

CDBG REPORT
March, 2017
Work Through February, 2017

2015 COMMUNITY DEVELOPMENT ALLOCATION GRANT - \$304,000 - (September 1, 2015 – October 31, 2017)

Neighborhood Facility/Community Center – Mantua Township Elevator – \$75,000

The Mantua Restoration Society, Inc. mission is to seek and develop funding to preserve historic buildings and sites in order for them to be vibrant, integral parts of Township government and civic life.

The 2-1/2 story building located at 11741 Mantua Center Road (formerly the Mantua Center School) was constructed in 1914 and was recently placed on the National Register of Historic Places. The building is currently being occupied by the Township Zoning Inspector and the Fiscal Officer. The annex portion (former gym/cafeteria) of the building is rented out almost every night to agencies/organizations.

At this time, persons who rely on wheelchairs to get around are only able to access the annex portion of the building. Funds are being requested to remove the barriers that exist for elderly and handicapped individuals that prevent them from entering the Mantua Township Administration and the Community Building's main building. In an effort to remove the barriers to the elderly and handicapped individuals in the Mantua Township Community, funds will be used to place an elevator in the building, which would provide access to all floors. By removing the barriers to all of the levels of the historic building the entire community can use it and it would be more attractive too for profit and non-profit entities that are looking for a place to set up their business.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$130,000. Mantua Township Trustees, Mantua Restoration Society, Inc. has agreed to leverage \$55,000 of their funds to complete the project.

A Conditional Permit has been issued to the contractor. A full permit will not be issued until the engineer and/or architect addresses the positive pressure requirement. The Ohio Building Code requires that a positive pressure opening protective assembly be installed at each of the elevator shaft entrances into the corridors. The architect and/or engineer will need to provide additional information to the County Building Department showing how it will meet the requirement or the Township can appeal the item on the Adjudication Order/Conditional Permit to the State of Ohio Board Building Appeals. A meeting was held on February 1st with members of the Assessment Committee, Fire Department, Township Trustees, architect, structural engineer, Regional Planning staff and the P.C. Building Department Official to discuss this issue. A Request for an Appeal Hearing has been sent to the Ohio Board of Building Appeals requesting that they grant a variance from OBC 715.4.3 and to allow the building to operate without any positive pressure smoke protective devices over the elevator hoistway doors.

Construction is nearing completion and the engineering for the elevator is nearing completion. Once engineering plans have been completed it will take approximately 3 months for the elevator to be constructed and delivered to the site.

The contract for the electric is in place.

Neighborhood Facility/Community Center – Franklin Township Hall ADA - \$35,000

Franklin Township took ownership of the building (formerly the Franklin Silk Company) located at 218 Gougler Avenue, Kent in 1840. The building has been the site of the township government since that time. The building was placed on the National Register of Historic Places in 1975.

The meeting room is nearly the entire second floor of the building and is accessible only by a spiral staircase or the fire escape on the outside of the building. Unfortunately, this makes the meeting room inaccessible to the elderly or handicapped. For this reason, meetings are held in a small conference room downstairs that only holds about 20 chairs for citizens or interested parties. This is rarely enough and people must stand in the hallway outside of the room and try to hear what is going on in the meeting.

The Zoning Commission, the Board of Zoning Appeals as well as the Board of Trustees meet for major concerns several times each month. Although the building is located in the City of Kent, the meetings are attended by the residents who live in Franklin Township. The Zoning Commission, Board of Zoning Appeals and Trustees meetings all have a large audience of interested senior citizens that are interested in the township happenings and many cannot attend because there is not enough room.

In an effort to remove the barriers to the elderly and handicapped individuals, funds will be used to place a lift type of elevator in the downstairs corner by the parking lot in order to not disturb the historical status of the building.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$73,000. Franklin Township Trustees has agreed to leverage \$38,000 of their funds to complete the project.

All punch list items have been completed except for the exterior work. The exterior work will be completed in the Spring.

Historic Preservation/Phoenix II Roof Replacement - \$44,200

The second phase (111 & 113 East Main Street) of the Phoenix Building is estimated to cost 1.3 million dollars. Interior work including the construction of six new apartments on two floors cannot move forward until the 6,000 square foot roof has been replaced. The roof has been found to be structurally unsound. Some temporary patches have been applied to address major leaks, but are not expected to hold for long. Even with treatment, water filtration is affecting the interior spaces.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$133,963. Coleman Professional Services has agreed to leverage \$89,963 of their funds to complete the project. **WORK COMPLETED.**

Parks and Recreation Facilities/McElrath Neighborhood Ballfield - \$39,000

The McElrath Improvement Corporation (MIC) has been in existence for over 40 years with the mission to improve the living conditions and to expand economic opportunities in the McElrath Community. Over the years MIC has been involved with countless projects and activities to assist McElrath residents and improve the neighborhood image.

In 2002-2003, with assistance of the Portage County Commissioners, Leadership Portage County, Community Action Council, the Baseball Tomorrow Fund and others MIC was able to build neighborhood baseball fields for use by all residents on property located at 3770 Richardson Street owned by or donated by to MIC for such uses. Since that time using volunteers and community organizations, MIC has struggled to maintain the concession stands and baseball fields so that they can be utilized to the maximum capacity.

All funding is generated by small fundraisers, revenues from concession stand sales and donations from the community.

Funding is requested to make needed repairs to the concession stands and restrooms and to repair the actual baseball fields through the purchase of screened top soil.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$39,000. **WORK COMPLETED.**

Parking Facilities/Garrettsville Parking Lot - \$50,000

A fire in the historical, commercial district of the Village of Garrettsville destroyed an entire block of buildings on March 22, 2014. The fire has left the entire block in rubble creating a blight to the area. Thirteen businesses were displaced by the fire and more than 15 other businesses in the Village are believed to have been harmed from the decrease in customer traffic.

Funds are being requested to remove and pave the existing parking lot and to create an entrance to the parking lot located parallel to Main Street in the historic, commercial district in the Village of Garrettsville in order to eliminate a blight to the area to benefit 1,410 persons.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$156,688. The Village of Garrettsville has agreed to leverage \$109,688 of their own funds to complete the project.

Contracts are in place for all 3 contractors and a Notice to Proceed has been issued. A pre-construction meeting will be scheduled once the contracts are in place. Construction will begin in the spring.

Water Facility Improvements – Village of Garrettsville - \$30,312

As part of the Parking Facilities activity the Village of Garrettsville will be installing electric and replacing the 107 year old water lines which failed during the fire as part of furnishing a new utilities service corridor along the rear of the property parallel to Main Street.

The Village of Garrettsville has agreed to leverage \$33,312 of their funds to complete the project.

*Note: No CDBG funds are being contributed however work will be completed in conjunction with the Parking Facilities Project.

A public hearing was held on November 29, 2016 to finish the amendment process. THIS ACTIVITY HAS BEEN CANCELLED

Fair Housing - \$7,000

Fair housing services including landlord/tenant information, discrimination complaints, training, posters and brochures will be provided for the residents of Portage County, excluding the City of Kent.

Administration and Implementation of the CDBG Grant - \$53,800

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the projects.

2016 COMMUNITY DEVELOPMENT ALLOCATION GRANT - (September 1, 2016 – October 31, 2018)

Neighborhood Facilities/Community Center (Windham Community Center) - \$121,400

The Windham Village Community Center is in need of repairs. The following repairs are proposed:

- Replace the existing failing asphalt roof with a new metal roof system.
- Replace the gutter and downspouts.
- Paint the exterior and replace the existing siding.
- Add 3 new ADA compliant exterior decks for ingress and egress.
- Add new security lighting.

The Community Center is located at 9647 East Center Street and is in an area considered to be 65% Low-Moderate Income.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$121,400.

Neighborhood Facilities/Community Center (Mantua Center School) - \$36,800

Phase 1 consisted of the purchase and installation of an elevator to remove the barriers to elderly and handicapped individuals using the Mantua Township Administration and Community Building (former Mantua Center School). At this time persons who rely on wheelchairs to get around are only able to access the annex portion of the building.

Phase 2 will construct a slightly inclined walkway that leads from the handicapped accessible parking spots to the elevator as well as an entrance lobby to the elevator. One edge of the walkway will abut the building and other will abut a brick retaining wall. Without the walkway to the elevator, elderly and handicapped individuals will be prevented from entering the Mantua Township Administration and

Community Building's main building. The entrance lobby will serve to keep people out of the elements as they are entering or leaving the elevator.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$36,800.

Neighborhood Facilities/Community Center (Coleman Adult Day Services) - \$26,700

Coleman Adult Day Services has high lighting needs. This helps to ensure safety at the facility, including minimizing the risk of falls for older clients with failing eyesight. Nurses need to be able to read instructions on medication and make careful observations of clients.

CDBG funds will be used to replace 215 lights of 21 different types located throughout the building, exterior walkways and parking. The Adult Day Services is located at 6695 North Chestnut Street in the City of Ravenna. Replacement of both incandescent and fluorescent lighting with LED lighting can greatly reduce both electricity bills and a buildings carbon footprint.

The request would serve a population comprised of approximately 130 adults with physical, cognitive or development disabilities and their care givers annually.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$26,735.

Public Facilities - \$63,100 + the City of Ravenna will contribute \$6,816

CDBG funds will be used to provide ADA handicap accessibility in LMI residential areas by installing and upgrading 45 curb ramps and 2073 linear feet of sidewalk to ADA Standards along Highland Avenue to Central Avenue as well as along Prospect Street to Summit Street in the City of Ravenna.

The project is located in Census Tract 6008, Block Group 3 which is considered to be 54% LMI and will benefit 34 persons.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$69,916. The City of Ravenna will contribute \$6,816.

Fair Housing - \$7,000

Fair housing services including landlord/tenant information, discrimination complaints, training, posters and brochures will be provided for the residents of Portage County, excluding the City of Kent.

There were ten requests for assistance received in January.

Administration - \$55,000

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the projects.

The Environmental Review has been completed for all projects. The funds have been released for the Mantua Center School Project. The Release of Funds for the remainder of the projects has been submitted to OCD and staff is waiting for confirmation that all funds have been released.

**PORTAGE COUNTY RPC
FINANCIAL STATEMENT
February 28, 2017**

	Month to Date	← Feb 1st →	Year to Date	← Jan. 1st
Beginning Cash Balance	\$ 22,947.45		\$ 10,271.71	
Total All Receipts	\$ 145,278.16		\$ 191,027.95	
Total All Expenditures	\$ 36,114.04		\$ 69,188.09	
Ending Cash Balance	\$ 132,111.57	← Feb 28th →	\$ 132,111.57	

REVENUES	Budget	M-T-D	Y-T-D	Accts Recvble	Balance	% recvd
RPC Membership Dues	229,462.00	4,685.40	47,134.65	17,012.88	182,327.35	21%
Subdivisions	11,000.00	1,275.00	2,260.00	-	8,740.00	21%
IGR's	100.00	-	-	-	100.00	0%
Copies/Misc.(community over hrs)	1,000.00	-	-	-	1,000.00	0%
Publications	-	-	-	-	-	0%
Grant (State)	-	-	-	-	-	0%
Rental Income	20,400.00	1,500.00	3,600.00	-	16,800.00	18%
Contracts	43,000.00	12,281.30	12,366.94	2,242.87	30,633.06	29%
Contract Portage County	67,000.00	-	-	14,189.98	67,000.00	0%
Annual Contribution	70,000.00	125,000.00	125,000.00	-	(55,000.00)	179%
Refund/Reimbursement	2,000.00	536.46	666.36	-	1,333.64	33%
Donation	-	-	-	-	-	-
TOTAL REVENUE	443,962.00	145,278.16	191,027.95	33,445.73	252,934.05	43%
January 1, 2017 Unencumbered						
Cash Balance	10,032.00					
TOTAL CERTIFICATE OF RESOURCES	453,994.00					

EXPENDITURES	Budget	M-T-D	Y-T-D	Encumbered	Balance	% expend
3 Salaries	267,993.00	22,379.18	41,555.42	-	226,437.58	16%
3 PERS	35,265.00	3,133.10	5,817.79	-	29,447.21	16%
3 Medicare	3,652.00	310.90	576.00	-	3,076.00	16%
3 Workers Comp	5,451.00	380.46	706.46	-	4,744.54	13%
3 Health Insurance	69,098.00	5,534.90	10,784.18	-	58,313.82	16%
4 Contract Services	2,004.00	166.99	333.98	668.02	1,002.00	50%
4 Travel/Training	3,000.00	11.52	26.47	138.53	2,835.00	6%
4 Dues	1,612.00	210.00	310.00	-	1,302.00	19%
4 Publications	400.00	124.00	124.00	-	276.00	31%
4 Utilities	7,850.00	702.62	1,366.23	2,125.73	4,358.04	44%
4 Advertising	600.00	-	-	-	600.00	0%
4 Telephone	3,000.00	3.85	3.85	-	2,996.15	0%
4 Postage	1,600.00	499.00	499.00	300.00	801.00	50%
4 Repairs	1,500.00	140.00	300.00	300.00	900.00	40%
4 Maint/Custodial Contract	3,240.00	300.00	300.00	-	2,940.00	9%
4 Equip/Copier Rental	3,550.00	242.86	485.72	264.28	2,800.00	21%
4 Professional & Technical Services	3,228.00	130.00	130.00	-	3,098.00	4%
4 Audit Services	-	-	-	-	-	0%
4 Computer Services	1,200.00	244.49	244.49	955.51	-	100%
4 Legal Services	10,000.00	833.33	1,666.70	-	8,333.30	17%
4 Insurances (Bldg & Bonds)	-	-	-	-	-	0%
5 Supplies	3,500.00	670.84	670.84	759.16	2,070.00	41%
5 Photocopying/Printing	2,200.00	96.00	164.02	156.98	1,879.00	15%
5 Equipment/Software	2,863.00	-	2,882.94	117.06	(117.00)	104%
5 Furniture	-	-	-	-	-	0%
6 Building Improvements	-	-	-	-	-	0%
7 Refund/Reimbursement	-	-	-	-	-	0%
8 Debt Service (Loan)	19,419.00	-	-	-	19,419.00	0%
TOTAL 2016 EXPENDITURES	452,245.00	36,114.04	68,948.09	5,785.27	377,511.64	17%
2016 Carryover Encumbrances						
4 Custodial Contract	240.00	-	240.00	-	-	100%
Total 2016 Encumbrances	240.00	-	240.00	-	-	-
GRAND TOTAL	452,485.00	36,114.04	69,188.09	5,785.27	377,511.64	-

CDBG FUNDS
02/28/17

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
Formula 2015 Grant (BF-15)	108,822.48	-	8,892.00	99,930.48
Formula 2016 Grant (BF-16)	1,463.51	6,600.00	-	8,063.51
New Horizons Grant (BD-16)	-	1,900.00	-	1,900.00
TOTAL	110,285.99	8,500.00	8,892.00	109,893.99

02/28/17

BF 15 2015 Formula Grant

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend In Grant	M-T-D Draws	Accum Draws	Left to Draw In Grant
(01) Neighborhood Fac/Comm Center Franklin Twp ADA	\$ 35,000.00	\$ -	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00	\$ -
(02) Garrettsville Parking Lot Parking Facilities	\$ 50,000.00	\$ -	\$ 322.60	\$ 49,677.40	\$ -	\$ 50,000.00	\$ -
(03) Neighborhood Fac/Comm Center Mantua Township Elevator	\$ 75,000.00	\$ 8,892.00	\$ 24,746.92	\$ 50,253.08	\$ -	\$ 75,000.00	\$ -
(04) Parks/Recreation Facilities McElrath neighborhood Ballfield	\$ 39,000.00	\$ -	\$ 39,000.00	\$ -	\$ -	\$ 39,000.00	\$ -
(05) Private Rehabilitation Phoenix II Roof replacement	\$ 44,200.00	\$ -	\$ 44,200.00	\$ -	\$ -	\$ 44,200.00	\$ -
(07-1) Fair Housing Program (County)	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00	\$ -
(07-2) General Administration	\$ 53,800.00	\$ -	\$ 53,800.00	\$ -	\$ -	\$ 53,800.00	\$ -
Return to Grantor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 304,000.00	\$ 8,892.00	\$ 204,069.52	\$ 99,930.48	\$ -	\$ 304,000.00	\$ -

Grant Period: 9/01/15 - 10/31/17

2016 Formula Grant

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
(01) Windham Community Center Rehab	\$ 121,400.00	\$ -	\$ -	\$ 121,400.00	\$ -	\$ -	\$ 121,400.00
(02-1) Fair Housing Program (County)	\$ 7,000.00	\$ -	\$ 168.32	\$ 6,831.68	\$ 600.00	\$ 1,600.00	\$ 5,400.00
(02-2) General Administration	\$ 55,000.00	\$ -	\$ 9,368.17	\$ 45,631.83	\$ 6,000.00	\$ 16,000.00	\$ 39,000.00
(03) Ravenna City Sidewalk replacement	\$ 63,100.00	\$ -	\$ -	\$ 63,100.00	\$ -	\$ -	\$ 63,100.00
(04) Mantua Center School	\$ 36,800.00	\$ -	\$ -	\$ 36,800.00	\$ -	\$ -	\$ 36,800.00
(05) Coleman Adult Day Svcs. Lights	\$ 26,700.00	\$ -	\$ -	\$ 26,700.00	\$ -	\$ -	\$ 26,700.00
Return to Grantor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 310,000.00	\$ -	\$ 9,536.49	\$ 300,463.51	\$ 6,600.00	\$ 17,600.00	\$ 292,400.00

BF16

Grant Period 09-01-16/10-31-18

2016 New Horizons Grant

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
(01) Fair Housing Program	\$ 12,800.00	\$ -	\$ -	\$ 12,800.00	\$ 1,200.00	\$ 1,200.00	\$ 11,600.00
(02) General Administration	\$ 2,200.00	\$ -	\$ -	\$ 2,200.00	\$ 700.00	\$ 700.00	\$ 1,500.00
TOTALS	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	\$ 1,900.00	\$ 1,900.00	\$ 13,100.00

BD 16

Grant Period 10-01-16/09-30-17

LFPP Fund 8510
02/28/17

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
LFPP Food Hub Feasibility Study	10,225.55	-	10,225.55	-
TOTAL	10,225.55	-	10,225.55	-

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Administration RPC	\$ 4,769.91	\$ -	\$ 4,769.91	\$ -	\$ -	\$ 4,769.91	\$ -
Consultant	\$ 13,000.00	\$ 10,210.00	\$ 10,210.00	\$ 2,790.00	\$ -	\$ 10,210.00	\$ 2,790.00
Speaker	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copies/Printed Materials	\$ 131.00	\$ 15.55	\$ 81.35	\$ 49.65	\$ -	\$ 81.35	\$ 49.65
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 17,900.91	\$ 10,225.55	\$ 15,061.26	\$ 2,839.65	\$ -	\$ 15,061.26	\$ 2,839.65

Grant period 9-30-15/09-29-16
 Extension requested
 Extension granted to 3/2017

LGIP Fund 8520
02/28/17

FUND	BEGINNING CASH BALANCE	RECEIPTS	EXPENDITURES	ENDING CASH BALANCE
LGIP Parks & Rec/Plan	662.51	15,000.00	11,069.90	4,592.61
				-
TOTAL	662.51	15,000.00	11,069.90	4,592.61

Activity	Budget	M-T-D Expenditures	Accum Exp	Left to Spend in Grant	M-T-D Draws	Accum Draws	Left to Draw in Grant
Administration RPC	\$ 42,000.00	\$ 11,043.90	\$ 20,356.69	\$ 21,643.31	\$ 15,000.00	\$ 24,500.00	\$ 17,500.00
Administration Park District	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Copies/Printed Materials	\$ 3,000.00	\$ 26.00	\$ 50.70	\$ 2,949.30	\$ -	\$ 500.00	\$ 2,500.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 50,000.00	\$ 11,069.90	\$ 20,407.39	\$ 29,592.61	\$ 15,000.00	\$ 25,000.00	\$ 25,000.00

SBIG
20160609

Grant period 5-19-16/5-19-18

RESOLUTION NO. 17-08

RE: AUTHORIZATION TO ENTER INTO CONTRACT WITH COVERALL NORTH AMERICA, INC./dba COVERALL HEALTH-BASED CLEANING SYSTEM (COVERALL) FOR JANITORIAL SERVICES

It was moved by _____, seconded by _____ the following Resolution is adopted.

WHEREAS: The Portage County Regional Planning Commission needs regular janitorial services for their offices; and

WHEREAS: Due to notice received from previous cleaning company they will not be able to perform cleaning requirements due to health reasons the Portage County RPC has solicited 2 cleaning company's for a quote for janitorial services; and

WHEREAS: After reviewing the proposals and the budget we have determined to enter into a contract with Coverall North America, Inc. to provide the needed services for an amount of \$210 per month; NOW THEREFORE BE IT

RESOLVED: The Portage County Regional Planning Commission and Coverall North America, Inc. do hereby agree to enter into contract for janitorial services, not to exceed, \$1,890 for the period beginning April 1, 1017 and ending December 31, 2017.

UPON CALL FOR VOTE BY Jim DiPaola the vote was as follows:

YEAS _____ NAYS _____ ABSTENTIONS _____

I certify the foregoing is a true copy of a Resolution passed and action taken on March 8, 2017.

Jim DiPaola, Chairman RPC

Todd Peetz, AICP, Secretary

RESOLUTION

RE: SETTING DATES OF REGULAR MEETINGS OF THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION

It was moved by _____ and seconded by _____
the following Resolution be adopted:

WHEREAS: The By-Laws require the Portage County Regional Planning Commission to hold regular monthly scheduled meetings, on dates designated by the Chairman in March, for the upcoming year, NOW THEREFORE BE IT

RESOLVED: The Portage County Regional Planning Commission does hereby set the 2nd Wednesday of each month at 4:30 p.m. as the date and time of the meetings.

Upon call for vote by Jim DiPaola the vote was as follows:

YEAS _____ NAYS _____ ABSTENTIONS _____

I certify the foregoing is a true copy of a Resolution passed and action taken on March 8, 2017.

Jim DiPaola, Chairman

Todd Peetz, Secretary