



AGENDA
CUYAHOGA COUNTY HEALTH, HUMAN SERVICES & AGING
COMMITTEE MEETING
WEDNESDAY, JUNE 12, 2024
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM

Committee Members:

Yvonne M. Conwell, Chair – District 7
Martin J. Sweeney, Vice Chair – District 3
Cheryl L. Stephens – District 10
Meredith M. Turner – District 9
Dale Miller – District 2

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES FROM THE MAY 22, 2024 MEETING** [See Page 3]
- 5. MATTERS REFERRED TO COMMITTEE**
 - a) **R2024-0198**: A Resolution awarding a total sum, not to exceed \$10,000, to Ashbury Community Services Inc. for the Digital Aviator Program from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective. [See Page 6]
 - b) **R2024-0223**: A Resolution authorizing a contract with Lutheran Metropolitan Ministry in the amount not-to-exceed \$869,320.00 for supportive services for youth and young adults experiencing homelessness or housing instability in connection with the Navigation and Housing (NAV) services project for the period 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Contract No. 4509 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective. [See Page 14]

6. PRESENTATION

a) LaJean Ray, Director, Catholic Charities Corporation, Fatima Family Center

- Furniture upgrades at 6600 Lexington Avenue on the Fatima Family Center Campus
- Hough Collaborative Main Office Upgrade

7. MISCELLANEOUS BUSINESS

8. ADJOURNMENT

**Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



MINUTES

CUYAHOGA COUNTY HEALTH, HUMAN SERVICES & AGING COMMITTEE MEETING

WEDNESDAY, MAY 22, 2024

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

C. ELLEN CONNALLY COUNCIL CHAMBERS – 4TH FLOOR

1:00 PM

1. CALL TO ORDER

Chairwoman Conwell called the meeting to order at 1:07 p.m.

2. ROLL CALL

Ms. Conwell asked Assistant Deputy Clerk Georgakopoulos to call the roll. Committee members Conwell, Sweeney and Miller were in attendance and a quorum was determined. Committee member Turner arrived after the roll call was taken. Committee member Stephens was absent.

3. PUBLIC COMMENT

Loh addressed the committee regarding children living in poverty and its' impact on custodial matters.

4. APPROVAL OF MINUTES FROM THE MAY 1, 2024 MEETING

A motion was made by Ms. Conwell, seconded by Mr. Sweeney and approved by unanimous vote to approve the minutes from the May 1, 2024 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) R2024-0134: Resolution awarding a total sum, not to exceed \$10,000, to the Make Them Know Your Name Foundation for the Heart Health Program from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Ms. Nicole Ward, Executive Director of Make Them Know Your Name Foundation, addressed the Committee regarding Resolution No. R2024-0134. Discussion ensued.

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

Ms. Conwell requested to add funds in the amount of \$10,000.00 from the District 7 ARPA Community Grant Fund; and Mr. Sweeney requested to add \$5,000.00 from the District 3 ARPA Community Grant Fund, which will be incorporated into a proposed substitute for consideration at the next Council meeting for second reading.

On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2024-0134 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

Ms. Turner and Mr. Miller requested to have their names added as co-sponsors to the legislation.

- b) R2024-0174: A Resolution awarding a total sum, not to exceed \$50,000, to DNA Rising for the Foundation of Home 2 project from the District 9 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.

Ms. Danielle Acosta, Founder, President and Ms. LaToya Smith, Founder, Secretary for DNA Rising; and Mr. Trevor McAleer, Legislative Budget Advisor for County Council, addressed the Committee regarding Resolution No. R2024-0174. Discussion ensued.

Committee members asked questions of Ms. Acosta, Ms. Smith and Mr. McAleer pertaining to the item, which they answered accordingly.

On a motion by Ms. Conwell with a second by Ms. Turner, Resolution No. R2024-0174 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

Ms. Conwell, Ms. Turner and Mr. Miller requested to have their names added as co-sponsors to the legislation.

6. PRESENTATION

- a) Child Protection Team Update - Jennifer Johnson, Executive Director, Canopy Child Advocacy Center

Ms. Jennifer Johnson, Executive Director of Canopy Child Advocacy Center made a presentation to the committee regarding Phase 1 and Phase 2 activities through December 31, 2023, Phase 3 targets through April 30, 2024, organization updates, operating budget overview, successes and opportunities and future goals of the organization.

Dr. Aparna Roy, Chief of Pediatrics, The MetroHealth System; Dr. Lolita McDavid, Medical Director, Child Advocacy and Protection for University Hospitals; Mr. Colin St. John, Senior Director of Primary Care Pediatrics for the Cleveland Clinic Foundation; Mr. William Moench, Hotline Administrator for the Division of Children and Family Services; and Mr. David Merriman, Director of the Division of Health and Human Services also addressed the committee on their respective roles as collaborative partners with the Canopy Child Advocacy Center. Discussion ensued. Committee members asked questions of Ms. Johnson, Dr. Roy, Dr. McDavid, Mr. St. John, Mr. Moench and Mr. Merriman pertaining to the presentation, which they answered accordingly.

7. MISCELLANEOUS BUSINESS

Ms. Conwell commented that it remains the County's top priority for children in care to be placed within Cuyahoga County rather than out-of-state.

8. ADJOURNMENT

With no further business to discuss, Chairwoman Conwell adjourned the meeting at 2:35 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0198

Sponsored by: Councilmember Conwell	A Resolution awarding a total sum, not to exceed \$10,000, to Ashbury Community Services Inc. for the Digital Aviator Program from the District 7 ARPA Community Grant Fund; and declaring the necessity that this Resolution become immediately effective.
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WHEREAS, Cuyahoga County received \$239,898,257 from the Federal Government through the American Rescue Plan Act (“ARPA”); and

WHEREAS, Cuyahoga County calculated 100% of the ARPA dollars as loss revenue under the U.S. Department of the Treasury Final Rule; and

WHEREAS, since all the ARPA dollars have been calculated as loss revenue, the ARPA dollars have been deposited in the County’s General Fund; and

WHEREAS, the County Executive and County Council have authorized \$86 million of the ARPA dollars for community grants to benefit the residents of Cuyahoga County (the “ARPA Community Grant Fund”); and

WHEREAS, of the \$86 million for community grants, \$66 million have been encumbered for equal distribution to each County Council District; and

WHEREAS, the Cuyahoga County Council desires to provide funding from the District 7 ARPA Community Grant Fund in the amount of \$10,000 to Ashbury Community Services Inc. for the Digital Aviator Program; and

WHEREAS, Ashbury Community Services Inc. estimates approximately 200 people will be served annually through this award; and

WHEREAS, Ashbury Community Services Inc. estimates approximately two permanent and temporary jobs will be created or retained through this project; and

WHEREAS, Ashbury Community Services Inc. estimates the total cost of the project is \$10,000; and

WHEREAS, Ashbury Community Services Inc. is estimating the start date of the project will be July 2024 and the project will be completed by June 2025; and

WHEREAS, Ashbury Community Services Inc. requested \$10,000 from the District 7 ARPA Community Grant Fund to complete this project; and

WHEREAS, the Cuyahoga County Council desires to provide funding in the amount of \$10,000 to Ashbury Community Services Inc. to ensure this project is completed; and

WHEREAS, this Council by a vote of at least eight (8) members determines that it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue to provide for the usually, daily operations of the County.

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

SECTION 1. That the Cuyahoga County Council hereby awards a not-to-exceed amount of \$10,000 to Ashbury Community Services Inc. from the General Fund made available by the American Rescue Plan Act revenue replacement provision for the Digital Aviator Program.

SECTION 2. If any specific appropriation is necessary to effectuate this agreement, the Director of the Office of Budget and Management is authorized to submit the requisite documentation to financial reporting to journalize the appropriation.

SECTION 3. That the County Council staff is authorized to prepare all documents to effectuate said award.

SECTION 4. That the County Executive is authorized to execute all necessary agreements and documents consistent with said award and this Resolution.

SECTION 5. If requested or necessary, the Agency of the Inspector General or Department of Internal Audit is authorized to investigate, audit, or review any part of this award.

SECTION 6. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 7. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga

County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: May 28, 2024

Committee(s) Assigned: Health, Human Services & Aging

Journal _____

_____, 20____



Cuyahoga County Council

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

COUNTY AMERICAN RESCUE PLAN ACT APPLICATION

APPLICANT INFORMATION:	
Name of Requesting Entity (City, Business, Non-Profit, etc.):	
Asbury Community Computer Center (ASC ³)	
Address of Requesting Entity:	
11011 Ashbury Avenue Cleveland, Ohio, 44106	
County Council District # of Requesting Entity:	
7	
Address or Location of Project if Different than Requesting Entity:	
County Council District # of Address or Location of Project if Different than Requesting Entity:	
Contact Name of Person Filling out This Request:	
Wanda Davis	
Contact Address if different than Requesting Entity:	
Email:	Phone:
wdavis@asc3.org	216-421-2305
Federal IRS Tax Exempt No.:	Date:
30-0100675	5/20/24

PROJECT DESCRIPTION

REQUEST DESCRIPTION (include the project name, a description of the project, why the project is important or needed, and timeline of milestones/tracking of the project):

The Ashbury Senior Computer Community Center (ASC) will implement the Digital Aviator Program (DAP), a high-quality digital literacy training and device lending program. The training classes will be conducted at ASC's main campus on Ashbury Ave., and this funding will help in reaching two additional partner sites throughout greater Cleveland. Conducting classes at satellite facilities will allow ASC to deliver geographically diverse services, which will aid in extending the center's reach by serving patrons with transportation barriers, who may not be able to travel to the main campus. Additionally, the multi-site project design fosters greater flexibility in scheduling of days and times of classes, creating more opportunities for increased participation.

This project will also assist in ASC's effort in bringing digital equity services to scale, by providing participants with equipment that will be distributed upon completion of their instruction. The equipment may range from a device such as a computer, tablet or high speed BroadBand, depending on their greatest need.

Outreach efforts target elders in the nearly 100% African American communities. According to the US Census data tracts, a significant majority of these elder residents are on fixed incomes, are disadvantaged economically and socially, do not have computers, nor have they been formally introduced to computer technology. Despite the tremendous need, this population remains underserved in a variety of capacities, including the Digital Equity & Inclusion (DE&I) realm. ASC is the only dedicated training facility in the target areas, with a long-term (8-week), comprehensive, senior-based, proven, digital literacy training program.

DAP runs five 8-week consecutive class sessions, with 10 separate class sections, running concurrently. Classes range from 8-12 students, with an average of 10 students per class. Classes are held twice weekly, two hours per session, for eight weeks, totaling 32 units of structured training per student. Students are able to obtain additional, 1-on-1 assistance during Open Lab at the main campus, at no additional charge. Additionally, individual help and tech support is available via the ASC Hotline for Internet Information Hotline (HII) initiative. This is a call-in service, so patrons receive support from the convenience of their own home.

In efforts to obtain a holistic view of the impact, DAP takes a two-pronged approach in measuring success, utilizing both quantitative and qualitative measures.

For qualitative measures ASC assess the number of participants in each class, at each site, complete the program, return HotSpots, need a booster session, schedule telehealth appt., start banking online, email, virtual socialization, and check out HotSpots at Main Campus. A pre-post assessment is used to collect demographic data and to assess change in digital aptitude and skill level. Digital Navigators (trainers) conduct surveys to assess participant's thoughts on identified benchmarks and to collect anecdotal feedback on DAP.

Quantitative data is reported in aggregate form and qualitative data will be presented in domain themes. Additionally, relevant anecdotal data is extracted in quotes to be used for promotional purposes. All data points serve to inform future initiatives.

Project Start Date:

July 1, 2024

Project End Date:

June 31, 2025

IMPACT OF PROJECT:

Who will be served:

The primary target groups are mature adults aged 45-64 years and senior citizens aged 65 and older. Additionally, the center will continue to target individuals who are disadvantaged economically, academically, and socially. Outreach efforts will be focused on impacting predominantly African-American, Hispanic, Appalachian, and Somali residents living within financially disadvantaged communities. It is important to note, participation and recruitment will not be limited to the aforementioned demographics.

How many people will be served annually:

200 people will be served annually.

Will low/moderate income people be served; if so how:

Yes, low/moderate income people will be served with this project. They are served by gaining access to services at ASC that address the digital inequities among marginalized populations. The adoption of technology and training skills is now a critical component of everyday life at every age; it is no longer a luxury.

How does the project fit with the community and with other ongoing projects:

This project increases awareness of technology and usage, thus, helping to bridge the gap in Cleveland's Digital Divide. Traditionally, there is a linear relationship between education/skills and socioeconomic status. Programs offered at ASC³ have continued to evolve over the years, in an effort to continue to meet the needs of the community. Throughout its history, ASC³ has built a vast support network. These collaborations provide a reciprocal benefit to each institution involved while positively impacting the senior population and bringing them to scale in the digital world. This support network is used throughout the course of the project to help provide equipment for the students. ASC³ continues to partner with local technology refurbishers to provide re-purposed equipment for the participants, as well as equip some technology for the Center. This partnership has paved the way for disadvantaged individuals to gain access to much needed technology devices.

If applicable, how many jobs will be created or retained (specify the number for each) and will the jobs be permanent or temporary:

The funds will assist in two consultants being retained at two partner sites during the year of funding.

If applicable, what environmental issues or benefits will there be:

Climate change is something ASC³ has incorporated into its office spaces for over 15 years. We first converted to energy-efficient light bulbs and have a policy around turning off computers, lights, and electronics when we are out of the office. Additional climate and green-based practices utilized by ASC³ include:

1. Partner with local organizations to provide refurbished electronics to our students. This provides a second-use for otherwise wasted products and ensures our students are given much-needed access to technology in their homes.
2. When building out a new technology center, ASC³ prioritizes utilizing refurbished equipment and second-hand furniture, when applicable.
3. Eliminated the use of disposable dishware and eating utensils for daily use, to cut down on waste.
4. Purchase from local vendors and suppliers whenever possible.

If applicable, how does this project serve as a catalyst for future initiatives:

The DAP program is a model that can be adapted by other technical centers, libraries or other community centers, as long as they include viable partners and seek guidance from the community on its needs. The use of collaborators with similar goals, structures the program in a way that utilizes community resources that can reduce costs by lessening the financial burden on a single entity. This collaborative model aids in the replicability of a digital literacy program, thus, making the program accessible and more widely available for people living within the county in the future.

FINANCIAL INFORMATION:**Total Budget of Project:**

\$10,000

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

None

Total amount requested of County Council American Resource Act Dollars:

\$10,000

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

Ashbury Senior Computer Community Center has utilized various methods and strategies to help sustain its services over the past 20 years, they include:

- 1) Class Donations: While all first-time beginning classes remain free of charge, the Center maintains a nominal contribution level for returning students, advanced programming, and specialized seminars. Despite increasing overhead costs, the Center has only increased this suggested donation by \$2 over the past 20 years for the 8-week courses. The \$32 donation only partially covers the class (the actual cost is ~ \$90 per student and the Center absorbs the remaining cost). Of note, students are not denied participation if the class fee is cost-prohibitive.
- 2) Grants: Continuously seek and apply for public, private, and corporate grant funds and donations.
- 3) Fundraising / Board: ASC Board of Directors holds an annual fundraiser, "An Evening with the Stars" gala.
- 4) Fundraising / Alumni: ASC Alumni organization hosts at least two events annually.
- 5) Partnerships & Collaborations: ASC consistently seeks partners, collaborators, sponsors, and volunteers to assist with the Center's efforts via monetary and other types of donations, in-kind support, and mentoring, etc.

DISCLAIMER INFORMATION AND SIGNATURE:

Disclaimer:

I HEREBY CERTIFY that I have the authority to apply for financial assistance on behalf of the entity described herein, and that the information contained herein and attached hereto is true, complete, and correct to the best of my knowledge.

I acknowledge and agree that all County contracts and programs are subject to Federal Guidelines and Regulations, the Ohio Revised Code, the Cuyahoga County Charter, and all County Ordinances including all information submitted as part of this application is a public record.

I understand that any willful misrepresentation on this application or on any of the attachments thereto could result in a fine and/or imprisonment under relevant local, state, and/or federal laws or guidelines.

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

Printed Name:

WANDA DAVIS

Signature:



Date:

5/20/2024

Additional Documents

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

County Council of Cuyahoga County, Ohio

Resolution No. R2024-0223

<p>Sponsored by: County Executive Ronayne/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services</p>	<p>A Resolution authorizing a contract with Lutheran Metropolitan Ministry in the amount not-to-exceed \$869,320.00 for supportive services for youth and young adults experiencing homelessness or housing instability in connection with the Navigation and Housing (NAV) services project for the period of 1/1/2024 – 12/31/2025; authorizing the County Executive to execute Contract No. 4509 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.</p>
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WHEREAS, the County Executive/Department of Health and Human Services/Division of Community Initiatives/Office of Homeless Services recommends entering into a contract with Lutheran Metropolitan Ministry in the amount not-to-exceed \$869,320.00 for supportive services for youth and young adults experiencing homelessness or housing instability in connection with the Navigation and Housing (NAV) services project for the period of 1/1/2024 – 12/31/2025; and

WHEREAS, the primary goal of this project is to provide support to youth and young adults experiencing homelessness or housing instability through connections with housing, developing community connections, empowering self-determination and facilitating access to additional resources that meet their identified needs; and

WHEREAS, this project is funded 100% U.S. Department of Housing and Development (HUD) Youth Homelessness Demonstration Program (YHDP) Fund; and

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

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

SECTION 1. That the Cuyahoga County Council hereby authorizes a contract with Lutheran Metropolitan Ministry in the amount not-to-exceed \$869,320.00 for supportive services for youth and young adults experiencing homelessness or housing instability in connection with the Navigation and Housing (NAV) services project for the period of 1/1/2024 – 12/31/2025.

SECTION 2. That the County Executive is authorized to execute Contract No. 4509 and all other documents consistent with said award and this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: June 4, 2024
Committee(s) Assigned: Health, Human Services & Aging

Journal _____
_____,20____

- Provide support to YYA experiencing homelessness or housing instability through connections with housing, developing community connections, empowering self-determination, and facilitating access to additional resources that meet their identified needs.
- Ensure that YYA receive adequate and equitable services as they navigate systems resources
- Improve system coordination and continuity of care, and strengthen awareness of community resources

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

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address: Lutheran Metropolitan Ministry 4515 Superior Avenue Cleveland, Ohio 44103	Owner, executive director, other (specify): Maria Foschia, executive director
Vendor Council District: 7	Project Council District: County-wide
If applicable provide the full address or list the municipality(ies) impacted by the project.	N/A

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT
RQ # if applicable <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date: N/A – RFP EXEMPTION	Provide a short summary for not using competitive bid process. This was competitively procured using an approved alternative procurement process. *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) / N/A – RFP Exemption	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. N/A	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain: N/A	<input type="checkbox"/> Government Purchase <input checked="" type="checkbox"/> Alternative Procurement Process OHS received approval (BC2023-241, approved 4/17/23) for Sisters of Charity Foundation to release an RFP on behalf of the Cuyahoga County Continuum of Care. The planholder list included CoC and social service providers throughout the county. LMM was the only provider that submitted a proposal. Proposals were reviewed and scored by the YHDP core team, which included OHS.
How did pricing compare among bids received?	<input type="checkbox"/> Contract Amendment (list original procurement)

N/A	<input type="checkbox"/> Other Procurement Method, please describe:
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Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below: N/A	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are services covered under the original ERP Budget or Project? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: i.e. General Fund, Health and Human Services Levy Funds, Community Development Block Grant (No acronyms i.e. HHS Levy, CDBG, etc.). Include % if more than one source.
<ul style="list-style-type: none"> 100% US Department of Housing and Urban Development YHDP SSO grant
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.	
<input checked="" type="checkbox"/> New Service or purchase <input type="checkbox"/> Recurring service or purchase	Is contract late <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late submission
Reason: OHS had to work with HUD to ensure all components of the proposed project are in alignment with requirements, which took much longer than expected because this is a new project. This was not complete until March 2024. This needed to be completed before we could move forward with program development with LMM.	
Timeline:	7/24/23 (RFP released)
Project/Procurement Start Date (date your team started working on this item):	
Date documents were requested from vendor:	1/16/24, 1/22/24, 2/8/24, 2/22/24, 3/5/24, 3/8/24, 3/25/24, 4/10/24, 4/22/24, 5/1/24, 5/13/24
Date of insurance approval from risk manager:	5/15/24
Date Department of Law approved Contract:	5/15/24
Date item was entered and released in Infor:	5/15/24
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain) Provider has begun offering services but understands that payment is dependent on final council approval of contract	
Have payments be made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions): N/A						
Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC Approved/ Council's Journal Date	Approval No.

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

Infor/Lawson RQ#:	N/A
Infor/Lawson PO # Code (if applicable):	EXMT
CM Contract#	4509

	Department initials	Clerk of the Board
Briefing Memo	ER	EB

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	OHS had to work with HUD to ensure all components of the proposed project aligned with requirements, which took much longer than expected because this is a new project. This was not complete until March 2024. This needed to be completed before we could move forward with program development with LMM.	
What is being done to prevent this from reoccurring?	OHS has established all program components in compliance with HUD so there should not be any additional time needed for this in future contracts/amendments.	

TAC or CTO Required or authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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OTHER THAN FULL AND OPEN COMPETITION RFP Exemptions (Contract) Reviewed by Purchasing

Family Promise			Department initials	Purchasing
Justification Form			ER	EB
IG#	21-0372-REG 31DEC2025		ER	EB
Annual Non-Competitive Bid Contract Statement - <i>(only needed if not going to BOC or Council for approval)</i>	Date:		N/A	N/A
Debarment/Suspension Verified	Date:	5/14/24	ER	EB
Auditor’s Finding	Date:	5/14/24	ER	EB
Vendor’s Submission			ER	EB
Independent Contractor (I.C.) Requirement	Date:	8/26/23	ER	EB
Cover - <i>Master contracts only</i>			N/A	N/A
Contract Evaluation – <i>if required</i>			N/A	N/A
TAC/CTO Approval or IT Standards (attach and identify relevant page #s), if required.			N/A	N/A
Checklist Verification			ER	EB

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

OTHER THAN FULL AND OPEN COMPETITION

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

RFP Exemptions (Contract) Reviewed by Law	
	Department initials
Agreement/Contract and Exhibits	ER
Matrix Law Screen shot	ER
COI	ER
Workers' Compensation Insurance	ER

Accounting Units

Time Period	Accounting Unit	Account Number	Sub Account	Dollar Amount
1/1/2024 – 12/31/2024	HS220105	55130	HS-21-YHDP	\$869,320.00
1/1/2025 – 12/31/2025	HS220105	55130	HS-21-YHDP	\$0
			TOTAL	\$869,320.00

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

	Original Amount	Amendment Amount	Original Time Period/Amended End Date	Approval Date	Approval #
Original Amount	\$869,320.00		1/1/2024 - 12/31/2025	Pending	pending
Prior Amendment Amounts (list separately)		\$			
		\$			
		\$			
Pending Amendment		\$			
Total Amendments		\$			
Total Contact Amount		\$869,320.00			

Purchasing Use Only:

Prior Resolutions:	N/A
CM#:	4509
Vendor Name:	LUTHERAN METROPOLITAN MINISTRY

Department of Purchasing – Required Documents Checklist

Upload as “word” document in Infor

ftp:	1/1/2024 -12/31/2025
Amount:	\$869,320.00
History/CE:	OK
EL:	OK
Procurement Notes:	COI EXPIRES 6/1/2024

Purchasing Buyer approval: **EB 5/20/2024**