of Total School District Millage and 99.444261 mills.

“Exempted Value” means the assessed value (35% of market value under current law) of the Parcels within the TIF Area in excess of the Base Value thereof, which is to be exempted from real estate taxation under the TIF Ordinance and the TIF Statute.

“Exemption Year” means, for any Parcel, any calendar/tax year in which TIF Improvements would be taxable but for the exemption from taxation pursuant to the TIF Ordinance.

“Excess PILOTs” means, for any year, an amount equal to the positive difference, if any, between (i) the aggregate amount of PILOTs attributable to the Exempted Value for an Exemption Year, less the amount of such PILOTs attributable to the Additional School District Millage, and (ii) the Projected PILOTs Threshold.

“Projected PILOTs” means the projected PILOTs based on the projected market value of the TIF Improvements, according to pro forma projections presented to both the City and the School District prior to the issuance of the TIF Debt.

“Projected PILOTs Threshold” means, for purposes of determining School Payments under Section 2(A) hereof, the initial Projected PILOTs based upon the Projected Valuation of the TIF Parcels and the applicable effective millage (for all overlapping subdivisions) for tax year 2021. The Projected PILOTs Threshold, based on available information as of May 4, 2022, is estimated to be \$1,252,706.

“Projected Valuation” means, for the Parcels within the TIF Area, the aggregate valuation of all of the TIF Parcels, as estimated and projected in the market value projections utilized for the Projected PILOTs, as described in Section 2(C) hereof.

“Total School District Millage” means, for any given Tax Year, the School District’s effective real property tax rate for Commercial Property applicable to the Parcels in that Tax Year, as determined for that Tax Year under the laws of the State of Ohio (currently pursuant to Ohio Revised Code Section 319.301).

Section 2. City Payments to School District. Unless otherwise agreed to in writing by the City and the School District, with respect to TIF Improvements within the TIF Area, for each tax collection year following an Exemption Year for such TIF Improvements, the City agrees to pay to the School District, from the PILOTs, if any, the

payments determined under subsection (A) of this Section 2 (referred to herein as the "School Payments"):

(A) School Payments. The School Payments shall include the amounts calculated under the following clauses for each tax collection year following an Exemption Year:

- (1) For any Exemption Year, an annual payment equal to 33.883459% of the tax revenue that the School District would have received with respect to that Exemption Year on the Exempted Value but for the TIF Exemption, based on the Base School District Millage (the "Basic School Payments").
- (2) For any Exemption Year in which there are Excess PILOTs, an annual payment equal to 50.00% of the Excess PILOTs (the "Excess PILOT School Payments").
- (3) In addition to the Basic School Payments and Additional School Payments required by subsections (A)(1) and (A)(2) hereof, an annual payment equal to 100% of the tax revenue that the School District would have received with respect to that Exemption Year on the Exempted Value but for the TIF Exemption, based on the Additional School District Millage (the "Additional School Millage Payments", and together with the Basic School Payments and the Excess PILOT School Payments, the "School Payments").

See Exhibit B for examples.

(B) Timing of Payments. The City shall cause all School Payments for any Exemption Year to be paid within thirty-five (35) days after the end of the applicable tax collection year to the extent that PILOTs are received by the City from the Treasurer of Cuyahoga County, Ohio (the "Treasurer") and available for such School Payments. Such School Payments shall be made to the School District by (or on behalf of) the City solely from the PILOTs it receives from the Treasurer. The City may provide that such School Payments be paid directly by the Treasurer, or by a corporate bond trustee or lender engaged in connection with the issuance of the TIF Debt, to the School District. Owing to the subordination of School Payments pursuant to Section 2(D) hereof, the City generally expects that all School Payments for any Exemption Year will, except in unusual circumstances, most likely be paid in a lump sum to the School District on or about February 1 following the end of the applicable tax collection year.

(C) Bond Issuance Test. Unless the School District consents as hereinafter described, no TIF Debt shall be issued by the City, the Cleveland-Cuyahoga County Port Authority or any such other governmental authority as may be designated by the City unless, at the time of authorization of the TIF Debt, the Projected PILOTs, which shall assume no growth in value, will result in a debt service coverage ratio of not less than 1.25:1 for all of the TIF Debt (except to the extent any TIF Debt payments are irrevocably funded at the time of issuance), including principal and interest, the replenishment of any required reserve funds and any administrative expenses of the City (or any other such

governmental authority as may be designated by the City) with respect to the TIF Debt, including but not limited to the fees of the City, the issuer of the TIF Debt and any trustee for the TIF Debt (collectively, "Debt Service") (the "Minimum DSCR Requirement"). If the School District consents in writing, TIF Debt may be issued by the City, the Cleveland-Cuyahoga County Port Authority or any other such governmental authority as may be designated by the City even if the Minimum DSCR Requirement is not satisfied. Such consent by the School District is in the sole and absolute discretion of the School District. It is the intention of the parties hereto that there will always be sufficient PILOTs during any given calendar year to pay both the Debt Service described in Section 2(D)(1)(a) below and all School Payments as required by this Agreement.

(D) Subordination of School Payments; Minimum Service Payment; Deficiencies.

(1) The School District acknowledges and agrees that the right of the School District to receive School Payments is subordinate to the payment of the Debt Service on the TIF Debt and that the PILOTs will be applied in the following order:

- (a) First, to pay Debt Service on the TIF Debt.
- (b) Second, to pay to the School District the School Payments currently due under Section 2(A) hereof.
- (c) Third, for all other uses as authorized by law and as may be agreed upon by the City and the Developer.

(2) In consideration of the foregoing agreement of the School District to subordinate the School Payments to Debt Service, the City agrees that, in connection with any TIF Debt, the owners of the Project Improvements on the Parcels within the TIF Area (initially, the Leasehold Owner) will be required to pay so-called minimum service payments in an amount not less than the amount of PILOTs that would be payable had the market value of the Parcels in the TIF Area been equal to the Projected Valuation; provided that the payment of Minimum Service Payments by the owners of the Project Improvements on the Parcels within the TIF Area will not entitle the School District to School Payments in amounts greater than the amounts calculated as set forth in Section 2(A) hereof. Pursuant to Section 2(C) hereof, prior to the issuance of TIF Debt, the City shall notify, or cause to be notified, the School Board as to the Projected Valuation, the Projected PILOTs and the Projected PILOTs Threshold.

(3) In the event that the amounts paid to the School District for any tax collection year are not sufficient to pay the School Payments due for such year in accordance with this Agreement, any such School Payments not paid when due shall become a deficiency hereunder (each, a "Deficiency"). Notwithstanding anything to the contrary in this Agreement, in the event that one or more Deficiencies shall exist, in any tax collection year following an Exemption Year in which there are any Excess PILOTs, the Excess PILOTs not needed to pay School Payments under Section 2(A)(2) above shall be used first to pay any Deficiencies due to the School District under this Section 2(D)(3)

(beginning with the oldest then-remaining Deficiency) and then, after payment of all such Deficiency amounts, the remainder shall be applied according to Section 2(D)(1) hereof.

(E) Income Tax Sharing. The City shall cause fifty percent (50%) of documented new income tax revenue of the City attributable to “new employees” (as defined in Section 5709.82, Revised Code) employed in the original construction of the Project Improvements to be paid to the School District as additional compensation for foregone real property tax revenues (“Income Tax Sharing Payment”). The City and the School District shall establish a mutually acceptable procedure for payment of the Income Tax Sharing Payment following execution of this Agreement.

(F) Termination of Agreement. After the Director of Finance has determined that (a) all of the payments and reimbursements described in the TIF Ordinance, including those then due and those coming due in the future, have been made or provided for, (b) the TIF Debt has been paid in full or otherwise discharged, and (c) all of the School Payments and Income Tax Sharing Payments then due under this Section 2 have been made or provided for, then the exemption from taxation pursuant to the TIF Ordinance and the PILOTs shall end, and this Agreement shall terminate.

Section 3. Review of Records. The School District may from time to time, with reasonable advance notice, review the records of the City relating to the receipt of PILOTs and income tax revenue subject to the Income Tax Sharing Payments. The City and School District shall work together and communicate as to the calculation of the payments required under Section 2, including exchanging information as to the valuation of the Parcels and applicable effective tax rates for all School District levies. Further, the City shall, upon request of the School District in writing, notify the School District as to the receipt of PILOTs and whether such PILOTs are sufficient to pay both the TIF Debt Service described in Section 2(D)(1)(a) and all School Payments as required by this Agreement.

Section 4. Reconciliation. The City and School District shall annually meet to review, calculate and reconcile payments to the School District and City.

Section 5. School District Consents and Waivers. In consideration of the compensation to be provided to it under this Agreement, the School District hereby:

(A) approves each TIF Exemption that may be granted under the TIF Ordinance as to all Parcels within the TIF Area for the number of years, commencing in the year or years specified, and for the percentage or percentages specified in the TIF Ordinance (collectively, the “TIF Exemptions”);

(B) waives any notice or other requirements set forth in Sections 5709.41, 5709.82, 5709.83 and 5715.27, Revised Code, with respect to the TIF Exemptions;

(C) waives any School District rights pursuant to Section 5715.27, Revised Code; and

(D) waives any defects or irregularities relating to the TIF Exemptions of the TIF Improvements, and agrees not to challenge, directly or indirectly, the validity of the TIF Exemption of any TIF Improvement.

Section 6. Application of Ohio Revised Code Section 5709.82. The School District acknowledges and agrees that this Agreement provides for the only compensation to be received by the School District from the City in connection with real property tax exemptions granted pursuant to the TIF Ordinance, that there will be no income tax sharing in connection with those exemptions, other than as described in Section 2(E) of this Agreement, and that the compensation provided for herein is in lieu of any other compensation that may be provided for in Section 5709.82, Revised Code.

Section 7. Amendment. This Agreement may be amended or modified by the parties only in writing, signed by both parties to the Agreement.

Section 8. Entire Agreement. This Agreement is executed pursuant to Sections 5709.41, 5709.82, 5709.83 and 5715.27(D) of the Ohio Revised Code, and sets forth the entire agreement and understanding between the parties as to the subject matter hereof, including without limitation all forms of compensation to be paid by the City to the School District pursuant to those sections, and merges and supersedes all prior discussions, agreements, and undertakings of every kind and nature between the parties with respect to the subject matter of this Agreement. It is understood by the parties hereto that if all or a portion of the Parcels are ever deemed to be exempt from real property taxes under any other section of the Revised Code, and if as a result, the City does not receive any PILOTs, the City's payment to the School District will terminate.

Section 9. Notices. All payments, certificates and notices which are required to or may be given pursuant to the provisions of this Agreement shall be sent by the United States ordinary mail, postage prepaid, and shall be deemed to have been given or delivered when so mailed to the following addresses:

If to the City:	City of Cleveland Heights 40 Severance Circle Cleveland Heights, OH 44118 Attention: Director of Finance Copy: Director of Law
If to the School District:	Board of Education of the Cleveland Heights-University Heights City School District 2155 Miramar Boulevard University Heights, OH 44118 Attention: Scott Gainer, CFO/Treasurer
With a copy to:	David Seed, Esq. Brindza, McIntyre & Seed LLP 1111 Superior Avenue, Suite 1025

Any party may change its address for receiving notices and reports by giving written notice of such change to the other parties.

Section 10. Change in Development.

(A) The City shall notify the School District if the Project Improvements to be constructed change substantially after the date of this Agreement, and if requested by the City or the School District, those parties agree to meet to discuss the implications of any such change.

(B) The City shall request the School District to reaffirm, amend or enter into a new Compensation Agreement in the event of (i) a deviation by FCD from the Final Development Plan (as defined in the Development Agreement) concerning the Project Improvements in any material fashion, (ii) the replacement or substitution of FCD (other than a related entity) as the Leasehold Owner and Developer, or (iii) the failure to approve the TIF Ordinance for the herein described Project Improvements on or prior to December 31, 2023. The purpose of this provision is to protect the intent of the parties in that the School District's approval of the TIF Exemption and this Agreement is based on the current description of the Project Improvements on the Property, including the intended developer and timing of those Project Improvements, as presented to the School District. The obligations of the City under this Section 10(B) shall terminate definitively upon the issuance of TIF Debt.

Section 11. Severability of Provisions. The invalidity of any provision of this Agreement shall not affect the other provisions of this Agreement, and this Agreement shall be construed in all respects as if any invalid portions were omitted.

Section 12. Counterparts. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one and the same instrument, and any party to this Agreement may execute this Agreement by signing any such counterpart.

Section 13. Extent of Covenants; Binding Effect; No Personal Liability. All covenants, stipulations, obligations and agreements of the parties contained in this Agreement shall be effective to the extent authorized and permitted by applicable law. Each provision of the Agreement is binding upon the officer(s) or other person(s) and any body or bodies as may from time to time have the authority under law to take the actions as may be necessary to perform all or any part of the duty required by a given provision of this Agreement. Each duty of the City and its bodies, officers and employees, undertaken pursuant to the Agreement, is established as a duty with the City and of each such officer, employee or body having authority to perform that duty, specifically enjoined by law resulting from an office, trust or station within the meaning of Section 2731.01, Revised Code, providing for enforcement by writ of mandamus. No such covenant, stipulation, obligation or agreement shall be deemed a covenant, stipulation, obligation

or agreement of any present or future member, officer, agent, or employee of any of the parties in their individual capacity.

Section 14. No Other Real Property Tax Exemptions. The City shall not authorize a real property tax exemption for the CLM Property identified in Exhibit A other than the TIF Exemption, including as provided in Ohio law under Sections 3735.65 to 3735.70, 5709.40 and 5709.62, Revised Code, without the prior consent of the School District.

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CITY OF CLEVELAND HEIGHTS, OHIO

CLEVELAND HEIGHTS-UNIVERSITY
HEIGHTS CITY SCHOOL DISTRICT
BOARD OF EDUCATION

By: _____
Mayor

By: _____
President

By: _____
Superintendent

By: _____
Treasurer

Approved as to Form and Correctness:

Joined as to Section 2(D)(2) herein, on
behalf of the Project Improvement
owners)

F & C DEVELOPMENT, INC.

By: _____
City Law Director

By: _____
Chief Executive Officer

FISCAL OFFICER'S CERTIFICATE

The undersigned, [Acting/Interim] Director of Finance of the City of Cleveland Heights under the foregoing Agreement, certifies hereby that any moneys required to meet the obligations of the City during the year 2022 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the Treasury of the City or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

Dated: _____, 2022

[Acting/Interim] Director of Finance
City of Cleveland Heights, Ohio

FISCAL OFFICER'S CERTIFICATE

The undersigned, CFO/Treasurer of the Cleveland Heights-University Heights City School District under the foregoing Agreement, certifies hereby that the moneys required to meet any obligations of the School District during the year 2022 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the Treasury of the District or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

Dated: _____, 2022

Treasurer, Board of Education,
Cleveland Heights-University Heights
City School District, Ohio

EXHIBIT A TO THE COMPENSATION AGREEMENT

TIF AREA PARCELS

(Identified by Parcel Number)

Parcel Number 687-06-009

Parcel Number 687-06-010

Parcel Number 687-06-011

Parcel Number 687-06-012

Parcel Number 687-06-013

Parcel Number 687-06-088

Parcel Number 687-06-089

Parcel Number 687-06-090

Parcel Number 687-06-091

Parcel Number 687-06-092

Parcel Number 687-06-093

Parcel Number 687-06-094

Parcel Number 687-06-095

Parcel Number 687-06-096

Parcel Number 687-08-001

EXHIBIT B TO THE COMPENSATION AGREEMENT

Example 1 (Overall Millage same – actual Exempted Value higher)

Assumptions:

Projected Incremental Valuation = \$25,438,163 (May 2022)
Projected PILOT Threshold = \$1,252,706.15 (based on 140.700428 effective mills)
Exempted Value = \$30,000,000 or \$10,500,000 Assessed Value
Total School District Millage = 99.444261 effective mills (9.9444261%)
Total Overlapping Millage = 140.700428 effective mills (14.0700428%)

Estimated School Payments:

Section 2(A)(1)

Base School District Millage = 99.444261 effective mills
Basic School Payments = \$353,799.13 (\$10,500,000 x 9.9444261% x 33.883459%)

Section 2(A)(3)

Additional School District Millage = Zero (99.444261 – 99.444261) mills
Additional School Millage Payments = \$0.00

Section 2(A)(2)

Total PILOTs = \$1,477,354.49 (\$10,500,000 x 14.0700428%)
Excess PILOTs = \$226,648.34 (\$1,477,354.49 - \$0.00 - \$1,252,706.15)
Excess PILOT School Payments = \$113,324.17 (\$226,648.34 x 50%)
Annual School Payments = \$466,123.30 (\$353,799.13 + \$0.00 + \$113,324.17)

Example 2 (Same as Example 1 except with reduced School District Millage)

Assumptions:

Projected Incremental Valuation = \$25,438,163 (May 2022)
Projected PILOT Threshold = \$1,252,706.15 (based on 140.700428 effective mills)
Exempted Value = \$30,000,000 or \$10,500,000 Assessed Value
Total School District Millage = 88.000000 effective mills (8.8%)
Total Overlapping Millage = 130.000000 effective mills (13.0%)

Estimated School Payments:

Section 2(A)(1)

Base School District Millage = 88.000000 effective mills
Basic School Payments = \$313,083.16 (\$10,500,000 x 8.8% x 33.883459%)

Section 2(A)(3)

Additional School District Millage = Zero mills
Additional School Millage Payments = \$0.00

Section 2(A)(2)

Total PILOTs = \$1,365,000.00 (\$10,500,000 x 13.0%)
Excess PILOTs = \$112,293.85 (\$1,365,000.00 - \$0.00 - \$1,252,706.15)
Excess PILOT School Payments = \$56,146.93 (\$112,293.85 x 50%)
Annual School Payments = \$369,230.09 (\$313,083.16 + \$0.00 + \$56,146.93)

Example 3 (Lower Valuations with reduced School District Millage)

Assumptions:

Projected Incremental Valuation = \$24,000,000 (\$8,400,000 Assessed Value)
Projected PILOT Threshold = \$1,181,883.60 (based on 140.700428 effective mills)
Exempted Value = \$25,000,000 or \$8,750,000 Assessed Value
Total School District Millage = 88.000000 effective mills (8.8%)
Total Overlapping Millage = 130.000000 effective mills (13.0%)

Estimated School Payments:

Section 2(A)(1)

Base School District Millage = 88.000000 effective mills

Basic School Payments = \$260,902.63 (\$8,750,000 x 8.8% x 33.883459%)

Section 2(A)(3)

Additional School District Millage = Zero mills

Additional School Millage Payments = \$0.00

Section 2(A)(2)

Total PILOTs = \$1,137,000.00 (\$8,750,000 x 13.0%)

Excess PILOTs = \$0.00 (\$1,137,000.00 - \$0.00 - \$1,181,883.60)

Excess PILOT School Payments = \$0.00

Annual School Payments = \$260,902.63 (\$260,902.63 + \$0.00 + \$0.00)

Example 4 (Same as Example 1 except with Additional School District Millage)

Assumptions:

Projected Incremental Valuation = \$25,438,163 (May 2022)
Projected PILOT Threshold = \$1,252,706.15 (based on 140.700428 effective mills)
Exempted Value = \$30,000,000 or \$10,500,000 Assessed Value
Total School District Millage = 110.000000 effective mills (11%)
Total Overlapping Millage = 150.000000 effective mills (15.0%)

Estimated School Payments:

Section 2(A)(1)

Base School District Millage = 99.444261 effective mills

Basic School Payments = \$353,793.26 (\$10,500,000 x 9.944261% x 33.883459%)

Section 2(A)(3)

Additional School District Millage = 10.555739 mills

Additional School Millage Payments = \$110,835.26 (\$10,500,000 x 1.0555739% x 100%)

Section 2(A)(2)

Total PILOTs = \$1,575,000.00 (\$10,500,000 x 15.0%)

Excess PILOTs = \$211,458.59 (\$1,575,000.00 - \$110,835.26 - \$1,252,706.15)

Excess PILOT School Payments = \$105,729.30 (\$211,458.59 x 50%)

Annual School Payments = \$570,357.82 (\$353,793.26 + \$110,835.26 + \$105,729.30)

Example 5 (Increased Valuations with Additional School District Millage)

Assumptions:

Projected Incremental Valuation = \$34,000,000 (\$11,900,000 Assessed Value)
Projected PILOT Threshold = \$1,674,335.09 (based on 140.700428 effective mills)
Exempted Value = \$35,000,000 or \$12,250,000 Assessed Value
Total School District Millage = 110.000000 effective mills (11%)
Total Overlapping Millage = 150.000000 effective mills (15.0%)

Estimated School Payments:

Section 2(A)(1)

Base School District Millage = 99.444261 effective mills

Basic School Payments = \$412,765.65 (\$12,250,000 x 9.9444261% x 33.883459%)

Section 2(A)(3)

Additional School District Millage = 10.555739 mills

Additional School Millage Payments = \$129,307.80 (\$12,250,000 x 1.0555739% x 100%)

Section 2(A)(2)

Total PILOTs = \$1,837,500 (\$12,250,000 x 15.0%)

Excess PILOTs = \$33,857.11 (\$1,837,500.00 - \$129,307.80 - \$1,674,335.09)

Excess PILOT School Payments = \$16,928.56 (\$33,857.11 X 50%)

Annual School Payments = \$559,002.

EXHIBIT C

FORM OF SCHOOL DISTRICT ADDITIONAL PARKING AGREEMENT

SCHOOL DISTRICT ADDITIONAL PARKING AGREEMENT

THIS SCHOOL DISTRICT ADDITIONAL PARKING AGREEMENT (this “**Agreement**”) has been executed as of _____, _____ (the “**Effective Date**”), by and between the CITY OF CLEVELAND HEIGHTS, OHIO, an Ohio municipal corporation, having an address at 40 Severance Circle, Cleveland Heights, Ohio 44118 (the “**City**”) and the BOARD OF EDUCATION OF THE CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS CITY SCHOOL DISTRICT (the “**School District**”), a city school district organized and existing under the laws of the State of Ohio.

RECITALS

A. The City has entered into a Development Agreement dated December 9, 2021 (as supplemented and amended, the “**Development Agreement**”) with F&C Development, Inc. (the “**Developer**”) pursuant to which the Developer or a designated affiliate expects to build a mixed-used development (the “**Project Improvements**”) on certain parcels of land commonly known as the Cedar-Lee-Meadowbrook parcels (the “**Project Site**”).

B. In connection with redevelopment of the Project Site, certain surface parking spaces used by staff and students of the School District will be eliminated, and the City desires to allow staff and students of the School District to utilize certain additional parking spaces controlled by the City in the vicinity of the Project Site in accordance with the terms this Agreement.

NOW, THEREFORE, in consideration of the above Recitals, which are incorporated in and made a part of this Agreement, and the covenants and conditions contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

ARTICLE I – USE OF CERTAIN CITY PARKING BY SCHOOL DISTRICT

Section 1. Permit Parking Spaces for School District Use. Beginning with the date Municipal Lot 5 (as depicted on Exhibit A) closes for construction of the Project Improvements and for the remaining duration of the Cedar-Lee-Meadowbrook Urban Redevelopment Tax Increment Finance District, the City agrees to make available to the School District a total of 50 parking passes for use in Municipal Parking Lot 34 (as depicted on Exhibit B). These permits shall be designated for Cleveland Heights High School (the “**High School**”) students and staff for use during school hours (7:30am to 4:30pm) on days when school is in session. The permits shall be sold by the School District to staff and students with all collected funds being paid to the City. The permits shall be issued for each school semester at a rate equal to the City’s quarterly senior citizen parking permit fee (currently \$34.50), as such rate may adjusted in the future. Along with the collected funds for the permits, the School District shall provide permit holder information to the City.

Section 2. Special Event Parking. Beginning with the date Municipal Lot 5 closes for construction of the Project Improvements, and for the remaining duration of the Cedar-Lee-Meadowbrook Urban Redevelopment Tax Increment Finance District, the City agrees to provide the School District access to parking spaces in Municipal Parking Lot 34 for use by attendees of special events at Cleveland Heights High School (the "High School") at the same cost, if any, that such parking spaces are made available to the general public. These parking spaces are currently available to the public, but the City agrees to provide wayfinding signage designating Municipal Parking Lot 34 as special event parking for the High School during such special events. Additionally, the City agrees to review the current lighting of Municipal Parking Lot 34 and ensure adequate lighting is in place.

Section 3. Additional Parking. The City further agrees to work with the School District to identify and implement additional on-street parking options along Washington Boulevard adjacent to the High School and on other side streets in close proximity to the High School.

Section 4. Claims; Indemnity. The City shall not be liable for any damage or injury to School District staff or students utilizing the additional parking spaces described in this Agreement and the School District agrees to hold the City harmless for any staff or student claim for damages during the term of this Agreement, except to the extent such damage or injury is the result of the gross negligence of the City or any of the City's agents. The City shall not be responsible for any theft, loss or damage to any vehicle or property left in any vehicle.

ARTICLE II – MISCELLANEOUS

Section 1. Term. The Term of this Agreement shall expire upon the expiration or termination of the Cedar-Lee-Meadowbrook Urban Redevelopment Tax Increment Finance District.

Section 2. Governing Law. This Agreement shall be governed by, and construed in accordance with the laws of the State of Ohio.

Section 3. Headings. Sections and paragraph headings in this Agreement are for convenience or reference only, and shall not affect the interpretation or construction of the provisions hereof.

Section 4. Severability. Invalidation of any of the provisions contained in this Agreement or the application thereof to any person by judgment or court order, shall in no way affect any of the other provisions hereof of the application thereof to any other person and the same shall remain in full force and effect.

Section 5. Amendment. This Agreement may be amended or modified by the parties only in writing, signed by both parties to the Agreement.

Section 6. Counterparts. This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one and the same instrument, and any party to this Agreement may execute this Agreement by signing any such counterpart.

Section 7. Extent of Covenants; Binding Effect; No Personal Liability. All covenants, stipulations, obligations and agreements of the parties contained in this Agreement shall be effective to the extent authorized and permitted by applicable law. Each provision of the Agreement is binding upon the officer(s) or other person(s) and any body or bodies as may from time to time have the authority under law to take the actions as may be necessary to perform all or any part of the duty required by a given provision of this Agreement. Each duty of the City and its bodies, officers and employees, undertaken pursuant to the Agreement, is established as a duty with the City and of each such officer, employee or body having authority to perform that duty, specifically enjoined by law resulting from an office, trust or station within the meaning of Section 2731.01, Revised Code, providing for enforcement by writ of mandamus. No such covenant, stipulation, obligation or agreement shall be deemed a covenant, stipulation, obligation or agreement of any present or future member, officer, agent, or employee of any of the parties in their individual capacity.

Section 8. Assignment. The City and the School District shall not assign their respective rights or interests under this Agreement without the prior written consent of the other party, which shall not be unreasonably withheld, delayed and conditioned.

(Remainder of Page Intentionally Left Blank)

IN WITNESS WHEREOF, the City and the School District have executed this Agreement on the day and year first above written.

Cleveland Heights-University Heights City City of Cleveland Heights, Ohio
School District Board Education

By: _____
President

By: _____
Its: _____

By: _____
Superintendent

The legal form and correctness
of this Agreement is hereby approved:

By: _____
Treasurer

Date: _____

(Signature Page to School District Additional Parking Agreement)

FISCAL OFFICER'S CERTIFICATE

The undersigned, [Acting/Interim] Director of Finance of the City of Cleveland Heights under the foregoing Agreement, certifies hereby that any moneys required to meet the obligations of the City during the year 2022 under the foregoing Agreement have been appropriated lawfully for that purpose, and are in the Treasury of the City or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

Dated: _____, 2022

[Acting/Interim] Director of Finance
City of Cleveland Heights, Ohio

(Fiscal Officer's Certificate to School District Additional Parking Agreement)

FIRST AMENDMENT TO DEVELOPMENT AGREEMENT

THIS FIRST AMENDMENT TO DEVELOPMENT AGREEMENT (“First Amendment”) is made and entered into as of the ____ day of _____, 2022 (“Effective Date”), by and among the **CITY OF CLEVELAND HEIGHTS** (the “City”), a municipal corporation and political subdivision duly organized and existing under the laws of the State of Ohio, and **F & C DEVELOPMENT, INC.** (the “Developer”), an Indiana corporation.

R E C I T A L S:

WHEREAS, the City and the Developer entered into that certain Development Agreement dated December 9, 2021 (the “Development Agreement”); and

WHEREAS, since the date of the Development Agreement, the City has acquired additional parcels adjacent to the original Project Site (as defined in the Development Agreement) that are to be included into the Project Site as Added Property (as defined in the Development Agreement) pursuant to an Added Property plan, as contemplated by the Development Agreement; and

WHEREAS, the City and the Developer desire to amend the Development Agreement to include the Added Property plan as set forth herein;

NOW, THEREFORE, for good and valuable consideration, including, without limitation, the mutual covenants set forth herein and in the Development Agreement, the receipt and sufficiency of which is hereby acknowledged, the City and the Developer agree as follows:

1. Capitalized terms used herein and not defined herein have the meaning ascribed to them in the Development Agreement.

2. The Added Property Plan attached hereto as Exhibit A shall be included as part of the Development Agreement and attached thereto as Exhibit L, and its terms shall be considered a part of the Development Agreement on the same terms as if such Added Property Plan had been set forth in its entirety on the date the Development Agreement was originally executed.

3. This First Amendment may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one agreement. The signature page of any entity, or copies or facsimiles thereof, may be appended to any counterparts of this First Amendment, and, when so appended, shall constitute an original.

IN WITNESS WHEREOF, the City and Developer have each caused this First Amendment to be executed as of the Effective Date at the beginning of this First Amendment.

CITY OF CLEVELAND HEIGHTS

By: _____
City Manager

The legal form and correctness of this instrument is approved:

Director of Law

F & C DEVELOPMENT, INC.

By: _____
Print Name: _____
Its: _____

EXHIBIT A TO THE FIRST AMENDMENT TO DEVELOPMENT AGREEMENT

ADDED PROPERTY PLAN

THIS ADDED PROPERTY PLAN (this “**Plan**”) has been agreed by the City of Cleveland Heights, Ohio (the “City”) and F&C Development, Inc. (the “Developer”, and, together with the City, the “Parties”) as of November 7, 2022.

RECITALS

A. The City and the Developer entered into a Development Agreement dated December 9, 2021 (as supplemented and amended, the “**Development Agreement**”) pursuant to which the Developer or a designated affiliate expects to build a mixed-used development (the “**Project Improvements**”) on certain parcels of land commonly known as the Cedar-Lee-Meadowbrook parcels in the City (the “**Project Site**”).

B. The Development Agreement provides that the City and Developer will coordinate on efforts to include any Added Property into the Project Site, in a manner consistent with an Added Property plan. Developer and City also agreed in the Development Agreement to include up to \$725,000.00 of the City’s cost associated with acquisition of any Added Property as part of the Project Costs to be financed within the TIF Financing described in Section 8 of the Development Agreement.

C. The Parties further agreed in the Development Agreement that the Added Property plan would be included in the Development Agreement when appropriate.

D. The City has, since the execution of the Development Agreement, acquired two Added Properties located on Cedar Road at the north end of the Project Site, at a cost in excess of \$725,000.00.

The Parties agree that the Added Property plan to be included as part of the Development Agreement is as provided herein.

ARTICLE I – ACKNOWLEDGEMENT OF ACQUISITION OF PROPERTIES

Section 1. 13239-13232 Cedar Road, Permanent Parcel 687-06-011. The Parties acknowledge that the City acquired this property (“Parcel 11”) on or about March 17, 2022 at a cost of Two Hundred and Eighty Thousand and 00/100 Dollars (\$280,000.00) plus closing costs.

Section 2. 13234-13238 Cedar Road, Permanent Parcel 687-06-012. The Parties acknowledge that the City acquired this property (“Parcel 12”) on or about October 5, 2022 at a cost of Seven Hundred Sixty-Five Thousand and 00/100 Dollars (\$765,000.00) plus closing costs.

ARTICLE II – INCORPORATION INTO PROJECT SITE

Section 1. Incorporation of Added Properties into Project Site. Developer has included Parcel 11 and Parcel 12 (collectively, the “Added Properties”) into the plans for

development of the Project Site, which were submitted to and approved by the City's Board of Zoning Appeals, Planning Commission, and Architectural Board of Review.

Section 2. Lot Consolidation. The Added Properties were included in a lot consolidation plan for the Project Site that was approved by the Planning Commission on August 10, 2022.

ARTICLE III – INCLUSION OF ACQUISITION COSTS IN PROJECT COSTS TO BE FINANCED

Section 1. Acquisition Cost. Developer acknowledges that the City's costs to acquire the parcels specified in Article I (collectively, the "Added Properties") were in excess of \$725,000.00 and that Developer has been presented with evidence of such acquisition costs that is sufficient for its purposes.

Section 2. Reimbursement to City. At the Closing (as defined in Section 4 of the Development Agreement), Developer shall remit or cause to be remitted to the City the sum of Seven Hundred Twenty Five Thousand and 00/100 (\$725,000.00) Dollars by wire transfer in accordance with the instructions included in the closing memorandum or flow of funds prepared for such Closing.

Section 3. Inclusion of Acquisition Costs/Reimbursement in TIF Financing. Developer's payment of reimbursement to the City as provided herein shall constitute an Improvement Cost paid by Developer within the meaning of Section 8(A) of the Development Agreement.

IN WITNESS WHEREOF, the City and Developer have approved this Plan on the day and year first above written.

F&C Development, Inc.

City of Cleveland Heights, Ohio

By: _____
Name: _____
Title: _____

By: _____
Kahlil Seren, Mayor

Reference: Cleveland Heights City Council Resolution 154-2021, adopted December 6, 2021