

CITY COMMISSION MEETING AGENDA

CITY COMMISSION

DAYTON, OHIO

JUNE 3, 2020

6:00 P.M.

I. AGENDA SCHEDULE

**Please register to speak on items 9, 11 and 13 with the Clerk of the Commission.
(Sign-up sheets at entrance of Commission Chambers.)**

1. Call Meeting to Order
2. Invocation – **COMMISSIONER SHAW**
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes
6. Communications and Petitions Distribution (if any)
7. Special Awards/Recognition
8. Discussion of City Manager's Recommendations (See Section II)
9. Citizen Comments on City Manager's Recommendations
10. City Commission Action on City Manager's Recommendations
11. Public Hearing: N/A
12. Discussion Item: N/A
13. Comments by Citizens - Please register to speak with the Clerk of Commission (Non - Calendar items) sign-up sheets at entrance of Commission Chambers
14. Comments by City Manager
15. Comments by City Commission
16. Work Session: N/A
17. Miscellaneous (See Section VI)

IV. LEGISLATION:

Emergency Ordinance – First and Second Reading:

1. **No. 31814-20** Amending Section 93.70 of the Revised Code of General Ordinances, and Declaring an Emergency.

**COMMISSIONER
FAIRCHILD**

Emergency Resolutions – First and Second Reading:

2. **No. 6508-20** Authorizing the Acceptance of a Grant Award from the United States Department of Justice in the Amount of Four Hundred Eighteen Thousand Six Hundred Thirteen Dollars and Zero Cents (\$418,613.00) on Behalf of the City of Dayton, and Declaring an Emergency.

**COMMISSIONER
JOSEPH**

3. **No. 6509-20** Authorizing the Acceptance of a Grant Award Concerning a Fair Housing Assistance Program from the United States Department of Housing and Urban Development in an Amount Not to Exceed Ten Thousand Dollars and Zero Cents (\$10,000.00), and Declaring an Emergency.

**COMMISSIONER
MIMS**

Ordinance – Second Reading:

4. **No. 31813-20** Consenting to Performing Pedestrian Safety Improvements Within the City of Dayton, and Agreeing to Cooperate in Matters Incidental Thereto, Including the Execution of Agreements Necessary to Implement this Ordinance.

Resolution – Second Reading:

5. **No. 6507-20** Approving the Downtown Dayton Special Improvement District Petition and the Plan for Services to be Provided by the Downtown Dayton Special Improvement District.

VI. MISCELLANEOUS:

ORDINANCE NO. 31815-20

RESOLUTION NO. 6510-20

IMPROVEMENT RESOLUTION NO. 3598-20

INFORMAL RESOLUTION NO. 978-20

1st And 2nd Reading 1.
3/8/20

By:.....

No.....

AN ORDINANCE

Amending Section 93.70 of the Revised Code of General Ordinances, and Declaring an Emergency.

WHEREAS, On March 9, 2020, the Governor of the State of Ohio declared a State of Emergency to exist in Ohio as result of the threat of COVID-19; and,

WHEREAS, On March 12, 2020, the Mayor of Dayton declared a local emergency based on the COVID-19 pandemic; and,

WHEREAS, During this local emergency and in the interest of protecting the public health and preventing transmission of COVID-19, it is essential to avoid unnecessary housing displacement to protect the City's affordable housing stock and to prevent housed individuals from falling into homelessness; and,

WHEREAS, The Commission wishes to amend the Dayton Revised Code of General Ordinances ("R.C.G.O.") to set a maximum amount on late fees charged due to late rent payments, as well as require rent receipts to be provided when rent is paid by cash or money order; and,

WHEREAS, This Commission finds it in the best interest of the City to amend Section 93.70 R.C.G.O; and,

WHEREAS, To ensure that this R.C.G.O amendment is timely implemented and to provide for the immediate preservation of the public peace, property, health and safety, it is necessary that this Ordinance take effect at the earliest possible date; now, therefore,

BE IT ORDAINED BY THE COMMISSION OF THE CITY OF DAYTON:

Section 1. That Section 93.70 of the R.C.G.O. be, and hereby is, amended to read as follows:

Sec. 93.70 – Landlords and Tenants

(a) Limitation of Fees Charged by Landlord. If a rental agreement includes a provision that authorizes the landlord to assess the tenant a fee for late payment of the monthly rent, the total amount of that late payment fee for any month may not exceed the larger of: (i) twenty-five dollars (\$25.00); or (ii) five percent (5%) of the monthly contract rent.

The landlord shall not: (i) Charge interest on a late fee; or (ii) Impose a late fee more than one time on a tenant's single late payment of rent.

The provisions of this section do not apply to housing units owned or managed by political subdivisions, state or local governments, and any subsidiary where the majority owner is a political subdivision, state or local government.

The provisions of this section apply to any leases in effect prior to the effective date of this Ordinance, and all leases after the effective date of this Ordinance.

(b) Rent Receipts. When a tenant provides a security deposit, the landlord shall provide the tenant with a signed receipt for the security deposit and all rental payments if made by cash or by money order, at the time the security deposit or rental payments are made.

(c) Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise invalid by any court of competent jurisdiction, that invalidity shall not affect the remaining provisions of this Ordinance which can be implemented without the invalid provisions and, to this end, the provisions of this Ordinance are declared to be severable. The City Commission hereby declares that it would have adopted this Ordinance and each provision thereof irrespective of whether any one or more provisions are found invalid, unconstitutional or otherwise unenforceable.

Section 2. That for the reasons stated in the preamble hereof, the Commission declares this Ordinance to be an emergency measure which shall take effect immediately upon its adoption.

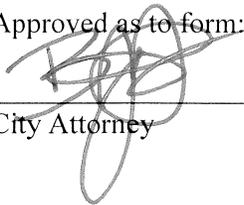
PASSED BY THE COMMISSION....., 2020

SIGNED BY THE MAYOR....., 2020

Mayor of the City of Dayton, Ohio

Attest:

Clerk of the Commission

Approved as to form:


City Attorney

EMERGENCY MEASURE
1 Reading, 2 Separate Meetings _____
2 Readings at One Meeting X
No.....

By:.....

AN ORDINANCE

Amending Section 93.70 of the Revised Code of General Ordinances, and Declaring an Emergency.

WHEREAS, On March 9, 2020, the Governor of the State of Ohio declared a State of Emergency to exist in Ohio as result of the threat of COVID-19; and,

WHEREAS, On March 12, 2020, the Mayor of Dayton declared a local emergency based on the COVID-19 pandemic; and,

WHEREAS, During this local emergency and in the interest of protecting the public health and preventing transmission of COVID-19, it is essential to avoid unnecessary housing displacement to protect the City’s affordable housing stock and to prevent housed individuals from falling into homelessness; and,

WHEREAS, The Commission wishes to amend the Dayton Revised Code of General Ordinances (“R.C.G.O.”) to set a maximum amount on late fees charged due to late rent payments, as well as require rent receipts to be provided when rent is paid by cash or money order; and,

WHEREAS, This Commission finds it in the best interest of the City to amend Section 93.70 R.C.G.O; and,

WHEREAS, To ensure that this R.C.G.O amendment is timely implemented and to provide for the immediate preservation of the public peace, property, health and safety, it is necessary that this Ordinance take effect at the earliest possible date; now, therefore,

BE IT ORDAINED BY THE COMMISSION OF THE CITY OF DAYTON:

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The provisions of this section do not apply to housing units owned or managed by political subdivisions, state or local governments, and any subsidiary where the majority owner is a political subdivision, state or local government.

The provisions of this section apply to any leases in effect prior to the effective date of this Ordinance, and all leases after the effective date of this Ordinance.

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(c) Severability. If any provision of this Ordinance is found to be unconstitutional or otherwise invalid by any court of competent jurisdiction, that invalidity shall not affect the remaining provisions of this Ordinance which can be implemented without the invalid provisions and, to this end, the provisions of this Ordinance are declared to be severable. The City Commission hereby declares that it would have adopted this Ordinance and each provision thereof irrespective of whether any one or more provisions are found invalid, unconstitutional or otherwise unenforceable.

Section 2. That for the reasons stated in the preamble hereof, the Commission declares this Ordinance to be an emergency measure which shall take effect immediately upon its adoption.

PASSED BY THE COMMISSION....., 2020

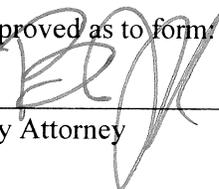
SIGNED BY THE MAYOR....., 2020

Mayor of the City of Dayton, Ohio

Attest:

Clerk of the Commission

Approved as to form:



City Attorney

1st And 2nd Reading 2.

6508-20

By:.....

No.....

A RESOLUTION

Authorizing the Acceptance of a Grant Award from the United States Department of Justice in the Amount of Four Hundred Eighteen Thousand Six Hundred Thirteen Dollars and Zero Cents (\$418,613.00) on Behalf of the City of Dayton, and Declaring an Emergency.

WHEREAS, The State of Ohio declared a state of emergency on March 9, 2020 and the City of Dayton issued an Emergency Proclamation on March 12, 2020 in response to the coronavirus pandemic; and

WHEREAS, The United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (BJA) received an allocation to provide funding under the Emergency Appropriations for Coronavirus Health Response and Agency Operations, statutory authority FY20 (BJA – CESF) Public Law No. 116-136, Div. B; 28 U.S.C. 530C; and

WHEREAS, Pursuant to Section 36.10 of the Revised Code of General Ordinances of the City of Dayton, the City Manager submitted a Coronavirus Emergency Supplemental Funding (CESF) Program grant application titled “Dayton, Ohio Coronavirus Emergency Supplemental Funding” on behalf of the City of Dayton; and

WHEREAS, The United States Department of Justice awarded a grant to the City under the CESF Program in the amount of Four Hundred Eighteen Thousand Six Hundred Thirteen Dollars and Zero Cents (\$418,613.00); and

WHEREAS, To provide for the immediate preservation of public health and safety, it is necessary that this resolution take effect at the earliest possible date; now, therefore,

BE IT RESOLVED BY THE COMMISSION OF THE CITY OF DAYTON:

Section 1. The City Manager or designee is authorized to accept the award of funds from the CESF Program in Grant Number 2020-VD-BX-0645 and is directed to execute any and all documents and agreements on behalf of the City of Dayton which are necessary to accept the grant from the United States Department of Justice.

Section 2. That for the reasons set forth in the preamble hereof, the Dayton City Commission declares this resolution to be an emergency measure which shall take effect immediately upon its adoption.

ADOPTED BY THE COMMISSION....., 2020

SIGNED BY THE MAYOR....., 2020

Mayor of the City of Dayton, Ohio

Attest:

Clerk of Commission

Approved as to Form:



City Attorney



Department of Justice (DOJ)
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

May 17, 2020

Ms. Shelley Dickstein
City of Dayton
101 W. Third Street
Dayton, OH 45402-1814

Dear Ms. Dickstein:

On behalf of Attorney General William P. Barr, it is my pleasure to inform you that the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), has approved the application by City of Dayton for an award under the OJP funding opportunity entitled "BJA FY 20 Coronavirus Emergency Supplemental Funding Program." The approved award amount is \$418,613. These funds are for the project entitled Dayton, Ohio Coronavirus Emergency Supplemental Funding.

The award document, including award conditions, is enclosed. The entire document is to be reviewed carefully before any decision to accept the award. Also, the webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm) is to be consulted prior to an acceptance. Through that "Legal Notices" webpage, OJP sets out -- by funding opportunity -- certain special circumstances that may or will affect the applicability of one or more award requirements. Any such legal notice pertaining to award requirements that is posted through that webpage is incorporated by reference into the award.

Please note that award requirements include not only award conditions, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. Because these requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds), it is vital that all key staff know the award requirements, and receive the award conditions and the assurances and certifications, as well as the application as approved by OJP. (Information on all pertinent award requirements also must be provided to any subrecipient of the award.)

Should City of Dayton accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Please direct questions regarding this award as follows:

- For program questions, contact Kerri Vitalo-Logan, Program Manager at (202) 353-9074; and
- For financial questions, contact the Customer Service Center of OJP's Office of the Chief Financial Officer at (800) 458-0786, or at ask.ocfo@usdoj.gov.

We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Katharine T. Sullivan".

Katharine T. Sullivan
Principal Deputy Assistant Attorney General

Encl.



Department of Justice (DOJ)
Office of Justice Programs
Office of Civil Rights

Washington, DC 20531

May 17, 2020

Ms. Shelley Dickstein
City of Dayton
101 W. Third Street
Dayton, OH 45402-1814

Dear Ms. Dickstein:

Congratulations on your recent award. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, require recipients of federal financial assistance to give assurances that they will comply with those laws. In addition to those civil rights laws, many grant program statutes contain nondiscrimination provisions that require compliance with them as a condition of receiving federal financial assistance. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with OJP and other DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a non-discriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEO requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5). Please submit information about any adverse finding to the OCR at the above address.

We at the OCR are available to help you and your organization meet the civil rights requirements that are associated with OJP and other DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to let us know.

Sincerely,

A handwritten signature in black ink that reads "Michael L. Alston".

Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

Grant

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Dayton 101 W. Third Street Dayton, OH 45402-1814		4. AWARD NUMBER: 2020-VD-BX-0645	
		5. PROJECT PERIOD: FROM 01/20/2020 TO 01/31/2022 BUDGET PERIOD: FROM 01/20/2020 TO 01/31/2022	
2a. GRANTEE IRS/VENDOR NO. 316000175		6. AWARD DATE 05/17/2020	7. ACTION
2b. GRANTEE DUNS NO. 004478194		8. SUPPLEMENT NUMBER 00	Initial
3. PROJECT TITLE Dayton, Ohio Coronavirus Emergency Supplemental Funding		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ 418,613	
		11. TOTAL AWARD \$ 418,613	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY20(BJA - CESF) Pub. L. No. 116-136, Div. B; 28 U.S.C. 530C			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.034 - Coronavirus Emergency Supplemental Funding Program			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Katharine T. Sullivan Principal Deputy Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Shelley Dickstein City Manager	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB. POMS AMOUNT X B VD 80 00 00 418613		21. VVDUGT0620	



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 2 OF 16

PROJECT NUMBER 2020-VD-BX-0645

AWARD DATE 05/17/2020

SPECIAL CONDITIONS

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET**
Grant

PAGE 3 OF 16

PROJECT NUMBER 2020-VD-BX-0645

AWARD DATE 05/17/2020

SPECIAL CONDITIONS

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2020 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 4 OF 16

PROJECT NUMBER 2020-VD-BX-0645

AWARD DATE 05/17/2020

SPECIAL CONDITIONS

5. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 5 OF 16

PROJECT NUMBER 2020-VD-BX-0645

AWARD DATE 05/17/2020

SPECIAL CONDITIONS

8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 6 OF 16

PROJECT NUMBER 2020-VD-BX-0645

AWARD DATE 05/17/2020

SPECIAL CONDITIONS

9. Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or



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any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

10. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

11. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.



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13. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.



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14. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

15. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

16. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

17. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

18. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.



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19. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

20. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.



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24. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

25. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020) The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.



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27. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



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28. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

29. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

30. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

31. Signing Authority

This award must be signed by an authorized official of the applicant State, local, or tribal government, on behalf of that applicant State, unit of local government, or Tribe, unless the applicant designates an organizational unit to apply on its behalf. For example, if designated by a unit of local government, a Police Department or Sheriff's Office (or similar agency) may apply on behalf of the applicant jurisdiction, as long as the department, office, or agency is listed as the organizational unit on the SF-424. In that case, the head of the designated organizational unit (such as a Police Chief or Sheriff) may sign the award. Documentation of the designation by the appropriate governing body must be retained by the grant recipient.

32. The "Emergency Appropriations for Coronavirus Health Response and Agency Operations" law (Public Law 116-136) includes definitions, reporting requirements, and certain other provisions that apply (whether in whole or in part) to this award. In addition, consistent with the CESF Program's purposes, which involve preparing for, preventing, and responding to the coronavirus national emergency, OJP will provide notice of any additional CESF program-specific grants administrative requirements on an award page, accessible at <https://www.ojp.gov/funding/explore/CESF-program-specific-condition>, that is incorporated by reference here.



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33. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

34. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

35. Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

36. Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

37. Justice Information Sharing

Recipients are encouraged to comply any information-sharing projects funded under this award with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) is encouraged to conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://it.ojp.gov/gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information.

38. Avoidance of duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity.



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39. Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA. The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are: a. New construction; b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places; c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories. The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/ or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at [https:// bja.gov/ Funding/ nepa.html](https://bja.gov/Funding/nepa.html), for programs relating to methamphetamine laboratory operations. Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

40. Establishment of interest-bearing account

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish an interest-bearing account dedicated specifically to this award. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The award funds, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Coronavirus Emergency Supplemental Funding (CESF) program . The recipient also agrees to obligate the award funds in the account(including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

41. Expenditures requiring prior approval

No funds under this award may be expended on individual items costing \$500,000 or more, or to purchase Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV) without prior written approval from BJA. Prior approval must be obtained post-award, through the submission and approval of a Grant Adjustment Notice (GAN) through OJP's Grant Management System (GMS).



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42. Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after January 20, 2020

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (January 20, 2020), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via a Grant Adjustment Notice). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Nothing in this condition shall be understood to authorize the recipient (or any subrecipient at any tier) to use award funds to "supplant" State or local funds.

43. Use of funds for DNA testing; upload of DNA profiles

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS.

44. Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is listed on the NIJ Compliant Body Armor Model List (<https://nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx>). In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information can be found here: <https://nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>.

45. Missing Attachment: Disclosure of lobbying

The recipient must complete a Disclosure of Lobbying Activities (SF-LLL) form, and submit it to the grant manager for this award. Award closeout will not be possible until OJP has issued a Grant Adjustment Notice to remove this special condition.



Department of Justice (DOJ)

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Orbin Terry, NEPA Coordinator

Subject: Categorical Exclusion for City of Dayton

The Coronavirus Emergency Supplemental Funding (CESF) Program allows eligible states, local units of government, and tribes to support a broad range of activities including preventing, preparing for, and responding to the coronavirus.

All recipients of CESF funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a sub-grantee or third party.

BJA's expectation is that none of the following activities will be conducted whether under this federal award or a related third party action:

- (1) New construction
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species
- (3) A renovation that will change the basic prior use of a facility or significantly change its size
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment
- (5) Implementation of a program involving the use of chemicals (including the identification, seizure, or closure of clandestine methamphetamine laboratories) other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments.

Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.

If, however, award funds are proposed to be used for any of the enumerated projects or activities above, grant recipients must contact their grant manager, and receive written approval prior to commencing that project or activity.

Questions about this determination may be directed to your grant manager or Orbin Terry, Environmental Coordinator for BJA.



Department of Justice (DOJ)
Office of Justice Programs
Bureau of Justice Assistance

GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY

Grant

PROJECT NUMBER
2020-VD-BX-0645

PAGE 1 OF 1

This project is supported under FY20(BJA - CESF) Pub. L. No. 116-136, Div. B; 28 U.S.C. 530C

1. STAFF CONTACT (Name & telephone number)

Kerri Vitalo-Logan
(202) 353-9074

2. PROJECT DIRECTOR (Name, address & telephone number)

Sheelah Moyer
Budget and Grant Admin
335 W. Third Street
Dayton, OH 45402-1814
(937) 333-1045 ext.146

3a. TITLE OF THE PROGRAM

BJA FY 20 Coronavirus Emergency Supplemental Funding Program

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

Dayton, Ohio Coronavirus Emergency Supplemental Funding

5. NAME & ADDRESS OF GRANTEE

City of Dayton
101 W. Third Street
Dayton, OH 45402-1814

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 01/20/2020 TO: 01/31/2022

8. BUDGET PERIOD

FROM: 01/20/2020 TO: 01/31/2022

9. AMOUNT OF AWARD

\$ 418,613

10. DATE OF AWARD

05/17/2020

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

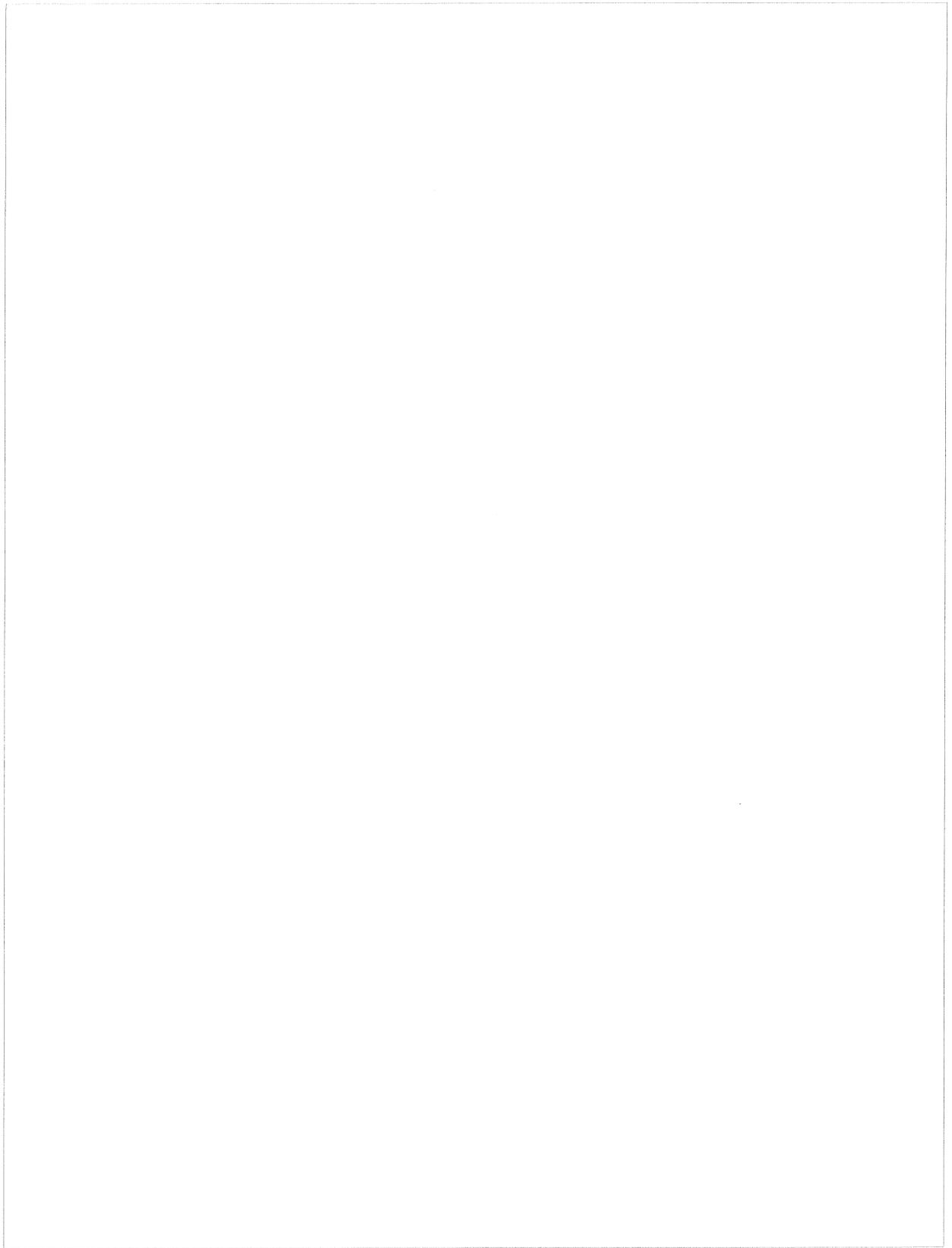
13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Coronavirus Emergency Supplemental Funding (CESF) Program allows States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments to support a broad range of activities to prevent, prepare for, and respond to the coronavirus. Funded projects or initiatives may include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

NCA/NCF



GRANT APPLICATION APPROVAL FORM

Date: 5/12/2020

Department/Division
Submitting Application: **Police/Director's Office**

Project Title: **Dayton, Ohio Coronavirus Emergency Supplemental Funding (CESF) Grant**

CFDA Title and Number: **16.034 Coronavirus Emergency Supplemental Funding (CESF) Program**

(CFDA = Catalog of Federal Domestic Assistance. This information is required by the Department of Finance if the original source of the money is from the federal government, even if the application is going to a state or local authority.)

Brief Description of Project:

The Police and Fire Departments are submitting an application to cover costs associated with planning, preparing and responding to the coronavirus over the next 24 months. The City was allocated \$418,613 by formula for these activities. Fire is requesting \$165,000 including \$52,000 for a medic unit purchased as an emergency earlier in the year. Police is requesting \$230,000 for tablets to increase remote work and dedicated coronavirus transport vehicles for prisoners and employees. The vehicles will reduce the exposure of the entire Police fleet to coronavirus. The remainder \$23,613 will be used for PPE.

City Manager and Director of Police approve electronic signature of online documents to be submitted in support of this grant application. The City Manager agrees to permit Police staff to make administrative updates and changes necessary to finalize the application in anticipation of a grant award.

Name and phone of staff person to be called when signed application is ready: Sheelah Moyer ext. 1045

Name of staff person responsible for this grant: Sheelah Moyer

Deadline for submission to funding agency: rolling submissions with deadline of May 29, 2020

When will grant award decision be made? (Estimate if necessary) 30-60 days after actual submittal

LEVEL	AGENCY/FUNDING SOURCE	AMOUNT
Fed	Dept. of Justice, Office of Justice Programs	\$ 418,613.00
State		\$ 0.00
City of Dayton	- None -	\$ 0.00
Other		\$ 0.00
TOTAL		\$ 418,613.00

(Note: City of Dayton funds committed to a grant must be accompanied by a Certificate of Funds.)

I have reviewed this material and believe it to be correctly completed and believe the project proposed is appropriate for the City of Dayton.

Director's Signature: Lt. Col. Matt Carper May 13, 2020
Lt. Col. Matt Carper (May 13, 2020) Date

Review and Approval

We have reviewed this material and believe it to be correctly completed and believe the project proposed is appropriate for the City of Dayton.

Director, Department of Procurement, Management & Budget Diane T. Shannon May 13, 2020
Diane T. Shannon (May 13, 2020) Date

Director of Finance *(IF CASH MATCH IS REQUIRED)* _____ Date

City Manager's Office Shelley J. Dickstein May 14, 2020
Shelley J. Dickstein (May 14, 2020 12:13 EDT) Date

John Musto for City Attorney
John Musto for City Attorney (May 13, 2020)

May 13, 2020

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION	3. DATE RECEIVED BY STATE	State Application Identifier
Application Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION		
Legal Name	Organizational Unit	
City of Dayton	Dayton Police Dept.	
Address	Name and telephone number of the person to be contacted on matters involving this application	
101 W. Third Street Dayton, Ohio 45402-1814	Moyer, Sheelah (937) 333-1045	
6. EMPLOYER IDENTIFICATION NUMBER (EIN)	7. TYPE OF APPLICANT	
31-6000175	Municipal	
8. TYPE OF APPLICATION	9. NAME OF FEDERAL AGENCY	
	Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.034 CFDA Title: Coronavirus Emergency Supplemental Funding Program	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Dayton, Ohio Coronavirus Emergency Supplemental Funding (CSEF) Grant	
12. AREAS AFFECTED BY PROJECT City of Dayton, Ohio - corporate boundaries		
13. PROPOSED PROJECT Start Date: January 20, 2020 End Date: January 19, 2022	14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project OH10	
15. ESTIMATED FUNDING	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$418,613	Program has not been selected by state for review
Applicant	\$0	
State	\$0	
Local	\$0	
Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$418,613	N
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED		

BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

Close Window

City of Dayton, Ohio
Coronavirus Emergency Supplemental Funding (CESF) Program
Grant Application

Background

The City of Dayton, Ohio has spent the last eighteen months responding to three extreme once in a career events. The Dayton Police (DPD) and Dayton Fire Departments (DFD) responded in May 2019 when fifteen tornadoes hit the region. Both DPD and DFD responded again in August 2019 to a mass shooting. In November 2019, DPD experienced the most painful loss from an officer involved shooting with the death of a well-respected Police Officer. While Dayton is strong and resilient, 2020 has started with a challenge that encompasses a complete rethinking of operations and planning that impacts everyone not just first responders.

The Dayton City Manager declared an emergency on March 12, 2020 and sent approximately 650 non-essential employees home starting March 24, 2020. With most establishments closed and people losing jobs, the impact on the City's revenue to support the original 2020 budget is projected to be an 18% loss. In response to the request from the City Manager to minimize costs, DPD declared fifteen to thirty-one of its sixty-one civilian employees non-essential since the stay-at-home order began, which includes sixteen Police Recruits. DFD also declared fifteen of its sixty-one civilian employees non-essential as well. Changes to City operations, especially for those employees in close contact with the public, are evolving.

Plan, Prepare and Respond

In response to the City's Emergency Declaration, DPD and DFD began re-allocating resources already approved for other uses to plan, prepare and respond now and over the next

two years to the coronavirus in whatever form it persists or returns. To be successful, DPD and DFD have or are requesting funds for the following items from grant funds.

- A. Automated CPR/Respirators – DFD is or will be relying on the use of automated respirator devices to mechanically perform respiration on a patient to reduce exposure for Fire/EMS personnel treating a patient that is or could be infected with the coronavirus. Fire is using the devices in the patient compartment of the medic unit to reduce injuries and contain possible contaminants while transporting patients to the hospital. Fire expects to purchase six units for a total cost of \$84,000.
- B. Dedicated Medic Unit – DFD purchased a used medic unit to place in service immediately for additional patient transport capacity during the coronavirus pandemic. The Department reduced its allocation to support Fleet maintenance in order to fund the \$52,000 purchase and is requesting to be reimbursed for this emergency purchase. The reimbursement will restore funds to DFD Fleet and increase overall expenditures for DFD for 2020. No supplanting of expenditures is occurring.
- C. Monitor/Defibrillator – The monitor/defibrillator will be used by DFD on the new medic purchased specifically in response to the coronavirus outbreak. The equipment was not required previously and therefore medic units were not outfitted immediately. The coronavirus has changed requirements and DFD will spend approximately \$29,000 on the equipment.
- D. Microsoft Surface Tablets – DPD will purchase 25 tablets to provide mid-level and senior command staff with the ability to communicate and collaborate in an environment where close physical proximity is discouraged or prohibited. The cost of each tablet is approximately \$1,500 X 25 tablets = \$37,500. Each cover with keyboard is estimated to

be $\$140 \times 25$ covers = $\$3,500$, MS pens are estimated to be $\$100 \times 25 = \$2,500$ and MS Surface Arc Mouse is estimated to be $\$100 \times 25 = \$2,500$.

- E. Prisoner Transport Vehicle – DPD will purchase 1 prisoner transport vehicle specifically designed to move prisoners to the jail or transport suspects and victims. The cost for 1 transport vehicle is $\$48,000$, which includes the vehicle for approximately $\$33,000$ and upfit to include striping, lights, communication devices and video equipment for $\$15,000$.
- F. Employee/Personnel Transport Vehicles – DPD will purchase 4 vehicles, one for each field operation division, to transport witnesses to critical incidents and any employees or personnel who may be suspected of having the coronavirus. The dedicated vehicles will eliminate or reduce the need to sanitize the 100+ vehicles in the fleet used daily by officers. Cost is estimated to be $\$34,000 \times 4$ vehicles = $\$136,000$.
- G. Personal Protective Equipment – DFD and DPD will access the remaining funds to purchase various personal protective equipment for personnel. The amount allocated for PPE is $\$23,613$. Any savings from other purchases will be reallocated to this category. Purchases of PPE will encompass items that are less than $\$5,000$ per unit to include but not be limited to: disinfectant, spray containers, disinfecting wipes, hazard material suits, face shields, N95 masks, surgical masks and gloves.

Budget Information

All activity under the grant will be done on a reimbursement basis. There are no administrative or indirect costs being funded from the grant. Purchases will be conducted using the City's written, approved Procurement Policy, unless suspended during an emergency. Even with an emergency, the City will perform due diligence to minimize costs for needed items.

Budget Summary

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Equipment	\$349,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$349,000
E. Supplies	\$69,613	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$69,613
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$418,613	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$418,613
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$418,613	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$418,613
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N											No

Budget Summary											
<i>Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.</i>											
Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(\$)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Equipment	\$349,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$349,000
E. Supplies	\$69,613	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$69,613
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$418,613	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$418,613
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$418,613	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$418,613
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N											No

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N
 (DOJ Financial Guide, Section 3.10) No

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

Purpose Area #4

B. Fringe Benefits						
Name <i>List each grant-supported position receiving fringe benefits.</i>		Computation <i>Show the basis for computation.</i>				
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

C. Travel											
Purpose of Travel	Location	Type of Expense	Basis	Computation							
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>							
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request	
			N/A					\$0		\$0	
								Total(s)	\$0	\$0	\$0
Narrative											

Purpose Area #4

D. Equipment					
Item	Computation				
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Employee/Personnel Transport Vehicle	4	\$34,000.00	\$136,000	\$0	\$136,000
Prisoner Transport Vehicle	1	\$48,000.00	\$48,000	\$0	\$48,000
Monitor/Defibrillator	1	\$29,000.00	\$29,000	\$0	\$29,000
Medic/Ambulance	1	\$52,000.00	\$52,000	\$0	\$52,000
Automated CPR/Respirator	6	\$14,000.00	\$84,000	\$0	\$84,000
			Total(s)	\$349,000	\$0
				\$0	\$349,000

Narrative

The City will use its written, approved Procurement policy where possible. The City uses State contract pricing to purchase vehicles. When emergency purchases are made, the City conducts due diligence as it attempts to obtain the best possible price for the immediate purchase. The City declared an emergency on March 12, 2020 permitting emergency purchases without a formal RFP process.

Automated CPR/Respirators – DFD is or will be relying on the use of automated CPR devices to mechanically perform CPR on a patient to reduce exposure for Fire/EMS personnel treating a patient that is or could be infected with the coronavirus. Fire is using the devices in the patient compartment of the medic unit to reduce injuries and contain possible contaminants while transporting patients to the hospital. Fire expects to purchase 6 units X \$14,000 = \$84,000 total.

Dedicated Medic Unit – Under the City's emergency declaration, DFD purchased 1 used medic unit to place in service immediately for additional patient transport capacity during the coronavirus pandemic. The Department reduced its allocation to support Fleet maintenance in order to fund 1 medic unit X \$52,000 purchase and is requesting to be reimbursed for this emergency purchase. The reimbursement will restore funds to DFD Fleet and increase overall expenditures for DFD for 2020. No supplanting of expenditures is occurring. The cost is 1 medic unit X \$52,000 = \$52,000 total.

Monitor/Defibrillator – The monitor/defibrillator will be used by DFD on the new medic purchased specifically in response to the coronavirus outbreak. The equipment was not required

Purpose Area #4

previously and therefore medic units were not outfitted immediately. The coronavirus has changed requirements and DFD will purchase 1 monitor/defibrillator X \$29,000 on the equipment.

Prisoner Transport Vehicle – DPD will purchase 1 prisoner transport vehicle specifically designed to move prisoners to the jail or transport suspects and victims. The cost for 1 transport vehicle is \$48,000, which includes the vehicle for approximately \$33,000 and upfit to include striping, lights, communication devices and video equipment for \$15,000.

Employee/Personnel Transport Vehicle – DPD will purchase 4 vehicles, one for each field operation division, to transport witnesses from critical incidents and any employees or personnel who may be suspected of having the coronavirus. The dedicated vehicles will eliminate or reduce the need to sanitize the 120+ vehicles in the DPD fleet used daily by field staff. Cost is estimated to be \$34,000 X 4 vehicles = \$136,000. Cost per vehicle include communications and other standard law enforcement equipment.

Purpose Area #4

E. Supplies					
Supply Items		Computation			
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>			
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Personal Protective Equipment - Various	1	\$23,613.00	\$23,613		\$23,613
Microsoft Surface Tablets and Accessories	25	\$1,840.00	\$46,000		\$46,000
Total(s)			\$69,613	\$0	\$69,613
Narrative					
<p>The City will use its written, approved Procurement policy where possible. When emergency purchases are made, the City conducts due diligence as it attempts to obtain the best possible price for the immediate purchase. The City declared an emergency on March 12, 2020 permitting emergency purchases without a formal RFP process.</p> <p>Microsoft Surface Tablets – DPD will purchase 25 tablets to provide mid-level and senior command the ability to communicate and collaborate in an environment where close physical proximity is discouraged or prohibited. The cost of each tablet is approximately \$1,500 X 25 tablets = \$37,500. Each cover with keyboard is estimated to be \$140 X 25 covers = \$3,500, MS pens are estimated to be \$100 X 25 = \$2,500 and MS Surface Arc Mouse is estimated to be \$100 X 25 = \$2,500. The total cost for the MS surface tablets and accessories is \$48,000.</p> <p>Personal Protective Equipment – DFD and DPD will access the remaining funds to purchase personal protective equipment for personnel. The amount allocated for PPE is \$23,613. Any savings from other purchases will be reallocated to this category. Purchases of PPE will include but not be limited to: disinfectant, spray containers, disinfecting wipes, hazard material suits, face shields, N95 masks.</p>					

Purpose Area #4

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Purpose Area #4

G. Subawards (Subgrants)						
Description		Purpose		Consultant?		
<i>Provide a description of the activities to be carried out by subrecipients.</i>		<i>Describe the purpose of the subaward (subgrant)</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>		
				Total Cost	Non-Federal Contribution	Federal Request
						\$0
				Total(s)	\$0	\$0
Consultant Travel (if necessary)						
Purpose of Travel		Location	Type of Expense	Computation		
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>		
				Cost	Duration or Distance	# of Staff
						\$0
						\$0
				Total	\$0	\$0
Narrative						
H. Procurement Contracts						
Description		Purpose		Consultant?		

Purpose Area #4

<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	Describe the purpose of the contract	Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.		
		Total Cost	Non-Federal Contribution	Federal Request
				\$0
		Total(s)	\$0	\$0
Consultant Travel (if necessary)				
Purpose of Travel <small>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</small>	Location <small>Indicate the travel destination.</small>	Type of Expense <small>Hotel, airfare, per diem</small>	Computation <small>Compute the cost of each type of expense X the number of people traveling.</small>	
			Cost	Duration or Distance
			# of Staff	Total Cost
				Non-Federal Contribution
				Federal Request
			\$0	\$0
			Total	\$0
Narrative				
I. Other Costs				
Description	Computation			

Purpose Area #4

List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).		Show the basis for computation						
		Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0
Narrative								

Purpose Area #4

J. Indirect Costs					
Description <i>Describe what the approved rate is and how it is applied.</i>	Computation <i>Compute the Indirect costs for those portions of the program which allow such costs.</i>				
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
		Total(s)	\$0	\$0	\$0
Narrative					



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: **City of Dayton, Ohio**
 Street1: **101 W Third Street**
 Street2:
 City: **Dayton**
 State: **OHIO**
 Zip Code: **45402**

2. Authorized Representative's Name and Title:

Prefix: **Ms.** First Name: **Shelley** Middle Name:
 Last Name: **Dickstein** Suffix:
 Title: **City Manager and Authorized Representative**

3. Phone: **937-333-3611** 4. Fax:
 5. Email: **shelley.dickstein@daytonohio.gov**

6. Year Established: 1805	7. Employer Identification Number (EIN): 316000175	8. DUNS Number: 0044781940000
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9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? Yes No

If "No" skip to Question 10.
 If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

Yes No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

Yes No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

- "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- Financial Statement Audit
- Defense Contract Agency Audit (DCAA)
- Other Audit & Agency (list type of audit):

ODSA, OCJS

None (if none, skip to question 13)

11. Most Recent Audit Report Issued: Within the last 12 months Within the last 2 years Over 2 years ago N/A

Name of Audit Agency/Firm: **Auditor, State of Ohio**

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion
- Qualified Opinion
- Disclaimer, Going Concern or Adverse Opinions
- N/A: No audits as described above

Enter the number of findings (if none, enter "0"): **1**

Enter the dollar amount of questioned costs (if none, enter "\$0"): **\$101.00**

Were material weaknesses noted in the report or opinion? Yes No

13. Which of the following best describes the applicant entity's accounting system:

- Manual
- Automated
- Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

Yes No Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

Yes No Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

Yes No Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

PROPERTY STANDARDS AND PROCUREMENT STANDARDS

20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

TRAVEL POLICY

<p>24. Does the applicant entity:</p> <p>(a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) adhere to the Federal Travel Regulation (FTR)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

SUBRECIPIENT MANAGEMENT AND MONITORING

25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards
--	--



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

- Yes No Not Sure
 N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

- Yes No Not Sure
 N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

- Yes No Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

Dept. of Housing and Urban Development

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

June 27, 3019

(c) Contact information for the "high risk" point of contact at the federal agency:

Name: Gretchen Garland

Phone: 614-280-6099

Email: Gretchen.Garland@hud.gov

(d) Reason for "high risk" status, as set out by the federal agency:

Material weakness identified as noted in the 2018 audit from the Auditor of the State of Ohio.

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Shelley J. Dickstein

Date: 2020-05-12

Title: Executive Director Chief Financial Officer Chairman

Other: City Manager

Phone: 937-333-3611

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2022

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: City of Dayton, Ohio * Street 1: 101 W Third St Street 2: * City: Dayton State: OH: Ohio Zip: 45402-1814 Congressional District, if known: OH-010		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:		
6. * Federal Department/Agency: Dept. of Justice/BJA	7. * Federal Program Name/Description: Coronavirus Emergency Supplemental Funding Program FY 2020 CFDA Number, if applicable: 16.034	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ 418,613.00	
10. a. Name and Address of Lobbying Registrant: Prefix: * First Name: None Middle Name: * Last Name: Not Applicable Suffix: * Street 1: Street 2: * City: State: Zip:		
b. Individual Performing Services (including address if different from No. 10a) Prefix: * First Name: Not Applicable Middle Name: * Last Name: Not Applicable Suffix: * Street 1: Street 2: * City: State: Zip:		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: Shelley Dickstein * Name: Prefix: Ms. * First Name: Shelley Middle Name: * Last Name: Dickstein Suffix: Title: City Manager Telephone No.: 937-333-3611 Date: 05/12/2020		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-87)

NOTE: You must click on the "Accept" button at the bottom of the page before closing this window



OMB APPROVAL NUMBER
1121-0140

EXPIRES 05/31/2019

U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--
 - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--
 - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
 - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
 - c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
 - d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.
- (5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 28 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).
- (6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54

U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(9) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(10) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Accept

NOTE: You must click on the "Accept" button at the bottom of the page before closing this window

U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of \$100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction", as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by--

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will--

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Accept

Project/Performance Site Location(s)

Project/Performance Site Primary Location I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

Project/Performance Site Location 1 I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name:

DUNS Number:

* Street1:

Street2:

* City: County:

* State:

Province:

* Country:

* ZIP / Postal Code: * Project/ Performance Site Congressional District:

Additional Location(s)

Police and Fire - CESF grant application package

Final Audit Report

2020-05-14

Created:	2020-05-13
By:	Abhigna Patel-Jones (budget@daytonohio.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAK-KkY9SGnGhyivl2eZKeCs7qnxvHL-de

"Police and Fire - CESF grant application package" History

-  Document created by Abhigna Patel-Jones (budget@daytonohio.gov)
2020-05-13 - 4:30:53 PM GMT- IP address: 198.30.33.2
-  Document emailed to Lt. Col. Matt Carper (matt.carper@daytonohio.gov) for signature
2020-05-13 - 4:32:44 PM GMT
-  Email viewed by Lt. Col. Matt Carper (matt.carper@daytonohio.gov)
2020-05-13 - 4:44:28 PM GMT- IP address: 76.243.46.74
-  Document e-signed by Lt. Col. Matt Carper (matt.carper@daytonohio.gov)
Signature Date: 2020-05-13 - 4:45:27 PM GMT - Time Source: server- IP address: 76.243.46.74
-  Document emailed to John Musto for City Attorney (john.musto@daytonohio.gov) for signature
2020-05-13 - 4:45:29 PM GMT
-  Email viewed by John Musto for City Attorney (john.musto@daytonohio.gov)
2020-05-13 - 4:59:00 PM GMT- IP address: 198.30.33.2
-  Document e-signed by John Musto for City Attorney (john.musto@daytonohio.gov)
Signature Date: 2020-05-13 - 4:59:50 PM GMT - Time Source: server- IP address: 198.30.33.2
-  Document emailed to Diane T. Shannon (diane.shannon@daytonohio.gov) for signature
2020-05-13 - 4:59:52 PM GMT
-  Email viewed by Diane T. Shannon (diane.shannon@daytonohio.gov)
2020-05-13 - 5:34:42 PM GMT- IP address: 198.30.33.2
-  Document e-signed by Diane T. Shannon (diane.shannon@daytonohio.gov)
Signature Date: 2020-05-13 - 5:35:02 PM GMT - Time Source: server- IP address: 198.30.33.2



Adobe Sign

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2020-05-14 - 2:56:35 PM GMT- IP address: 198.30.33.2

 Document e-signed by Shelley J Dickstein (shelley.dickstein@daytonohio.gov)
Signature Date: 2020-05-14 - 4:13:44 PM GMT - Time Source: server- IP address: 198.30.33.2

 Signed document emailed to Abhigna Patel-Jones (budget@daytonohio.gov), Lt. Col. Matt Carper (matt.carper@daytonohio.gov), John Musto for City Attorney (john.musto@daytonohio.gov), sheelah.moyer@daytonohio.gov, and 2 more
2020-05-14 - 4:13:44 PM GMT

MEMORANDUM



May 26, 2020

TO: Shelley Dickstein
City Manager

FROM: Richard S. Biehl Lt. Col.  for
Director and Chief of Police

SUBJECT: DOJ CESF Grant No. 2020-VD-BX-0645 Acceptance

Attached for your review and approval is a resolution to accept a \$418,613 grant from the U.S. Department of Justice, Office of Justice Programs through its Coronavirus Emergency Supplemental Funding (CESF) Program. The resolution permits the processing of all contract documents to accept the grant and meet grant administrative requirements.

The grant will reimburse the Fire and Police departments for expenses related to the prevention, preparation and response to the coronavirus pandemic. The grant period is from January 20, 2020 through January 31, 2022. The grant will reimburse the City for coronavirus expenses made during the entire grant period, even those expenses incurred prior to the execution of the grant agreement.

Please have your staff contact Lt. Col. Matt Carper at ext. 1082, Maj. Paul Saunders at ext. 1003 or Sheelah Moyer at ext. 1045 about these documents.

Thank you for your assistance with this matter.

Attachments

RB:sm

c: Chief Lykins, Fire Department (w/o Attachments)
Lt. Col. Carper (w/o Attachments)
Maj. Saunders (w/o Attachments)
Ms. Moyer (w/o Attachments)
Ms. Monica Jones (w/o Attachments)

1st and 2nd Reading 3.

6509-20

BY:..... NO:.....

A RESOLUTION

Authorizing the Acceptance of a Grant Award Concerning a Fair Housing Assistance Program from the United States Department of Housing and Urban Development in an Amount Not to Exceed Ten Thousand Dollars and Zero Cents (\$10,000.00), and Declaring an Emergency.

WHEREAS, The United States Department of Housing and Urban Development (“HUD”) is offering Fair Housing Assistance Program Grants; and

WHEREAS, HUD determined that the Human Relations Council of the City of Dayton (“Human Relations Council”) is a substantially equivalent jurisdiction for purposes of processing complaints of housing discrimination within the City of Dayton; and

WHEREAS, By previous agreements with HUD, the Human Relations Council received grant funding for processing housing discrimination complaints; and

WHEREAS, HUD has offered the Human Relations Council a Fair Housing Assistance Program Grant Award in the amount of Ten Thousand Dollars and Zero Cents (\$10,000.00) to continue processing complaints of housing discrimination; and

WHEREAS, The Commission finds it in the best interest of the City of Dayton to receive this award of grant funding; and

WHEREAS, In order for complaints of housing discrimination to be timely resolved and for the immediate preservation of the public peace, property, health and safety, it is necessary that this Resolution take effect at the earliest possible date; now, therefore,

BE IT RESOLVED BY THE COMMISSION OF THE CITY OF DAYTON:

Section 1. That the City Manager, or her designee, is authorized and directed to execute a grant agreement and any other documents necessary to accept a Fair Housing Assistance Program Grant Award from HUD, in an amount not to exceed Ten Thousand Dollars and Zero Cents (\$10,000.00).

Section 2. That for the reasons stated in the preamble hereof, the Commission declares this resolution to be an emergency measure which shall take effect immediately upon its adoption.

ADOPTED BY THE COMMISSION, 2020

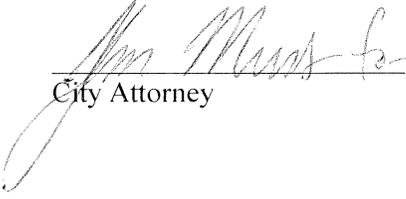
SIGNED BY THE MAYOR..... 2020

MAYOR OF THE CITY OF DAYTON, OHIO

ATTEST:

Clerk of the Commission

APPROVED AS TO FORM:



City Attorney

Assistance Award/Amendment

U.S. Department of Housing and
Urban Development
Office of Administration

1. Assistance Instrument X Cooperative Agreement <input type="checkbox"/> Grant		2. Type of Action X Award Amendment	
3. Instrument Number FF205K205019	4. Amendment Number	5. Effective Date of this Action	6. Control Number Tax ID 31-6000175
7. Name and Address of Recipient City of Dayton Human Relations Council 371 W. 2nd Street, Suite 100 Davton, Ohio 45402		8. HUD Administering Office Region v FHEO 77 West Jackson Blvd, Rm. 2101 Chicago, Illinois 60604	
10. Recipient Project Manager Erica Fields, Executive Director		8a. Name of Administrator Lon Meltesen	8b. Telephone Number (312) 913-8400
11. Assistance Arrangement <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing X Fixed Price		9. HUD Government Technical Representative Elva Lewis (614) 280.6112	
12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check X Automated Clearinghouse		13. HUD Payment Office Fort Worth Field Accounting PO Box 2905, Ft. Worth, Texas 76113-2905	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	\$0.00	15a. Appropriation Number	15b. Reservation number
HUD Amount this action	\$10,000.00	8620/201144	FHEO-05-20-01
Total HUD Amount	\$10,000.00	Amount Previously Obligated	\$0.00
Recipient Amount	\$0.00	Obligation by this action	\$10,000.00
Total Instrument Amount	\$10,000.00	Total Obligation	\$10,000.00

16. Description

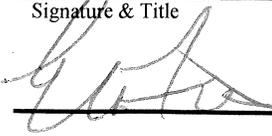
This instrument authorizes the following funds to be obligated to the Agency.

Fund Code	Description	Amount Obligated in this Action
TIN	Case Processing (Carryover Funds)	\$0.00
TIN	Case Processing (Current Funds)	\$0.00
TIN	Post-Cause Supplement (Carryover)	\$0.00
TIN	Post-Cause Supplement (Current Funds)	
ADC	Administrative Costs	
TRG	Training	
PA1	Partnership	\$10,000.00
SEE	Special Enforcement Effort	
	Total	\$10,000.00

The performance period for this Agreement is July 1, 2020 to June 30, 2021

Funds in the FHAP program expire five (5) years from the end of the performance period.

The recipient must comply with all rules and regulations in accordance with the Fair Housing Assistance Program regulations (24 CFR § 115), the Memorandum of Understanding between the Recipient and HUD (including all subsequent addenda), and the FY2017 FHAP Guidance.

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name) Erica Fields, Executive Director		20. HUD (By Name) Lon Meltesen, Regional Director	
Signature & Title 	Date (mm/dd/yyyy) 5-15-20	Signature & Title	Date (mm/dd/yyyy)

BY: Mr. Mims.....

NO: 6442-19.....

A RESOLUTION

Authorizing the Acceptance of a Grant Award for a Fair Housing Assistance Program from the United States Department of Housing and Urban Development in an Amount Not to Exceed Forty Three Thousand Six Hundred Forty Dollars and Zero Cents (\$43,640.00), and Declaring an Emergency.

WHEREAS, The United States Department of Housing and Urban Development ("HUD") offers Fair Housing Assistance Program grants; and,

WHEREAS, HUD determined that the Human Relation Council is a substantially equivalent jurisdiction for processing housing discrimination complaints; and,

WHEREAS, HUD has again offered the Human Relations Council a Fair Housing Assistance Program Grant to assist in the funding of its housing discrimination program; and,

WHEREAS, This Commission finds it in the best interest of the City of Dayton and its residents to accept this grant award; and,

WHEREAS, In order to ensure the continued timely resolution of housing discrimination complaints and for the immediate preservation of the public peace, property, health and safety and the usual operation of City departments it is necessary that this resolution take effect at the earliest possible date; now, therefore,

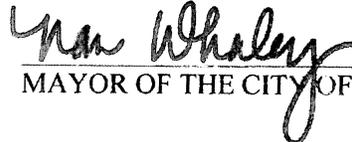
BE IT RESOLVED BY THE COMMISSION OF THE CITY OF DAYTON:

Section 1. That the City Manager, or her designee, is authorized and directed to execute the grant agreement and any other documents necessary to accept the Fair Housing Assistance Program grant award from HUD, in an amount not to exceed Forty Three Thousand and Six Hundred Forty Dollars and Zero Cents (\$43,640.00), to fund the continued processing of housing discrimination complaints by the Human Relations Council.

Section 2. That for the reasons stated in the preamble hereof, this Resolution is declared to be an emergency measure and shall take effect immediately upon its adoption.

ADOPTED BY THE COMMISSION October 16....., 2019

SIGNED BY THE MAYOR October 16....., 2019


MAYOR OF THE CITY OF DAYTON, OHIO

ATTEST:

Clerk of the Commission

APPROVED AS TO FORM:

City Attorney

Assistance Award/Amendment

U.S. Department of Housing and
Urban Development
Office of Administration

Assistance Instrument X Cooperative Agreement <input type="checkbox"/> Grant		2. Type of Action X Award Amendment	
3. Instrument Number FF205K195019	4. Amendment Number	5. Effective Date of this Action	6. Control Number Tax ID 31-6000175
7. Name and Address of Recipient City of Dayton Human Relations Council 371 W. 2nd Street, Suite 100 Davton, Ohio 45402		8. HUD Administering Office Region v FHEO 77 West Jackson Blvd, Rm. 2101 Chicago, Illinois 60604	
10. Recipient Project Manager Erica Fields, Executive Director		8a. Name of Administrator Maurice McGough	8b. Telephone Number (312) 913-8429
11. Assistance Arrangement <input type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input checked="" type="checkbox"/> Fixed Price		9. HUD Government Technical Representative Elva Lewis (614) 280.6112	
12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse		13. HUD Payment Office Fort Worth Field Accounting PO Box 2905, Ft. Worth, Texas 76113-2905	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	\$0.00	15a. Appropriation Number 8619/200144	15b. Reservation number FHEO-05-19-02
HUD Amount this action	\$43,640.00	Amount Previously Obligated	\$0.00
Total HUD Amount	\$43,640.00	Obligation by this action	\$43,640.00
Recipient Amount	\$0.00	Total Obligation	\$43,640.00
Total Instrument Amount	\$43,640.00		

16. Description

This instrument authorizes the following funds to be obligated to the Agency.

Fund Code	Description	Amount Obligated in this Action
TIN	Case Processing (Carryover Funds)	\$0.00
TIN	Case Processing (Current Funds)	\$27,840.00
TIN	Post-Cause Supplement (Carryover)	\$0.00
TIN	Post-Cause Supplement (Current Funds)	\$0.00
ADC	Administrative Costs	\$7,000.00
TRG	Training	\$8,800.00
PA1	Partnership	
SEE	Special Enforcement Effort	
	Total	\$43,640.00

- Appendix A: FY2019 Statement of Work
- Attachment A: FY2019 Criteria for Processing
- Attachment B: FY2019 Standards for Timeliness
- Attachment C: Payment Amounts for FHAP Case Processing
- Attachment D: eLOCCS Security Procedures

The performance period for this Agreement is July 1, 2019 to June 30, 2020

Funds in the FHAP program expire five (5) years from the end of the performance period.

The recipient must comply with all rules and regulations in accordance with the Fair Housing Assistance Program regulations (24 CFR § 115), the Memorandum of Understanding between the Recipient and HUD (including all subsequent addenda), and the FY2019 FHAP Guidance.

2019 CONTRIBUTIONS AGREEMENT

SCHEDULE OF ARTICLES

1. SCOPE OF WORK (FIXED PRICE)
2. PERIODS OF PERFORMANCE
3. INSPECTION AND ACCEPTANCE
4. CONDUCT OF WORK
5. INSTRUMENT AMOUNT AND REQUESTS FOR PAYMENT
6. NARRATIVE REPORT
7. CRITERIA FOR PROCESSING
8. 2 C.F.R. PART 200
9. USE OF COOPERATIVE AGREEMENT FUNDS AND NO COMINGLING
10. MAINTENANCE OF EFFORT
11. HUD'S SUBSTANTIAL INVOLVEMENT
12. ASSURANCES
13. USE OF CONSULTANTS
14. PUBLICATIONS AND NEWS RELEASES
15. REPRODUCTION OF REPORTS
16. FLOW DOWN PROVISIONS
17. DISPUTES
18. MAINTENANCE OF RECORDS
19. CUSTOMER SERVICE STANDARDS
20. REPORTING REQUIREMENTS
21. TRAINING
22. INITIAL CONTACT DATE
23. CHANGES LIMITING EFFECTIVENESS OF RECIPIENT'S LAW
24. FHAP AND FIRST AMENDMENT
25. TESTING

26. RELEASE OF INFORMATION WHILE COMPLAINT IS OPEN

27. SEXUAL ORIENTATION, GENDER IDENTITY, MARITAL STATUS, AND SOURCE OF INCOME
CAUSE DETERMINATIONS

Appendix A: Statement of Work

Attachment A: Criteria for Processing

Attachment B: Standards for Timeliness

Attachment C: Payment Amounts for FHAP Complaint Processing

Attachment D: LOCCS Security Procedures (FHAP)

1. **SCOPE OF WORK (FIXED PRICE)**

The Recipient (or Agency) shall furnish all the necessary personnel, materials, services, equipment, facilities (except at otherwise specified herein) and otherwise do all things necessary for or incidental to the performance of the work set forth in the Statement of Work (SOW) and all attachments for the firm fixed price set forth herein.

2. **PERIODS OF PERFORMANCE**

The Recipient shall provide all services hereunder during the periods of performance. For the FY2019 Cooperative Agreement, the periods of performance are as follows:

Complaint Processing: July 1, 2018 – June 30, 2019 ← *dates wrong*

Administrative Costs, Training: October 1, 2018 – September 30, 2019 ← *dates wrong*

3. **INSPECTION AND ACCEPTANCE**

The Government Technical Monitor (GTM), if so delegated, may accomplish inspection and acceptance of all but the final products. The Government Technical Representative (GTR) shall accomplish acceptance of all final products. The GTR is identified in Block 9 of the HUD-1044.

4. **CONDUCT OF WORK**

During the effective period of this instrument, the GTR or GTM shall be responsible for monitoring the technical effort of the Recipient, unless the Recipient is notified in writing by the Cooperative Agreement Officer (CAO) of a replacement. The CAO is identified in Block 8a of the HUD-1044.

Only the CAO has the power to authorize deviations from this instrument, including deviations from the Statement of Work. In the event the Recipient does deviate without written approval of the CAO, such deviation shall be at the risk of the Recipient, and any costs related thereto shall be borne by the Recipient.

5. **INSTRUMENT AMOUNT AND REQUESTS FOR PAYMENT**

Agencies that have received Capacity Building funds for one year may be eligible for Contributions funds. Contributions funds consist of three categories: Complaint Processing; Administrative Costs; and Training. For FY2019, HUD may also provide Special Enforcement Efforts (SEE) funds as well as Partnership funds.

- **Complaint Processing** – GTRs shall determine payment amounts based upon the FY2019 Payment Amounts for FHAP Complaint Processing, which are found at Attachment C. *for FY 2020*

- **Administrative Costs** –AC funds are tied to the quantity of a Contributions agency’s caseload. As introduced in FY2018, HUD will continue to provide an increased amount of AC funds to FHAP agencies operating in high-cost areas. The enhancement will be provided by applying a locality adjustment developed by HUD’s Office of Policy Development and Research to the FHAP agency’s base award. The locality adjustment recognizes and is intended to ameliorate the fact that some FHAP agencies operate in areas with higher labor costs and other economic and administrative cost factors. For FY2019, we will apply only those locality adjustments that result in an increase in AC funding. The FHAP Division will monitor the effects of this change and refinements may be made in subsequent years.

For FY2019, FHAP agencies that acceptably process 100 or more complaints during the Complaint Processing Period will receive 20% of the agency’s total FHAP obligation for FY2018, with a locality adjustment where appropriate. For purposes of this calculation, “total FHAP obligation” will not include any Partnership funds or SEE funds the agency may have received in FY2018.

- **Special Enforcement Effort (SEE) Funds** – For FY2019, the Department has \$ 145,146 available for Special Enforcement Efforts funding in two categories, as set forth below. **Note** that the categories are separate and distinct, with different application procedures. The total combined amount the Department will provide in SEE funds is \$145,146; the funds are available strictly on a first come, first served basis until exhausted. FHAP agencies seeking SEE funds under either category must meet the regulatory requirements of 24 C.F.R. § 115.305.
 - a. **Enforcement Fund**: In order to provide meaningful support for post-cause enforcement - and thereby increase the number of post-cause enforcement actions taken by FHAP agencies - the FHAP Division is continuing the Enforcement Fund first established in FY2016. Decisions on requests for funds from FHAP agencies will be made in headquarters on a case-by-case basis, with the actual fund commitment taking place in the field as with all other FHAP funds. Funding for this initiative will come from the existing authority for Special Enforcement Efforts at 24 C.F.R. § 115.305. Detailed guidance on the distribution and use of SEE funds for this category will be provided separately.
 - b. **Extraordinary Costs Assistance**: Distinct from the Enforcement Fund, FHAP agencies will be allowed to submit requests for SEE funds for costs related to investigations and enforcement that are outside the “ordinary” costs of investigation and enforcement. These costs may arise in either the investigation or enforcement phase of complaint processing. Examples include, but are not limited to, costs related to interpreters, testing, and expert witnesses (*e.g.*, design and construction experts, expert testimony related to damages, *etc.*).

Unlike the application process for the Enforcement Fund, a FHAP agency will request these funds in writing directly from their respective GTR/Region Director. Once the

GTR/Region Director has determined that costs are documented and a request is eligible, the Region Director will request a funds assignment from the FHAP Director.

- **Partnership Funds** - For FY2019, the Department has \$200,000 available for Partnership funds. The purpose of Partnership funds is for a FHAP agency to utilize the services of individuals and/or public, private, for-profit, or not-for-profit organizations that have expertise needed to effectively carry out the provisions of the agency's fair housing law.

Given the relatively low amount of Partnership funds available for FY2019, the FHAP Division intends to invite interested FHAP agencies to submit proposals for their use. These funds are available strictly on a first come, first served basis until exhausted.

The maximum amount for performance under the Articles of this Cooperative Agreement, Appendix, and Attachments, is the total amounts of all categories of Contributions funds (*i.e.*, Complaint Processing, Administrative Costs, and Training as well as SEE and Partnership funds if such funds are made available). Draw-downs are permitted at the discretion of the GTR. Complete draw-downs of the total amount obligated for Complaint Processing funds shall be permitted at any point after June 30, 2019, and before September 30, 2019. Payment is subject to withholding if the CAO determines that the Recipient is not complying with all terms of the Cooperative Agreement, the Appendix, and all Attachments hereto.

6. **NARRATIVE REPORT**

A Narrative Report describing activities undertaken during the periods of performance pursuant to which payment is being requested is required. The Narrative Report shall include a listing of complaints acceptably processed, including the name of complainant, respondent, and date closed, type of closure, date referred to legal for enforcement action, and descriptions of all activities undertaken to justify all administrative closures. This list must demonstrate that the agency receives and processes a reasonable number of complaints cognizable under the Fair Housing Act, as required in 24 C.F.R. § 115.206(e)(7). The Narrative Report shall also include a description of outreach activities undertaken in support of fair housing case processing to educate the public on fair housing rights and responsibilities. The GTR/GTM should verify that the Recipient is undertaking the education and outreach activities identified. If the Recipient meets the requirements outlined in the *FY2019 FHAP Funding Guidance*, remaining funds may be used to undertake the fair housing education and outreach activities.

7. **CRITERIA FOR PROCESSING**

The Criteria for Processing are the standards by which HUD determines whether a complaint, cognizable under the Fair Housing Act and processed by the Recipient, warrants reimbursement with FHAP funds. The Criteria for Processing are incorporated as Attachment A.

8. 2 C.F.R. PART 200

The Administrative Requirements for Grants and Cooperative Agreements (2 C.F.R. part 200) are hereby incorporated by reference. The Agency must be familiar with these requirements and verify to the GTR/GTM that the Recipient has a copy on file. A copy of Part 200 may be obtained from your GTR/GTM.

9. USE OF COOPERATIVE AGREEMENT FUNDS AND NO COMINGLING

The Recipient is entitled to receive the fixed amount identified in Block 14 of the HUD-1044 for satisfactory completion of the work to be performed, regardless of costs incurred. FHAP funds must be used for the purpose that HUD provided the funds including the processing of complaints cognizable under the Fair Housing Act, training under the Fair Housing Act and the state or local fair housing law, administrative costs associated with fair housing complaint processing, creation and maintenance of data and information systems, and the development and maintenance of fair housing education and outreach projects. The Recipient must segregate FHAP funds from the Recipient's and the state or local government's other funds.

10. MAINTENANCE OF EFFORT

The Recipient must spend at least 20 percent of its total annual budget on fair housing activities if it enforces antidiscrimination law(s) other than a fair housing law. The term "total annual budget" means the entire budget assigned by the jurisdiction to the agency for enforcing and administering antidiscrimination laws, but does not include FHAP funds.

Maintenance of effort also means that the Recipient shall not unilaterally reduce the level of financial resources currently committed to fair housing. Budget and staff reductions occasioned by legislative action outside the control of the Recipient will not, alone, result in a determination of ineligibility. However, HUD will take such actions into consideration in assessing the ongoing viability of a Recipient's fair housing program.

11. HUD'S SUBSTANTIAL INVOLVEMENT

- A. HUD intends to have substantial involvement in the review and approval of all aspects of the work to be carried out as a result of an award under this Agreement.
- B. Anticipated substantial involvement may include, but is not necessarily limited to, the following:
 - 1. Review and guidance during and upon completion of cases cognizable under the Fair Housing Act;
 - 2. Requests for additional information on cases to provide clarification or for completeness of a case investigation or file;

3. Development and presentation of national and regional office fair housing investigation and conciliation training;
4. Participation in the development and presentation of in-house investigation and conciliation training;
5. Participation and approval of education and outreach programs or materials;
6. Provision of appropriate directives and guidance for case processing;
7. Assistance in the investigation, conciliation, and/or enforcement of fair housing cases cognizable under the Fair Housing Act;
8. Requests for updates on the final status of cause determinations; and
9. Review and analysis of agency's fair housing law for determinations of continued substantial equivalence to the Fair Housing Act.

12. ASSURANCES

As a condition for the receipt of FHAP funds, the Recipient assures HUD that it will:

- A. Provide a drug-free workplace;
- B. Comply with the provision of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limits the political activities of employees whose principle employment activities are funded in whole or part with Federal funds;
- C. Establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain;
- D. Comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F);
- E. Comply with all federal nondiscrimination laws including, but not necessarily limited to:
 - (a) Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin by recipients of federal financial assistance
 - (b) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex by recipients of federal financial assistance ;
 - (c) Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability by recipients of federal financial assistance, and
 - (d) the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age by recipients of federal financial assistance;

- F. Comply with all applicable requirements of federal laws, executive orders, regulations, and policies governing this program; and\
- G. Comply with the requirements of the Resource Conservation and Recovery Act which mandates that state agencies using federal funds for procurement programs give preference to products containing recycled materials when purchasing specific products identified in guidelines developed by the Environmental Protection Agency (40 C.F.R. §§ 247 – 253).

13. USE OF CONSULTANTS

Salary payments to consultants under this instrument shall not exceed the equivalent of the maximum daily rate paid to level IV of the Executive Schedule, as evidenced by current pay vouchers.

14. PUBLICATIONS AND NEWS RELEASES

A. Definition. For the purpose of this clause, “publication” includes:

- (1) Any document containing information for public consumption;
- (2) The act of, or any act that may result in, disclosing information to the public; or
- (3) Any products resulting from the education and outreach efforts of the Recipient that are planned to be made available to the public through dedication, assignment by the Government, or other such means as HUD shall determine.

B. Government Ownership of Official Products of Work

All interim and final reports and information, data analyses, special methodology, findings, and their related documents and work products, including reports, work sheets, survey instruments, computer tapes, and any other physical materials and products produced directly under the SOW of this instrument are considered Official Products of Work, owned by the U.S. Government and held for the benefit of the public.

C. Publication of Official Products of Work

Official Products of Work, quotations there from, paraphrasing, or disclosures of interim findings may not be published without the approval of the GTR for a period of sixty (60) days after acceptance of the product by the GTR. Thereafter, the Recipient shall be free to publish without HUD approval.

D. Acknowledgement and Disclaimer

All Official Products of Work, or any part thereof, and any Independent Products and Special Products arising out of this instrument, when published by Recipient or other participants in the work, shall contain the following acknowledgment and disclaimer:

“The work that provided the basis for this publication was supported by funding under a Cooperative Agreement with the U.S. Department of Housing and Urban Development. The substance and findings of the work are dedicated to the public. The author and publisher are solely responsible for the accuracy of the statements and interpretations contained in this publication. Such interpretations do not necessarily reflect the views of the Government.”

E. Notice of News Release and Public Announcements

Copies of all press releases, formal announcements, and other planned, written issuances containing news or information concerning this instrument that may be made by the Recipient or its staff, or any subcontractor or other person or organization participating in the work of this instrument shall be provided to the GTR at the earliest possible time. News releases and other public announcements may not disclose any interim finding or quote or paraphrase any part of any Official Product of Work without complying with paragraph D above, entitled Acknowledgement and Disclaimer.

The Recipient agrees that no news releases or public announcements involving FHAP funded activities will be released to the public without prior HUD approval. The Recipient further agrees that it will submit any and all press releases/news announcements, studies and/or other products developed with FHAP funds to the GTR for review and approval of at least two weeks prior to its release, unless HUD agrees to waive the two-week submission requirements. Publication flyers, and other routine documents previously approved by the GTR and/or the Department, may be published without further HUD approval.

15. **REPRODUCTION OF REPORTS**

In accordance with Government Printing and Binding Regulations, reproduction of reports, data or other written materials, if required herein, is authorized, provided that the materials produced do not exceed 5,000 production units of any page and the items consisting of multiple pages do not exceed 25,000 production units in aggregate.

16. **FLOW DOWN PROVISIONS**

The Recipient shall include provisions of this instrument in all contracts of employment with persons who perform any part of the work under this instrument, and with all subcontractors and other persons or organizations participating in any part of the work under this instrument. There shall be provisions for a further flow down of such requirements to each sub-tier of employees and subcontractors to the extent feasible. If the Recipient subcontracts to a public or private organization any activity for which it receives FHAP funds, it must ensure in writing that the organization is complying with all relevant civil rights laws including: (a) Title VI of the Civil Rights Act of 1964; (b) Title IX of the Education Amendments of 1972, as amended; (c) Section 504 of the Rehabilitation Act of 1973; and (d) the Age Discrimination Act of 1975.

17. DISPUTES

During performance of the instrument, disagreements may arise between the Recipient and the GTR on various issues, such as the acceptability of complaints forwarded for reimbursement. If a dispute arises, the CAO shall be the final authority on the matter and shall prepare a final decision, taking into account all facts and documentation presented. The CAO's decision shall be mailed, emailed, faxed, or telephonically provided to the Recipient.

18. MAINTENANCE OF RECORDS

The GTR and CAO are to maintain all appropriate records relating to the implementation of this cooperative agreement for a period of 5 years for the GTR files and a period of 7 years for the CAO files. The files for the CAO are to be kept in a secure place and should be accessible to others only with the CAO's permission. After 7 and 5 years respectively, the records may be archived at the records center.

The Recipient agrees to maintain records demonstrating its financial administration of FHAP funds. The Recipient also agrees to maintain records of its performance under FHAP, including all past performance assessment reports, performance improvement plans, and other documents relative to the Recipient's performance.

The Recipient agrees to permit reasonable public access to its records as required at 24 C.F.R. § 115.308(c) (*i.e.*, records are made available at the agency's office during normal working hours for public review). The Recipient agrees to permit the Secretary of HUD, Inspector General of HUD, Comptroller General of the United States, and any of their authorized representatives, access to all the pertinent books, accounts, reports, files, and other payments for surveys, audits, examinations, excerpts and transcripts as they relate to the agency's participation in the FHAP. The Recipient agrees to keep files in such a fashion as to permit the audits under applicable Office of Management and Budget circulars, procurement regulations and guidelines, and the Single Audit requirements for state and local agencies.

19. CUSTOMER SERVICE STANDARDS

The Recipient agrees to ensure that any and all individuals associated with fair housing complaints, including aggrieved persons, complainants, respondents, and representatives, are treated with dignity and respect. The Recipient agrees to maintain regular contact with parties to a complaint, including not allowing more than 30 business days to pass without some form of contact with parties. The Recipient agrees that its staff will not communicate disinterest or distrust in the complaint process to any of the parties to the complaint. Complaints to HUD from individuals associated with FHAP fair housing complaints will be reviewed by the GTR. The GTR will work with the Recipient and the individual to resolve the matter. In addition, customer satisfaction issues identified that may impact the timely and effective processing of fair housing complaints will be considered when HUD conducts performance assessments of the Recipient in accordance with 24 C.F.R. § 115.206.

20. REPORTING REQUIREMENTS

The Recipient agrees to provide the GTR timely information on all fair housing complaints cognizable under the Fair Housing Act, from receipt to closure, regardless of whether payment has been received by the Recipient.

The Recipient agrees to fully utilize the HUD Enforcement Management Systems (HEMS) and input information in HEMS in a timely manner. Failure to meet this requirement shall result in HUD identifying such failure as a deficiency in the FHAP agency's performance assessment, thereby authorizing HUD to proceed with performance deficiency procedures enumerated in the FHAP regulation at 24 C.F.R. § 115.210.

21. TRAINING

The Recipient agrees to send staff to mandatory training sponsored by HUD, including, but not necessarily limited to, the National Fair Housing Training Academy and the National Fair Housing Policy Conference.

22. INITIAL CONTACT DATE

The Recipient must use the Initial Contact Date field in HEMS to record the actual date on which a complainant first contacts the Recipient or FHEO to inquire about filing a housing discrimination complaint, or to report an alleged discriminatory housing practice. The Recipient will be required to comply with the following procedures with respect to documenting a complainant's initial contact.

For cases initially filed with the Recipient, the Recipient must:

- A) Maintain records of each complainant's initial contact with the Recipient, including records of all telephone, e-mail, letters, and in-person contacts;
- B) Place the original record of a complainant's initial contact, or a copy of that record, in the case file under the complainant's evidence section of the file, consistent with the requirements of Chapter 10 of the Title VIII Manual; and
- C) Ensure that the Initial Contact Date field in HEMS reflects the earliest date of contact referenced in the case file.

For cases initially filed with FHEO, the Recipient:

- A) Must ensure that the Initial Contact Date filed in HEMS reflects the earliest date of contact referenced in the case file referred to the Recipient by FHEO;
- B) Must not change the date that FHEO entered in the Initial Contact Date field in HEMS even if records contained in the case file received from FHEO reflect a later date of contact by the complainant. If FHEO has entered an initial date of contact in HEMS that is earlier than any contact date referenced in the case file,

the Recipient must contact the FHEO regional office to obtain any records of contact that may have been omitted from the case file.

23. CHANGES LIMITING EFFECTIVENESS OF RECIPIENT'S LAW

Pursuant to 24 C.F.R. § 115.211(a), if a state or local fair housing law that a Recipient enforces is amended, or rules or procedures concerning the fair housing law are adopted, or judicial or other authoritative interpretations of the fair housing law are issued, the Recipient must notify HUD's Fair Housing Assistance Program Division within 60 days of its discovery. This requirement also applies to the amendment, adoption, or interpretation of any related law that bears on any aspect of the effectiveness of the FHAP agency's fair housing law. Send correspondence to:

Director, Fair Housing Assistance Program Division
Office of Fair Housing and Equal Opportunity
U.S. Department of Housing and Urban Development
451 Seventh Street, SW, Room 5206
Washington, DC 20410

24. FHAP AND THE FIRST AMENDMENT

None of the funding made available under the FHAP may be used to investigate or prosecute any activity engaged in by one or more persons that may be protected by the First Amendment of the United States Constitution.

25. TESTING

The following requirements apply to testing activities funded under the FHAP:

- A) Testing must be done in accordance with a HUD-approved testing methodology;
- B) Testers must not have prior felony convictions or convictions of any crimes involving fraud or perjury;
- C) Testers must receive training or be experienced in testing procedures and techniques;
- D) Testers and the organizations conducting tests, and the employees and agents of these organizations, may not: 1) have an economic interest in the outcome of the test, without prejudice to the right of any person or entity to recover damages for any cognizable injury; 2) be a relative or acquaintance of any party in a case; 3) have had any employment or other affiliation, within five years, with the person or organization; or 4) or be a competitor of the person or organization to be tested in the listing, rental, sale or financing of real estate.

26. RELEASE OF INFORMATION WHILE COMPLAINT IS OPEN

As a general rule, the Recipient will not release information collected during the course of the investigation while the complaint is open. There are three exceptions. First, the Recipient will provide information to HUD, consistent with Section 11 of this document. Second, a party to a complaint being investigated by the Recipient is entitled to receive a copy of any document it submitted during the investigation of the complaint. Third, during conciliation, a conciliator may opt to use the strategy of revealing portions of the evidentiary section of the investigative file to the parties. This type of disclosure may also occur during an investigation when a Recipient investigator questions a party or a witness about a document or a statement in a document.

27. SEXUAL ORIENTATION, GENDER IDENTITY, MARITAL STATUS, AND SOURCE OF INCOME CAUSE DETERMINATIONS

Recipient must submit to the Fair Housing Assistance Program (FHAP) Division copies of sexual orientation, gender identity, marital status, and source of income cause determinations. The General Section of HUD's Notice of Funding Availability (NOFA) deems ineligible applicants that have not satisfactorily resolved a cause determination from a FHAP agency for a systemic violation of a state or local prohibition of sexual orientation, gender identity, and source of income housing discrimination. Additionally, on February 3, 2012, HUD issued a final rule entitled Equal Access to Housing in HUD Programs Regardless of Sexual Orientation and Gender Identity, which mandates recipients of HUD funds, FHA-insured lenders, and FHA-mortgagors to provide access to HUD programs without regard to sexual orientation, gender identity, and marital status. Receipt of cause determinations from FHAP agencies on these issues will assist HUD in determining whether an applicant is ineligible for funding under the NOFA and/or has violated the Equal Access Rule. FHAP agencies should submit such determinations electronically to LGBTfairhousing@hud.gov, or send hardcopies to:

Director, Fair Housing Assistance Program Division
Office of Fair Housing and Equal Opportunity
U.S. Department of Housing and Urban Development
451 Seventh Street, SW, Room 5206
Washington, DC 20410

**APPENDIX A - CONTRIBUTIONS AGREEMENT STATEMENT OF WORK
FY2019**

1. The Recipient agrees to process housing discrimination complaints cognizable under the Fair Housing Act in accordance with the Agreement for the Interim Referral of Complaints and Other Utilization of Services (Interim Agreement) or Memorandum of Understanding (MOU) between the Recipient and HUD, the Schedule of Articles, the Criteria for Processing, and 24 C.F.R. Part 115.
2. The Recipient agrees to cooperate with HUD in the processing of housing discrimination complaints cognizable under the Fair Housing Act in accordance with the Interim Agreement, MOU, the Schedule of Articles, the Criteria for Processing, and 24 C.F.R. Part 115.
3. The Recipient agrees to augment its fair housing enforcement efforts by engaging in outreach and education, and engaging and participating in training and technical assistance pursuant to the Interim Agreement and MOU.
4. The Recipient agrees to follow HUD's guidance in processing complaints cognizable under the Fair Housing Act unless and until the Department rescinds such requirement in writing to the Recipient.
5. The Recipient agrees to identify to HUD all staff assigned to carry out fair housing activities by name, position, salary, relevant experience, and percentage of time spent carrying out fair housing responsibilities.
6. The Recipient may be required to participate in customer satisfaction evaluation activities under this agreement. The Recipient agrees to furnish to HUD all information collected from its customers in the form specified by HUD.
7. If the Recipient has aged cases, upon request from HUD, the Recipient must provide updates to HUD on its handling of aged cases and submit a plan to the GTR/GTM for closing such cases.

ATTACHMENT A

FY2019 Criteria for Processing

The Criteria for Processing (Criteria) are the standards by which HUD determines whether a complaint, cognizable under the federal Fair Housing Act and processed by a substantially equivalent state or local agency, meets the minimum requirements for quality and timeliness, and identify the documents that must be submitted to HUD in order to receive reimbursement. The Criteria are designed to assure the uniform, timely, and quality processing of housing discrimination complaints processed under substantially equivalent fair housing laws.

The Criteria are enumerated under major subheadings, most of which describe the type of closure, (*e.g.*, cause, no cause, conciliation). Subheadings I through III set out criteria that apply to most complaints. Subheadings IV through VII set forth additional criteria specific to particular types of complaint closure. For example, to meet the criteria for an administrative closure, criteria under subheadings I (Complaint Filing), II (Notification), III (Cause and No Cause Determinations), VII (Administrative Closures) may need to be met.

An agency must meet the Criteria for each complaint processed and provide all complaint-related documentation identified in the Criteria to HUD within 30 days of completion of complaint processing. Such documentation must be submitted to HUD via the HUD Enforcement Management System (HEMS). An agency's failure to input all required information in HEMS in a timely manner will negatively impact an agency's performance rating. HUD will address a failure to meet the Criteria through performance deficiency procedures including, but not limited to, technical assistance, performance improvement plans, and suspension from FHAP participation. *See* 24 C.F.R. § 115.307(a)(3) and 24 C.F.R. § 115.210.

HUD utilizes complaint closure review forms which combine the Criteria for Processing and the Standards for Timeliness into checklists for each type of complaint closure. These forms are available to FHAP agencies as an additional technical assistance tool to support high quality case processing.

I. COMPLAINT FILING

A. Quality Requirements:

1. All complaints must be timely filed in accordance with the substantially equivalent state or local fair housing law.
2. All complaints must be in writing, signed by the complainant, and contain the following information:
 - a. The name and address of complainant;
 - b. The name and address of each respondent;
 - c. If a specific property is involved, the property's address and physical description, such as apartment, condominium, house or vacant lot; and
 - d. A concise statement of the facts, including pertinent dates, constituting the alleged discriminatory housing practice.
3. Where the agency determines that there is insufficient information in the complaint to commence an investigation, the agency must notify the complainant in writing by no later than the 5th day after receipt of the complaint and inform the complainant what information he or she must provide in order to commence an investigation and identify a reasonable timeframe for submitting such information. The agency must notify the complainant that unless he or she provides the required information within the specified timeframe, the agency may dismiss the complaint.
4. The FHAP agency must permit complaints to be filed with the assistance of an authorized representative or organization of the complainant.
5. The FHAP agency must permit complaints to be reasonably and fairly amended at any time. Such amendments may include, but are not limited to: a) amendments to cure technical defects or omissions; b) clarification, amplifications, or amendments of allegations in a complaint; or c) joinder of additional or substitute respondents. The FHAP agency should consider amended complaints as having been filed on the date the original complaint was filed.
6. If a FHAP agency requires complaints to be notarized, HUD will not reimburse the agency for a complaint not filed because the complainant did not get the complaint notarized. To preserve the rights of aggrieved persons, a FHAP agency must refer such complaints to HUD for investigation under the federal Fair Housing Act as soon as practicable and, where necessary, consent to their reactivation.

7. Pursuant to 24 CFR § 115.210, and the March 7, 2001 memorandum entitled “Limitations on Accepting as Dual-Filings FHAP Cases That Implicate First Amendment,” HUD will not reimburse FHAP agencies for complaints that implicate the First Amendment of the U.S. Constitution. The FHAP agency must alert HUD to complaints that it receives that may implicate the First Amendment so that HUD may analyze the complaint and determine if reimbursement is appropriate.
8. Pursuant to a Memorandum of Understanding between HUD and the Internal Revenue Service, the FHAP agency must identify in HEMS whether the property named in a complaint receives Low Income Housing Tax Credits. This is required for every complaint.
9. The FHAP agency must refer complaints to HUD when the agency receives allegations involving a practice that is not prohibited by the substantially equivalent State or local law, but which is prohibited by the federal Fair Housing Act.
10. If a housing discrimination complaint is filed against a recipient of federal financial assistance and therefore implicates civil rights laws that FHEO enforces other than the federal Fair Housing Act (multi-jurisdictional), the FHAP agency shall notify FHEO so that FHEO may process that portion of the complaint. Other civil rights laws enforced by FHEO include:
 - a. Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000(d) (prohibiting discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance);
 - b. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794 (prohibiting discrimination based on disability in programs or activities receiving federal financial assistance);
 - c. Section 109 of the Housing and Community Development Act of 1974, 42 U.S.C. § 5309 (prohibiting discrimination on the basis of race, color, national origin, religion or sex in any program or activity funded in whole or in part by the community development block grant programs);
 - d. Title II of the Americans with Disabilities Act, 42 U.S.C. § 12101 *et seq.* (prohibiting discrimination based on disability in programs, services and activities made available by public entities);
 - e. Architectural Barriers Act, 42 U.S.C. § 4151 *et seq.* (providing that buildings, including publicly owned residences, designed constructed, leased or altered with certain federal funds must be accessible to persons with disabilities); and

- f. Age Discrimination Act of 1975, 42 U.S.C. § 6101 (prohibiting discrimination based on age in programs or activities receiving federal financial assistance).
- B. Required Documents: A signed, dated copy of the complaint, any requests for amendment(s) to the complaint, and evidence of compliance with the timeframes and requirements identified above.
- C. Complaint Filing with Multiple Complainants or Respondents: FHAP agencies will be reimbursed only for complaints that involve separate, distinct discriminatory actions that require a separate investigation. Where allegations may be made against two or more respondents, separate complaints should be filed against each respondent only when each respondent's conduct stands alone as a separate violation of the Act. Furthermore, if complainants are married and both are aggrieved persons, a single, joint complaint should be filed. If there are children under age 18 who reside in the household who may have been injured by the alleged discriminatory housing practice(s), they should be listed as "Other Aggrieved Persons" on that same complaint. FHAP agencies should not typically file separate complaints for spouses or children under 18 residing in the household.

II. NOTIFICATION

- A. Quality Requirements: The FHAP agency must notify HUD within 5 days of receiving complaints that are cognizable under the federal Fair Housing Act. In addition, the FHAP agency must serve notice of the complaint to each complainant and respondent in accordance with the timeframes identified in the substantially equivalent law and the following requirements.
 - 1. The notification letter to the complainant must consist of an acknowledgement of receipt of the complaint for filing, the designation of a complaint number, information related to the agency's processing procedures including the name and telephone number of a FHAP agency contact, and the complainant's rights and obligations under the substantially equivalent law, including time limits and choice of forums.
 - 2. The notification letter to each of the respondents must consist of a description of the alleged housing discrimination practice upon which the complaint is based, include a copy of the complaint, and identify the name and telephone number of a FHAP agency contact. The notice to each respondent must advise respondent of his or her procedural rights and obligations, including the right to file an answer within the timeframe identified in the substantially equivalent law.
 - 3. A person who is not named as a respondent in a complaint, but who is identified as a respondent in the course of the investigation, may be joined as an additional or substitute respondent by service of a written notice. The notice must explain the basis for the agency's belief that the joined person is properly joined as a respondent and include information identified in paragraph 2 above.

- B. Required Documents: For complaints that are filed directly with the FHAP agency, the agency must enter information in HEMS regarding the complaint within five days of receiving the complaint, sufficiently notifying HUD of the complaint. In addition, the agency must provide HUD with a copy of the notification letters sent to the parties and must update HEMS to indicate when the agency sent the notification letters.

III. CRITERIA FOR CAUSE AND NO CAUSE DETERMINATION

Every cause or no cause determination must be based on an investigation that includes sufficient consideration of the complainant's and respondent's evidence, and a sufficient evaluation of any and all conflicting evidence. A cause or no cause determination must be based on a review of all relevant evidence the agency obtained during the investigation. The agency shall not act as an advocate for either the complainant or respondent and shall weigh the evidence objectively in light of the relevant substantially equivalent law. The basis for the cause or no cause determination must be well-documented.

A. Quality Requirements:

In addition to the criteria set forth in subheadings I and II above:

1. Before the end of the 30th day after the complaint is filed, the FHAP agency must initiate a comprehensive investigation of issues raised in the complaint. Respondent's defenses, relevant policies and practices, as well as all other relevant data, must be identified and analyzed and the complainant, respondent, and all relevant witnesses must be interviewed. Contradictions between complainant's allegations and respondent's response must be investigated and when applicable, comparative data must be obtained. Information must be independently corroborated. Simply obtaining respondents' statements rebutting complainant's allegations is insufficient to resolve disputed issues of fact.
2. HUD recommends that FHAP agencies develop investigative plans for every complaint processed that is cognizable under the Fair Housing Act. For guidance on developing an investigative plan, FHAP agencies should refer to Chapter 7 of HUD Handbook 8024.01 REV-2 (Title VIII Complaint Intake, Investigation, and Conciliation Handbook).
3. In planning the investigation, the investigator and his or her supervisor must determine, on a complaint-by-complaint basis, whether on-site inspections and/or interviews are required. For most complaints, on-site inspections and/or interviews are the most thorough way to conduct an investigation. Some cases, *e.g.*, where the complaint does not involve factual disputes or where evidence clearly demonstrates the allegations do not have merit, may not require an onsite visit.

4. During the period beginning with the filing of a complaint and ending with the FHAP agency's determination or charge of discrimination, the agency, to the extent feasible, must attempt to conciliate the complaint (*see* more detail on criteria for conciliation in Section IV of this document).
 5. If the agency does not complete the investigative activities with respect to a complaint within 100 days from the date of receipt, it must notify the parties in writing of the reason(s) for the delay. Such notification letters must be sent within 110 days of the filing of the complaint.
 6. At the end of each investigation, the agency shall prepare a Final Investigative Report (FIR). A FIR shall be dated and signed by at least one supervisor. The FIR shall contain:
 - a. The names and dates of contacts with the parties and witnesses, except that the report will not disclose the names of witnesses who request anonymity;
 - b. A summary of correspondence and other contacts with the complainant and the respondent;
 - c. A summary description identifying other pertinent records examined;
 - d. A summary of statements by witnesses, if applicable; and/or
 - e. Interrogatories and answers provided, if applicable.
 7. Each Determination shall be signed and dated by an authorized FHAP official.
 8. The FHAP agency shall send the closure package to HUD within 30 days of closure. (See B below).
 9. The FHAP agency will cooperate with HUD by providing information at regular intervals or upon request related to individual complaint investigations. Upon request, the FHAP agency shall provide status reports for each complaint that is over 100 days old.
- B. Required Documents: The case file shall include all evidence indicating that a comprehensive investigation was commenced and completed in accordance with the above requirements including, but not limited to: a copy of a signed, dated complaint; a copy of a FHAP agency determination, dated and signed by an authorized FHAP official; proof that a FHAP agency sent its determination letter to all parties; an FIR that meets the above listed requirements; an investigative plan (when such plan exists); a copy of the 100-day letters and evidence that they were sent; and all other information pertinent to the investigation, including but not limited to interview notes, documentation of conciliation attempts and, when necessary, independent evidence corroborating respondent's defense(s).

IV. CRITERIA FOR POST-CAUSE COMPLAINTS HEARD IN AN ADMINISTRATIVE HEARING, CIVIL ACTION, OR THROUGH JUDICIAL REVIEW

In addition to the appropriate criteria set forth in subheadings I, II, and III above:

- A. Quality Requirements: After a cause determination and a charge of discrimination, or its equivalent, has been issued, and assuming the conciliation was attempted and failed, the complaint must be referred to appropriate counsel to prosecute the charge on behalf of the complainant, at government expense, before an administrative hearing body or civil court.
- B. Documents Required: HUD will accept such a complaint for reimbursement if the agency provides documentation of such a referral in, for example, correspondence, logs or pleadings. Additionally, the FHAP agency shall provide any final administrative hearing decision, consent decree, or settlement agreement entered to HUD within 30 days of such action. If the agency does not provide this information, HUD may request, and the agency will be required to return, up to 50% of the reimbursement previously paid to the agency for the complaint.

Special Note: While the agency may obtain reimbursement on these complaints prior to final disposition by an administrative hearing body or a civil court, the agency must subsequently report to HUD the final status of such complaints. See 24 C.F.R. § 115.206(e)(8). FHAP agencies must input final status information directly in HEMS within 30 days of the administrative or judicial determination.

- C. Post-Cause Administrative Hearings or Judicial Filings: An agency may receive additional funds for engaging in certain post-cause enforcement actions. If, pursuant to the substantially equivalent law, an agency either conducts an administrative hearing or files a civil action upon election to enforce a finding of reasonable cause, HUD may provide additional payment.

Where the triggering event (*i.e.*, conduct of administrative hearing or filing of civil action) for the supplemental payment does not occur, an agreement reached after a cause finding will not qualify as an enforcement action for purposes of this supplemental payment. Such cases will be reimbursed as any other cause case unless the disposition is a conciliation agreement (*i.e.*, an agreement signed by the parties and the FHAP agency), in which case it will be reimbursed as any other case closed with a conciliation agreement. Where the triggering event has occurred, a FHAP agency will receive the supplemental payment even where the case is resolved by a subsequent agreement, *e.g.*, through a consent decree.

Agencies will receive this increased supplemental payment when the agency has engaged in post-cause enforcement actions and has documented its actions in HEMS. This documentation must occur in order for the GTR/GTM to authorize payment.

V. CRITERIA FOR CONCILIATION

During the period beginning with the filing of a complaint and ending with the agency's no cause determination or charge of discrimination, the agency, to the extent feasible, must attempt to conciliate the complaint. In conciliating a complaint, agencies must attempt to achieve a just resolution of the complaint and obtain assurances that the respondent will satisfactorily remedy any violations of the rights of the complainant and take actions to ensure the elimination of alleged discriminatory housing practices and the prevention of their occurrences in the future. These standards for conciliation remain in effect even if conciliation/settlement takes place after the agency's cause determination.

In addition to the appropriate criteria set forth in subheadings I, II, and III above:

- A. Quality Requirements/Required Documents: The FHAP agency must provide HUD with a signed and dated complaint, a chronology of actions taken up to the conciliation, copies of closure letters sent to the parties indicating that the complaint was closed due to a successful conciliation, together with a copy of the executed conciliation agreement.

The conciliation agreement must be in writing, dated and signed by complainant, respondent, and the authorized FHAP agency representative, and include:

1. HUD and FHAP complaint numbers
2. Names of the parties;
3. Address and description of the subject property;
4. An effective date and the term in which the agreement remains in effect;
5. Relief that remedies the discrimination alleged in the complaint or is otherwise agreed upon by the parties and appropriate based on evidence obtained in the investigation of the matter;
6. As appropriate, relief that adequately vindicates the public interest, and prohibits future discriminatory housing practices by respondent;
7. A statement that the agreement constitutes closure of the complaint at HUD and the FHAP agency;
8. A statement that the agreement shall be made public unless the complainant and respondent otherwise agree, and an authorized representative of the agency determines that disclosure is not required to further the purposes of the substantially equivalent law. Circumstances that may result in partial or complete nondisclosure of a conciliation agreement may include, but are not limited to:
 - Sexual harassment claims;

- A complainant's physical or mental condition, or medical diagnoses; or
 - The fact that a complainant is a resident in a domestic violence shelter or other protected residence which complainant believes may, if disclosed, be a safety risk.
9. Provisions that allow the FHAP agency to effectively monitor compliance with the agreement.
 10. A statement that violations of other civil rights laws have been alleged (if applicable).

NOTE: A conciliation agreement does not prohibit HUD from taking action against respondent under other civil rights laws. When a complaint is subject to concurrent processing by HUD under other civil rights laws, the FHAP agency may not execute an agreement that resolves matters in regard to these laws without HUD's consent.

VI. CRITERIA FOR CLOSURES BY SETTLEMENT WITHOUT FHAP AGENCY INVOLVEMENT (A.K.A., WITHDRAWALS WITH RESOLUTION)

If complainant and respondent resolve the complaint without the FHAP agency's involvement, the complainant may withdraw the complaint by submitting a withdrawal request to the FHAP agency.

In addition to the appropriate criteria set forth in subheadings I, II, and III above:

- A. Quality Requirements. The withdrawal request must be written; it must be signed and dated by complainant or complainant's authorized representative; identify the respondent(s) to whom the withdrawal applies; contain the HUD and FHAP agency complaint numbers; state the reason(s) complainant seeks to withdraw the complaint; contain a statement that the withdrawal was not obtained by coercion or threat of retaliation from any person, including but not limited to the respondent; and identify the terms of the resolution.
- B. Required Documents: The FHAP agency must provide FHEO with: a signed and dated complaint; a chronology of the FHAP agency actions prior to the withdrawal request; a copy of the signed and dated withdrawal request; documentation showing that the agency notified the complainant and respondent that the investigation would be terminated as a result of the withdrawal, and that the complainant could re-file the complaint if the terms of the resolution are not satisfied and the re-filing is received within the time limit for filing a complaint under the substantially equivalent law; and a copy of the closure letter.

NOTE: The FHAP agency must not encourage or facilitate resolution without its involvement in lieu of proceeding with conciliation. If HUD discovers that such occurred, it will be addressed through performance deficiency procedures.

VII. CRITERIA FOR ADMINISTRATIVE CLOSURES

Performance Standard 2 in the FHAP regulations, at 24 C.F.R. § 115.206(e)(2), requires that administrative closures only be utilized in limited and appropriate circumstances. It is critical that FHAP agencies not close complaints administratively except under the specific circumstances set forth below.

- A. Withdrawals without Resolution. If complainant decides to withdraw a complaint, even though the complaint has not been resolved, complainant must submit a withdrawal request.

In addition to the appropriate criteria set forth in subheadings I, II, and III above:

1. Quality Requirements: The withdrawal request must: be written; signed and dated by complainant or complainant's authorized representative; identify the respondent(s) to whom the withdrawal applies; contain the HUD and FHAP agency complaint numbers; state the reason(s) complainant seeks to withdraw the complaint; contain a statement that complainant is aware that the withdrawal terminates the FHAP agency's investigation; contain a statement that the withdrawal was not obtained by coercion or threat of retaliation from any person, including but not limited to the respondent.
2. Required Documents: The FHAP agency must provide FHEO: a signed and dated complaint; a chronology of FHAP agency actions prior to receipt of the withdrawal request; a copy of the signed and dated withdrawal request that meets the Quality Requirements set out above; and a copy of the closure letter provided to all parties indicating closure due to withdrawal by complainant without resolution.

NOTE: If the withdrawal request indicates that there was coercion or threat of retaliation FHAP payment may be denied.

- B. Inability to Locate Complainant. The FHAP agency may administratively close a complaint when additional information is needed from complainant and he or she cannot be located.

In addition to the appropriate criteria set forth in subheadings I, II, and III above:

1. Quality Requirements: If correspondence sent by the agency is returned with an indication that the complainant moved and left no forwarding address, the agency must take the following progressive steps to locate the complainant before administratively closing the complaint:
 - a. Place at least four telephone calls to complainant's residence, cell phone

number, and place of employment, two during normal business hours to work number and two during non-business hours to a residential/cell number. If an email address is available, the agency must attempt to email the complainant at least two times.

- b. Attempt to contact persons identified by complainant at intake to inquire as to complainant's whereabouts.
- c. Check other sources in an effort to obtain complainant's current contact information (*e.g.*, telephone directory, Internet searches, postal service, 411 information, utility company, or witnesses previously identified by complainant).
- d. Send a letter to the complainant's last known address by certified mail, advising complainant of the agency's intent to close the case unless complainant contacts the agency within ten days. If the tenth day elapses without a response, the case may be closed administratively by means of a written notice sent to all parties, including complainant at complainant's last known address.

NOTE: If the FIR shows that the complaint was closed due to the inability to contact complainant without following the steps outlined above, the FHAP agency will not be reimbursed for processing the complaint.

2. Required Documents: The FHAP agency must provide the following documentation to FHEO: a signed and dated complaint; evidence that the above progressive steps were taken to locate complainant; evidence that the certified letter was returned unclaimed, and a copy of the closure letter sent to the parties indicating closure due to inability to locate complainant.

C. Inability to Locate Respondent

In addition to the appropriate criteria set forth in subheadings I, II, and III above:

1. Quality Requirements: A FHAP agency must make every effort to identify the correct name and address of each respondent in a complaint. However, there may be circumstances where a respondent cannot be identified or located. If the complaint identifies multiple respondents and only one cannot be adequately identified, the agency must not close the complaint administratively. Rather, the investigation must proceed and further efforts must be made during the investigation to identify the respondent whose correct name or address remains unknown. The complaint may be amended to remove those respondents who

could not be located.

If a sole respondent or all respondents cannot be identified or located, the complaint may be closed administratively if the agency first takes the following steps:

- a. The FHAP agency must attempt to obtain additional information from available sources that could result in identifying or locating the respondent, including Internet searches, cell phone numbers, cross reference directories, or property tax records that may identify the owner or prior residents of the property in question and provide enough information to identify or locate the respondent, serve the complainant, and begin the formal investigation.
- b. If a source appears to know the identity or location of a respondent that the FHAP agency seeks, but that source refuses to provide the information voluntarily, the FHAP agency must subpoena the information.
- c. As appropriate, the FHAP agency should attempt an on-site visit, which may help locate and identify the respondent.
- d. If the above efforts to locate or identify the respondent are unsuccessful, a letter must be sent to the complainant giving him or her 10 days to provide information needed to locate or identify respondents.

NOTE: In the absence of sufficient information, the case may be closed administratively, and written notice by regular and certified mail should be sent to the parties.

Required Documents: The FHAP agency must provide the following documentation to FHEO: a signed and dated complaint; evidence that the above progressive steps were taken to locate the respondent, including the signed letters identified in 1(d) above giving notice to complainant or complainant's representative, evidence that certified letters were returned unclaimed, and closure letters to complainant or complainant's representative indicating inability to locate respondent(s).

- D. Failure of Complainant to Cooperate with the Investigation. A complaint may be administratively closed when complainant fails to respond to reasonable requests for information that is needed in order for the FHAP agency to make a determination.

In addition to the appropriate criteria set forth in subheadings I, II, and III above:

1. Quality Requirements:

- a. The FHAP agency must inform the complainants and their representatives of their duty to cooperate with the investigation and the risk of the agency administratively closing the complaint if they fail to cooperate.
 - b. The FHAP agency must make repeated attempts to contact complainants and their representatives by telephone and mail requesting the needed information. If these efforts are fruitless, the FHAP agency must send a letter to the complainant by certified mail return receipt giving complainant at least ten days from receipt of letter to provide the needed information to the agency.
 - c. If the complainant's cooperation cannot be obtained using the above procedures, and the letter is not returned by the post office (i.e., marked addressee unknown, moved, left no forwarding address, etc.), the complaint should then be closed for failure to cooperate.
 - d. If the complaint is closed for failure of complainant to cooperate with the investigation, a closure letter must be sent to the complainant.
2. Required Documents: The following documents must be provided to FHEO: a signed and dated complaint; evidence that the above progressive steps were taken to obtain complainant's cooperation, including the signed letter identified in 1(b) above giving notice to the complainant or the complainant's representative; and a copy of closure letter to the parties indicating closure because of failure of complainant to cooperate with the investigation.

E. Lack of Jurisdiction

In addition to the appropriate criteria set forth in subheadings I, II, and III above:

1. Quality Requirements: In order to qualify for reimbursement, the lack of jurisdiction must not have been apparent on the face of the complaint at the time of filing, and must have become known only after further investigation. The following are examples of facts uncovered during an investigation that may justify reimbursement for an administrative closure for lack of jurisdiction: a) the complainant has not suffered the alleged harm needed to establish standing; b) the subject property qualifies for an exemption to coverage of both the Fair Housing Act and the substantially equivalent law. Note that if HUD, but not the agency, has jurisdiction over the complaint, the complaint must be referred to HUD for processing.
2. Required Documentation: The FHAP agency must provide the following documentation to FHEO: reason(s) for closing the complaint for lack of jurisdiction that demonstrates why HUD does not have jurisdiction, and that the lack of jurisdiction could not have been determined at intake; copies of closure

letter sent to the parties that indicate reason for lack of jurisdiction closure, identify FHAP and HUD complaint numbers, and are signed by authorized FHAP agency official.

- F. Trial has Begun A complaint must not be closed merely because an aggrieved party has filed a civil action with respect to the same alleged discriminatory housing practice(s).

In addition to the appropriate criteria set forth in subheadings I, II, and III above:

1. Quality Requirements: No additional criteria.
2. Required Documents: To receive reimbursement for an administrative closure due to the commencement of a judicial trial the FHAP agency must produce: a document from the clerk of the court in the jurisdiction that hears the complaint or other sufficient documentation demonstrating that a trial has begun.

ATTACHMENT B

FY2019 Standards for Timeliness

Closures of Investigated Complaints

100 days or less:

- Non-systemic complaints, not novel or complex, that are settled or conciliated. Includes withdrawals with resolution.
- Non-systemic complaints, not novel or complex, where a cause or no cause decision has been made.

300 days or less:

- Systemic complaints that are novel or complex, that are settled or conciliated. Includes withdrawals with resolution.

350 days or less

- Systemic complaints that are novel or complex, where a cause or no cause decision has been made.

Administrative Closures

Unable to locate:	100 days or less
Lack of jurisdiction:	30 days or less
Failure to cooperate:	60 days or less
Withdrawal without resolution:	75 days or less
Closed because trial commenced:	N/A
Complaints that are reactivated:	N/A

ATTACHMENT C

FY2019 Payment Amounts for FHAP Complaint Processing

Effective Conciliation*:	\$3,200
Cause or no cause:	\$3,000
Post-cause enforcement action supplemental payments:	
• Administrative Hearing held:	\$5,000
• Civil Action filed:	\$8,000
Administrative Closures:	\$1,500
Withdrawals with Resolution:	\$1,500

***Effective Conciliation** – an “effective” conciliation is one that provides both substantive individual relief for the complainant(s) and meaningful public interest relief. Substantive individual relief includes both monetary relief and other affirmative relief required to make the complainant(s) whole (*e.g.*, approval or restoration of a housing opportunity, approval of a reasonable accommodation or reasonable modification request). The monetary relief afforded to the complainant should not be *de minimis*; it should compensate the complainant(s) for the harm alleged and be commensurate with relief obtained in other similar cases.

For purposes of determining whether a conciliation warrants the higher payment, public interest relief can take a variety of forms depending on the circumstances of a given complaint. Generally, it means the conciliation agreement contains certain requirements such as implementation of nondiscriminatory policies; changes to existing policies and practices; attendance at fair housing training; and/or other action that provides remediation or relief for individuals *other than a complainant(s)*. Public interest relief may also encompass prospective relief such as agreeing to ongoing testing to assure compliance; relief for additional victims not identified in complaints; agreeing to make changes in policies at all of a respondent’s properties (not just the subject property); participation in education and outreach activities; and/or other affirmative relief that protects the public interest.

A pattern of requiring only fair housing training is not meaningful public interest relief. In deciding whether the higher payment is warranted, HUD monitors will consider in every case whether other reasonable, appropriate forms of public interest should have been considered. Additionally, public interest relief cannot be meaningful or effective unless reporting and recordkeeping provisions are included to ensure that all required actions are completed. A conciliation that fails to provide substantive individual relief and public interest relief will be reimbursed at the Full Investigation amount of \$3,000.00.

Attachment D

LOCCS Security Procedures (FHAP)

The Line of Credit Control System (LOCCS) is the primary grant disbursement system for HUD programs, including the Fair Housing Assistance Program (FHAP). Grant disbursements are facilitated via the internet through the eLOCCS system. As participants in the FHAP, substantially equivalent state or local agencies are permitted access to LOCCS and eLOCCS.

The Department's Rules of Behavior and security guidelines require that the Approving Official for LOCCS transactions be the CEO, Board Officer, or Agency Director of an organization. An "Approving Official" is a LOCCS administrator who manages "users" in LOCCS. The Approving Official cannot be an individual serving in an interim or acting position and must have decision-making authority for the organization. **The Approving Official is the only individual permitted to be the Secure Connection Coordinator, and those duties may not be delegated.**

To comply with IT Security guidelines, each individual with access to LOCCS must safeguard his/her User ID and Password. User IDs and Passwords must **NOT** be shared with others. Only **authorized** users should access LOCCS. Please note: there is a requirement for a separate LOCCS User ID and password from Secure Systems access for both users and approving officials.

In the event the authorized user leaves the organization, the HUD Government Technical Representative (GTR) assigned to the current grant must be notified and a form HUD-27054 must be submitted to the GTR to terminate the employee who has left the organization and to authorize a new user, to be identified by the FHAP agency.

HUD embraces a "Zero Tolerance Philosophy" for failure to secure important financial information. Failure to abide by conditions above or the general *Rules of Behavior* below applicable to all HUD computer systems will result in the following consequences: access for the individual will be terminated and **will not be reinstated**. The FHAP agency will be required to identify another individual to assume the role of the disqualified individual (*i.e.*, as the approving official or authorized user).

Rules of Behavior for HUD Systems

The U.S. Department of Housing and Urban Development has granted access to the FHAP agency to utilize the Department's automated information resources (*e.g.*, HEMS). As a condition of receiving this access the Agency is required to be aware of the Department's system security policies and to abide by these policies. Security policy emphasizes awareness practices for the purpose of safeguarding the Department's valuable information resources.

The system user identification (USERID) and password issued to users are the FHAP agency's means to access these resources. They are to be used solely in connection with the performance of the responsibilities as set forth in the job description, contract or agreement(s) with the Department. Use by anyone other than authorized users is expressly prohibited. You agree to be responsible for the confidentiality of the assigned information and accountable for all activity

with your user identification (USERID). Further, you agree that you will not provide this confidential USERID/password to another user nor will you sign on to HUD systems so that another person may access or operate the workstation in your absence or on your behalf. ***Actions of this type constitute a breach of system security and will result in immediate termination of your assigned USERID/password from the system.***

In addition, authorized users agree to:

- (a) Log-off the system when leaving the system/workstation area;
- (b) Refrain from leaving written passwords in the workstation area;
- (c) Avoid creating a personal password that can be easily associated with you;
- (d) Avoid posting printouts of sensitive output data on bulletin boards;
- (e) Avoid leaving system output reports unattended or unsecured;
- (f) Control input documents by returning them to files or forwarding them to the appropriate contact person in your office;
- (g) Avoid violation of the Privacy Act which requires confidentiality of personal data contained in government and contractor data files;
- (h) Immediately contact the HUD Inspector General's Office, as appropriate, regarding any suspected violation or breach of system security;
- (i) Cooperate in providing personal background information to be used in conducting security background checks to the extent required by Federal regulations;
- (j) Respond to any inquiries and requests for information you may receive from either the HUD Headquarters or management officials regarding system security practices.
- (k) Protect all electronic/optical media and hardcopy documentation containing sensitive information and properly dispose of it by shredding hardcopy documentation, or by contacting the HITS Help Desk to dispose of electronic/optical media.
- (l) Avoid saving sensitive HUD information on the local drive of a laptop, personally owned computer, or other mobile or portable technology ("flash drives", removable/external hard drives, etc.).
- (m) If sensitive data must be stored on any type of HUD-approved mobile/portable technology (laptops, removable hard drives, "flash drives", etc.), ensure that it is protected via encryption.
- (n) Individuals who telework or remotely access HUD information should do so only through approved remote access solutions (such as hudmobile.hud.gov), and should safeguard all sensitive information accessed in this manner

May 19, 2020

TO: Shelley Dickstein, City Manager
City Manager's Office

FROM:  Erica Fields, Executive Director
Human Relations Council

SUBJECT: FHAP Cooperative Agreement Amendment– FY 2019- 2020

Please find attached a resolution, approved as to form by the Law Department, authorizing the acceptance of an additional \$10,000 to our fair housing grant from the U.S. Department of Housing and Urban Development (HUD). Also, attached is a copy of the original grant and resolution approved by the City Commission on October 16, 2019.

The Human Relations Council has substantial equivalency with HUD; as such, funds are received based on complaints processed the previous year and required training. We request this item be placed on the City Manager's calendar for June 10, 2020.

If you have any questions, please call me at x1400. Thank you.

EF/jjw

By.....

No. 3/8/3-20.....

AN ORDINANCE

Consenting to Performing Pedestrian Safety Improvements Within the City of Dayton, and Agreeing to Cooperate in Matters Incidental Thereto, Including the Execution of Agreements Necessary to Implement this Ordinance.

WHEREAS, The State of Ohio Department of Transportation (“ODOT”) has identified the need for performing pedestrian improvements at intersections citywide, identified by ODOT as MOT-Dayton-PSIP-FY2021; and

WHEREAS, The City of Dayton intends to cooperate with the State of Ohio Director of Transportation in the planning, design, and construction of said improvement; now, therefore,

BE IT ORDAINED BY THE COMMISSION OF THE CITY OF DAYTON:

Section 1. That the Commission hereby gives consent to the Director of Transportation to perform pedestrian safety improvements, said project being in the public interest and identified by ODOT as MOT-Dayton-PSIP-FY2021 (“Project”).

Section 2. That the City shall cooperate with the Director of Transportation in the Project as follows:

- A. The City will assume and bear all costs of the Project, less the amount of Federal-Aid set aside by the Director of Transportation for financing the Project from funds allocated by the Federal Highway Administration, U.S. Department of Transportation.
- B. In addition, the City also agrees to assume and bear One Hundred Percent (100%) of the cost of any construction items requested by the City for the Project which are not necessary for the Project, as determined by the State and Federal Highway Administration.

Section 3. That the City agrees that all right-of-way required for the Project will be acquired and/or made available in accordance with current State and Federal regulations. The City also understands that right-of-way costs include eligible utility costs. The City agrees that all utility accommodation, relocation, and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

Section 4. That upon completion of the Project, and unless otherwise agreed, the City shall: (1) provide adequate maintenance of 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 such 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 5. That the City Manager is hereby authorized on behalf of the City to enter into contracts with the Director of Transportation to complete the Project.

Passed by the Commission....., 2020

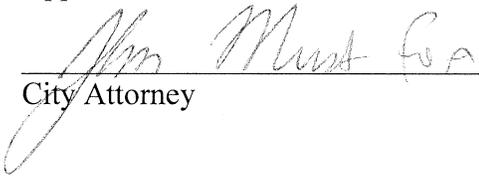
Signed by the Mayor....., 2020

Mayor of the City of Dayton, Ohio

Attest:

Clerk of the Commission

Approved as to form:



City Attorney

MEMORANDUM



May 8, 2020

TO: Shelley Dickstein
City Manager

FROM: Keith Steeber, City Engineer
Division of Civil Engineering

KGS

SUBJECT: Pedestrian Safety Improvements Citywide
MOT-Dayton-PSIP-FY2021, PID 113274
Preliminary Legislation

Attached is legislation between the City of Dayton and the Ohio Department of Transportation for a project that installs pedestrian safety improvements at intersections citywide. The project will be 100% funded from ODOT funds and will be performed through ODOT's District 7 Office. Work is expected to begin in the spring of 2021.

Please present the attached Ordinance to the City Commission at its May 27, 2020 meeting. The Department of Law has approved the document as to form, and a copy of ODOT's request for consent legislation is attached.

If you have any questions, please contact me at 3838.

KGS

Attachments

Cc: Mr. Parlette
Ms. Clements
Mr. Stovall

Steeber, Keith

From: Robin.Castle@dot.ohio.gov
Sent: Wednesday, April 08, 2020 1:54 PM
To: Steeber, Keith
Subject: PID 113274 - MOT-Dayton-PSIP-FY2021
Attachments: PID 113274 - MOT Dayton - CLEG.doc

Good Afternoon,

Attached please find a template for preliminary consent legislation for the project known as PID 113274 - MOT-Dayton-PSIP-FY2021 currently in the ODOT District 7 Fiscal Year 2021 Work Plan. This project will perform pedestrian safety improvements in various locations in the City of Dayton.

The attached is only a template. The City can use this template or use legislation format of their own. Original signatures are no longer required and when complete, the enacted and signed legislation can be scanned and returned to me or it can be sent via US Mail to my attention at the address below. If for any reason the City would like me to pick up the legislation, I will be happy to do so.

A little about the project, PID 113274 - MOT-Dayton-PSIP-FY2021 is currently scheduled to sale in state fiscal year 2021 - quarter 2. Maps and general information can be found on the ODOT TIMS website at the link here: <https://gis.dot.state.oh.us/tims/projects>. Schedule and funding information can be found here: <https://ellisproj.dot.state.oh.us/>.

In order to keep the project on its current schedule we would like to receive the completed legislation no later than Wednesday, July 1, 2020.

If you have any questions or need anything further, please let me know.

Thank you for your cooperation.

Robin A. Castle
Program Administrator 2
ODOT District Seven
1001 St. Mary's Avenue, Sidney, OH 45365
D7: 937-497-6888 - D8: 513-933-6559
transportation.ohio.gov

2nd Reading

5.

4507-20

By:.....

No:.....

A RESOLUTION

Approving the Downtown Dayton Special Improvement District Petition and the Plan for Services to be Provided by the Downtown Dayton Special Improvement District.

WHEREAS, On April 1, 2015, this Commission approved a petition by the owners of property in the downtown Dayton area for the Downtown Dayton Special Improvement District (“SID”) to provide services aimed at revitalizing and encouraging increased employment in the downtown Dayton area; and

WHEREAS, The SID and the City adopted a five-year plan for services which expires December 31, 2020; and

WHEREAS, The SID has adopted a Plan for Services for the period of 2021 through 2025 (“Plan for Services”); and

WHEREAS, Pursuant to the requirements of the Ohio Revised Code Section 1710.06(B), the SID has filed a petition (“Petition”) with the City to approve the Plan for Services, which Petition is hereby found by this Commission to contain the signatures of the owners of more than 60% of the front footage of the property located in the SID; and

WHEREAS, Section 1710.06(B) requires that this Commission approve the Petition and the Plan for Services; and

WHEREAS, It is the determination of this Commission that the Plan for Services will provide services necessary for combating urban blight and deterioration and for revitalizing the City; now, therefore,

BE IT RESOLVED BY THE COMMISSION OF THE CITY OF DAYTON:

Section 1. That the Petition for the approval of the Plan for Services by the SID and the Plan for Services, as now on file with the Clerk of Commission, are hereby approved.

Adopted by the Commission....., 2020

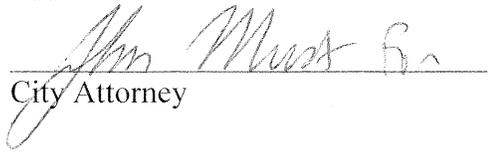
Signed by the Mayor....., 2020

Mayor of the City of Dayton, Ohio

Attest:

Clerk of the Commission

Approved as to form:


City Attorney



May 21, 2020

Ms. Rashella Lavender
Clerk of Commission
City of Dayton
101 West Third Street
Dayton, OH 45402

**Re: Downtown Dayton Special Improvement, Inc. –
Petition Approving Plan for Services**

Dear Ms. Lavender:

Enclosed please find the Petition for Approval of the Plan for Services to be provided by the Downtown Dayton Special Improvement District, Inc. (“SID”). The Petition contains the signatures of the fee owners of at least sixty percent (60%) of the privately-owned front footage within the SID as required by law (the exact percentage signed is provided on the attached spreadsheet). We now ask that the City agree to submit its property to the special assessment and sign the Petition on the enclosed form.

This Petition is being delivered to you pursuant to R.C. 1710.06(B) of the Ohio Revised Code for approval of the City Commission. By delivery of the Petition and the Plan for Services, we hereby request that you initiate the necessary steps to create the special assessment for the SID.

Please do not hesitate to call me with any questions or comments. I look forward to working with you and your office on this matter.

Sincerely,

Sandra Gudorf
President

**Downtown Dayton Special Improvement, Inc.
Petition Approving Plan for Services
2021-2025**

<i>SID ID</i>	<i>OwnerName</i>	<i>ParcelNumber</i>	<i>Front Footage</i>	<i>Signed %</i>	<i>Date Signed</i>	<i>2021_2025PetitionSignedBy</i>
2	DAYTON CITY OF (10 WEST SECOND BUILDING)	R72 00204 0005	643.16	0.65147%	1/13/2020	Marinko Gvozdanovic
3	RN&T OF OHIO, LLC	R72 00104 0043	82.01	0.08307%	3/5/2020	Naeim D. Tadross
3	RN&T OF OHIO, LLC	R72 00104 0044	79	0.08002%	3/5/2020	Naeim D. Tadross
3	RN&T OF OHIO, LLC	R72 00104 0045	39.5	0.04001%	3/5/2020	Naeim D. Tadross
3	RN&T OF OHIO, LLC	R72 00104 0046	39.5	0.04001%	3/5/2020	Naeim D. Tadross
3	RN&T OF OHIO, LLC	R72 00206 0023	148.7	0.15062%	3/5/2020	Naeim D. Tadross
3	RN&T OF OHIO, LLC	R72 00408 0002	142	0.14383%	3/5/2020	Naeim D. Tadross
3	RN&T OF OHIO, LLC	R72 00408 0003	138.5	0.14029%	3/5/2020	Naeim D. Tadross
3	RN&T OF OHIO, LLC	R72 00408 0004	99	0.10028%	3/5/2020	Naeim D. Tadross
3	RN&T OF OHIO, LLC	R72 00408 0005	66	0.06685%	3/5/2020	Naeim D. Tadross
3	N & H REAL ESTATE HOLDINGS LLC	R72 00104 0021	317	0.32110%	3/5/2020	Naeim D. Tadross
3	RN & T OF OHIO LLC	R72 00408 0006	95	0.09623%	3/5/2020	Naeim D. Tadross
3	RN & T OF OHIO LLC	R72 00408 0009	70	0.07090%	3/5/2020	Naeim D. Tadross
3	RN & T OF OHIO LLC	R72 00408 0021	82.5	0.08357%	3/5/2020	Naeim D. Tadross
3	H & N INVESTMENTS LLC	R72 00504 0016	49.5	0.05014%	3/5/2020	Naeim D. Tadross
3	H & N INVESTMENTS LLC	R72 00504 0017	49.5	0.05014%	3/5/2020	Naeim D. Tadross
4	CHYLAW 205 FIRST LLC	R72 00701 0016	231.1	0.23409%	5/20/2020	Brent D. Crawford
4	JW DAYTON LAND LLC	R72 00903 0026	217.85	0.22066%	5/20/2020	Brent D. Crawford
5	OAKWOOD INVESTMENT GROUP LLC	R72 50815 0002	205.25	0.20790%	2/14/2020	Lee Schear
8	CARESOURCE MGMT GROUP CO	R72 00206 0026	97.18	0.09844%	1/6/2020	Mark Heitkamp & David Clapper
8	CARESOURCE REAL ESTAT HOLDINGS LLC	R72 00206 0046	1,190.53	1.20591%	1/6/2020	Mark Heitkamp & David Clapper
8	CARESOURCE REAL ESTAT HOLDINGS LLC	R72 00310 0044	718	0.72728%	1/6/2020	Mark Heitkamp & David Clapper
10	FRIEDMAN BARRY A AND JOANN TIMBANARD TRS	R72 00202 0006	296.53	0.30036%	2/12/2020	JoAnn Timbanard & Barry Friedman
15	MONTGOMERY COUNTY LAND REUTILIZATION CORP	R72 00208 0001	396	0.40112%	3/13/2020	Michael Grauwelman
15	MONTGOMERY COUNTY LAND REUTILIZATION CORPORATION	R72 00506 0006	99	0.10028%	3/13/2020	Michael Grauwelman
15	MONTGOMERY COUNTY LAND REUTILIZATION CORPORATION	R72 00506 0011	85.25	0.08635%	3/13/2020	Michael Grauwelman
20	DAYTON CITY OF (ARKHAM VENTURES INC)	R72 00204 0017	508	0.51456%	4/1/2020	Chris Riegel
21	MILLS BARNETT PAVILION INC	R72 00602 0052	420.75	0.42619%	1/6/2020	Jerad M. Barnett
21	MILLS BARNETT PAVILION INC	R72 00602 0078	154.75	0.15675%	1/6/2020	Jerad M. Barnett
22	OLYMBEC USA LLC	R72 00208 0026	475.73	0.48188%	4/22/2020	Michael Matthews
22	OLYMBEC USA LLC	R72 00308 0017	474.4	0.48053%	4/22/2020	Michael Matthews
22	OLYMBEC USA LLC	R72 00308 0018	260.95	0.26432%	4/22/2020	Michael Matthews
22	OLYMBEC USA LLC	R72 00308 0024	83.12	0.08419%	4/22/2020	Michael Matthews
28	ARTEMIS CENTER FOR ALTERNATIVES TO DOM VIOLENCE	R72 00303 0085	224	0.22689%	1/6/2020	Jane M. Keiffer
33	CANAL II LLC	R72 00708 0028	461.58	0.46754%	5/8/2020	Michael Wenzler
33	CANAL II LLC	R72 00708 0047	114.88	0.11636%	5/8/2020	Michael Wenzler
33	CANAL V LLC	R72 00708 0032	175	0.17726%	5/8/2020	Michael Wenzler
34	DECA PREP INC	R72 00705 0004	80	0.08103%	4/6/2020	Judy Hennessey, Ph.D.
34	DECA PREP INC	R72 00705 0005	96.5	0.09775%	4/6/2020	Judy Hennessey, Ph.D.
34	DECA PREP INC	R72 00705 0026	518	0.52469%	4/6/2020	Judy Hennessey, Ph.D.
53	HBL REAL ESTATE HOLDINGS LLC	R72 00209 0038	33.5	0.03393%	4/30/2020	Harvey Lehrner
53	EAST THIRD HOLDINGS LLC	R72 00209 0041	17.2	0.01742%	4/30/2020	Harvey Lehrner
53	EAST THIRD HOLDINGS LLC	R72 00209 0042	148.83	0.15075%	4/30/2020	Harvey Lehrner
62	HAN MAN PYO & HAING DUK	R72 00507 0060	14	0.01418%	2/21/2020	Man Pyo Han
62	HAN MAN PYO & HAING DUK	R72 00507 0061	15	0.01519%	2/21/2020	Man Pyo Han
66	SANFORD CODY L & MOLLY	R72 01609 0047	40.23	0.04075%	2/12/2020	Cody L. Sanford
82	DURDEN ARRON G. AND CO LPA	R72 00309 0024	16.25	0.01646%	12/18/2019	Aaron Durden
83	ARMORY LLC	R72 00512 0024	269.17	0.27265%	1/6/2020	Gary W. Gotschlich
85	OHIO BELL TELEPHONE CO.	R72 00107 0001	441.58	0.44729%	2/11/2020	Mark A. Romito
85	AT & T COMMUNICATIONS OF OHIO INC.	R72 00107 0014	714	0.72323%	2/12/2020	Mark A. Romito
87	ANTIOCH TEMPLE BUILDING CO	R72 00311 0018	594	0.60167%	3/5/2020	Todd Rider
89	BILTMORE APARTMENTS LTD	R72 00310 0039	573.98	0.58140%	4/1/2020	David Pearson
90	STOP-N-SAVE FOODS INC	R72 00502 0008	34.8	0.03525%	3/23/2020	Joe Abbood
93	EUFALA CORP	R72 00303 0014	426.85	0.43237%	3/23/2020	Joe Liu
93	EUFALA CORP	R72 51454 0001	85.5	0.08660%	3/23/2020	Joe Liu
93	EUFALA CORP	R72 51454 0002	85.5	0.08660%	3/23/2020	Joe Liu
93	EUFALA CORP	R72 51454 0003	85.5	0.08660%	3/23/2020	Joe Liu
93	EUFALA CORP	R72 51454 0004	85.5	0.08660%	3/23/2020	Joe Liu
98	RIVERVIEW INVESTMENTS LLC	R72 00307 0024	45.87	0.04646%	4/6/2020	Paul Pelnar
100	308 EAST FIRST STREET LLC	R72 00705 0001	162.5	0.16460%	4/1/2020	William Daniels
103	CENTRE CITY PARTNERS LLC	R72 00507 0050	334	0.33832%	1/6/2020	C. Miles Schmidt
104	CHAMINADE-JULIENNE HIGH SCHOOL INC.	R72 01602 0024	96	0.09724%	5/4/2020	Daniel J. Meixner
104	CHAMINADE-JULIENNE HIGH SCHOOL INC.	R72 01602 0025	150	0.15194%	5/4/2020	Daniel J. Meixner
104	CHAMINADE-JULIENNE HIGH SCHOOL INC.	R72 01602 0027	586.06	0.59363%	5/4/2020	Daniel J. Meixner
104	CHAMINADE-JULIENNE HIGH SCHOOL INC.	R72 01602 0060	127.5	0.12915%	5/5/2020	Daniel J. Meixner
104	CHAMINADE-JULIENNE HIGH SCHOOL INC	R72 01601 0005	300	0.30388%	5/4/2020	Daniel J. Meixner
104	CHAMINADE-JULIENNE HIGH SCHOOL, INC	R72 01703 0013	763.5	0.77336%	5/5/2020	Daniel J. Meixner
104	CHAMINADE-JULIENNE HIGH SCHOOL INC.	R72 01704 0009	697	0.70601%	5/5/2020	Daniel J. Meixner
104	CHAMINADE-JULIENNE HIGH SCHOOL INC.	R72 01704 0014	649	0.65739%	5/5/2020	Daniel J. Meixner
104	CHAMINADE-JULIENNE HIGH SCHOOL INC	R72 01704 0023	109	0.11041%	5/5/2020	Daniel J. Meixner
104	CHAMINADE-JULIENNE HIGH SCHOOL INC.	R72 01704 0024	212.8	0.21555%	5/5/2020	Daniel J. Meixner
104	CHAMINADE-JULIENNE HIGH SCHOOL INC	R72 01704 0105	5	0.00506%	5/5/2020	Daniel J. Meixner
104	CHAMINADE-JULIENNE HIGH SCHOOL INC.	R72 01704 0106	12	0.01216%	5/5/2020	Daniel J. Meixner
104	CHAMINADE-JULIENNE HIGH SCHOOL INC	R72 01604 0055	1,543.99	1.56394%	5/4/2020	Daniel J. Meixner
105	STEPHEN GLODEK, MARIANISTS PROVINCE OF THE UNITED STATES	R72 01602 0037	316.5	0.32059%	5/5/2020	Daniel J. Meixner
105	STEPHEN GLODEK, MARIANISTS PROVINCE OF THE UNITED STATES	R72 01602 0040	55.5	0.05622%	5/5/2020	Daniel J. Meixner
105	STEPHEN GLODEK, MARIANISTS PROVINCE OF THE UNITED STATES	R72 01602 0042	93	0.09420%	5/5/2020	Daniel J. Meixner

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105	MARIANISTS OF OHIO INC.	R72 01603 0001	210	0.21271%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0003	25	0.02532%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0004	33	0.03343%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0005	33	0.03343%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0006	33	0.03343%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0011	880	0.89137%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0025	39	0.03950%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0026	21	0.02127%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0027	18	0.01823%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0028	39	0.03950%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0029	39	0.03950%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0030	40	0.04052%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0031	40	0.04052%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0032	40	0.04052%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0034	40	0.04052%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0035	40	0.04052%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0036	37	0.03748%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0037	40	0.04052%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0038	40	0.04052%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0039	40	0.04052%	5/5/2020	Daniel J. Meixner
105	MARIANISTS OF OHIO INC.	R72 01603 0040	182.13	0.18448%	5/5/2020	Daniel J. Meixner
108	DAYTON PROGRESSIVE DEVELOPMENT LLC	R72 00209 0001	130.5	0.13219%	1/10/2020	Brian Heitkamp and Daniel P. Kane, Jr.
108	DAYTON PROGRESSIVE DEVELOPMENT LLC	R72 00209 0003	55.5	0.05622%	1/10/2020	Brian Heitkamp and Daniel P. Kane, Jr.
108	DAYTON PROGRESSIVE DEVELOPMENT LLC	R72 00209 0008	25	0.02532%	1/10/2020	Brian Heitkamp and Daniel P. Kane, Jr.
108	DAYTON PROGRESSIVE DEVELOPMENT LLC	R72 00209 0009	129	0.13067%	1/10/2020	Brian Heitkamp and Daniel P. Kane, Jr.
108	DAYTON PROGRESSIVE DEVELOPMENT LLC	R72 00209 0012	40	0.04052%	1/10/2020	Brian Heitkamp and Daniel P. Kane, Jr.
108	DAYTON PROGRESSIVE DEVELOPMENT LLC	R72 00209 0013	54	0.05470%	1/10/2020	Brian Heitkamp and Daniel P. Kane, Jr.
108	DAYTON PROGRESSIVE DEVELOPMENT LLC	R72 00209 0015	143	0.14485%	1/10/2020	Brian Heitkamp and Daniel P. Kane, Jr.
108	DAYTON PROGRESSIVE DEVELOPMENT LLC	R72 00209 0017	31.5	0.03191%	1/10/2020	Brian Heitkamp and Daniel P. Kane, Jr.
108	DAYTON PROGRESSIVE DEVELOPMENT LLC	R72 00209 0018	31.5	0.03191%	1/10/2020	Brian Heitkamp and Daniel P. Kane, Jr.
108	DAYTON PROGRESSIVE DEVELOPMENT LLC	R72 00209 0019	125	0.12662%	1/10/2020	Brian Heitkamp and Daniel P. Kane, Jr.
108	CITYWIDE DEVELOPMENT CORP (HOME STATE)	R72 00208 0034	206.49	0.20916%	1/10/2020	Brian Heitkamp and Daniel P. Kane, Jr.
108	OREGON PARKING LLC	R72 00512 0036	0	0.00000%	1/10/2020	Brian Heitkamp and Daniel P. Kane, Jr.
109	VAN CLEVE HOUSE INC	R72 00202 0001	387.26	0.39226%	1/6/2020	Miles Schmidt
110	COMMUNITY BLOOD CENTER	R72 01606 0021	95.33	0.09656%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01606 0023	16.67	0.01689%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01606 0025	37	0.03748%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01606 0026	22.17	0.02246%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01606 0027	17.85	0.01808%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01606 0028	100.75	0.10205%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01606 0029	57	0.05774%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01606 0030	66	0.06685%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01606 0031	66	0.06685%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01606 0032	214.75	0.21752%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01607 0028	276	0.27957%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01607 0030	313	0.31704%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01607 0005	153.44	0.15542%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01607 0011	200	0.20258%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01607 0014	92	0.09319%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01607 0016	92.5	0.09370%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01607 0017	172.5	0.17473%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01607 0038	124.75	0.12636%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01607 0048	248.46	0.25167%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01607 0052	36	0.03647%	1/6/2020	David M. Smith
110	COMMUNITY BLOOD CENTER	R72 01607 0019	361.1	0.36577%	1/6/2020	David M. Smith
114	AMERCO REAL ESTATE COMPANY	R72 01609 0070	933.8	0.94587%	2/11/2019	Mark Quinn
115	INTEGRITY HOTELS GROUP LLC	R72 00509 0025	852.3	0.86331%	3/13/2020	Abdulaziz Rupani
121	DAYTON CAMPUS HOLDINGS LLC	R72 00410 0001	262.09	0.26548%	5/18/2020	Adam Murka
121	DAYTON CAMPUS HOLDINGS LLC	R72 00410 9001	0	0.00000%	5/18/2020	Adam Murka
121	DAYTON CAMPUS HOLDINGS LLC	R72 00412 0017	104.03	0.10537%	5/18/2020	Adam Murka
122	DAYTON FIREFIGHTERS FEDERAL CREDIT UNION	R72 01507 0026	198	0.20056%	2/12/2020	Thomas L. Newton
122	DAYTON FIREFIGHTERS FEDERAL CREDIT UNION	R72 01507 0028	99	0.10028%	2/12/2020	Thomas L. Newton
122	DAYTON FIREFIGHTERS FEDERAL CREDIT UNION	R72 01507 0029	49.5	0.05014%	2/12/2020	Thomas L. Newton
122	DAYTON FIREFIGHTERS FEDERAL CREDIT UNION	R72 01507 0030	56.5	0.05723%	2/12/2020	Thomas L. Newton
123	JEL ENTERPRISES LIMITED PARTNERSHIP	R72 00507 0031	357.54	0.36216%	1/6/2020	Anthony S. Taylor
124	DAYTON LANDING LTD	R72 00312 0007	366.51	0.37125%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD	R72 00312 0008	568.79	0.57614%	5/20/2020	Brent D. Crawford
124	LANDING II	R72 00312 0009	89.54	0.09070%	5/20/2020	Brent D. Crawford
124	LANDING II	R72 00312 0010	175.51	0.17778%	5/20/2020	Brent D. Crawford
124	LANDING II	R72 00312 0014	791.9	0.80213%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD.	R72 51305 0001	32.14	0.03256%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD.	R72 51305 0002	32.14	0.03256%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD.	R72 51305 0003	32.14	0.03256%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD.	R72 51305 0004	32.14	0.03256%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD.	R72 51305 0005	32.13	0.03255%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD.	R72 51305 0006	32.13	0.03255%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD.	R72 51305 0007	32.14	0.03256%	5/20/2020	Brent D. Crawford

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124	DAYTON LANDING LTD.	R72 51305 0008	32.14	0.03256%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD.	R72 51305 0009	32.14	0.03256%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD.	R72 51305 0010	32.14	0.03256%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD.	R72 51305 0011	32.14	0.03256%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD.	R72 51305 0012	32.14	0.03256%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD.	R72 51305 0013	32.13	0.03255%	5/20/2020	Brent D. Crawford
124	DAYTON LANDING LTD.	R72 51305 0014	32.13	0.03255%	5/20/2020	Brent D. Crawford
124	LANDING II LTD.	R72 00312 0017	75	0.07597%	5/20/2020	Brent D. Crawford
124	WATER STREET COMMERCIAL LLC	R72 00903 0027	181.41	0.18375%	5/19/2020	Brent D. Crawford
127	DAYTON POWER & LIGHT CO.	R72 01702 0023	538.8	0.54576%	1/6/2020	Thomas A. Raga
130	THE WOMANS CLUB OF DAYTON FOUNDATION	R72 00308 0012	40	0.04052%	5/15/2020	Margaret I. Kruckemeyer
130	THE WOMANS CLUB OF DAYTON FOUNDATION	R72 00308 0013	259.15	0.26250%	5/15/2020	Margaret I. Kruckemeyer
131	ST VINCENT DEPAUL HOTEL INC	R72 00508 0020	43.67	0.04423%	12/18/2019	Michael E. Vanderburgh
131	ST VINCENT HOTEL INC	R72 00508 0044	10	0.01013%	12/18/2019	Michael E. Vanderburgh
131	ST VINCENT HOTEL INC	R72 00508 0045	16	0.01621%	12/18/2019	Michael E. Vanderburgh
134	KEY ADS INC	R72 00507 0027	155.55	0.15756%	1/13/2020	Nicholas L. Keyes, Jr.
134	KEY ADS INC	R72 00507 0028	56.5	0.05723%	1/13/2020	Nicholas L. Keyes, Jr.
134	KEY ADS INC	R72 00507 0093	0.05	0.00005%	1/13/2020	Nicholas L. Keyes, Jr.
136	ECONOMY LINEN TOWEL SERVICE INC	R72 00411 0046	451.7	0.45754%	3/5/2020	Bruce Feldman
138	711 REALTY LTD	R72 00206 0031	188	0.19043%	3/5/2020	Bruce Feldman
138	711 REALTY LTD	R72 00308 0026	459	0.46493%	3/5/2020	Bruce Feldman
138	711 REALTY LTD	R72 00309 0001	178.17	0.18047%	3/5/2020	Bruce Feldman
138	711 REALTY LTD	R72 00309 0007	40.33	0.04085%	3/5/2020	Bruce Feldman
138	711 REALTY LTD	R72 00309 0013	99	0.10028%	3/5/2020	Bruce Feldman
138	FELDMAN ESTHER R TR ET AL	R72 00506 0024	286.6	0.29030%	3/5/2020	Bruce Feldman
138	711 REALTY LTD	R72 00411 0056	87.32	0.08845%	3/5/2020	Bruce Feldman
138	711 REALTY LTD	R72 00411 0058	275.5	0.27906%	3/5/2020	Bruce Feldman
138	711 REALTY LTD	R72 00411 0070	16.55	0.01676%	3/5/2020	Bruce Feldman
142	FIRST BARCLAY LLC	R72 00202 0037	174.2	0.17645%	1/6/2020	Stephen L. Schwartz
146	RAZAUSKAS THOMAS M	R72 00505 0008	152	0.15396%	5/15/2020	Thomas M. Razauskas
146	RAZAUSKAS THOMAS M	R72 00505 0040	50	0.05065%	5/15/2020	Thomas M. Razauskas
152	LIAKOS REAL ESTATE HOLDINGS LLC	R72 00209 0004	19.25	0.01950%	5/6/2020	Lucas Liakos
152	LIAKOS REAL ESTATE HOLDINGS LLC	R72 00209 0005	26	0.02634%	5/6/2020	Lucas Liakos
158	UNAPPROACHABLE NORTON LLC	R72 00207 0055	162.75	0.16485%	2/14/2020	Ed Grant
165	HUFFMAN HISTORICAL HOUSE CO LLC	R72 00304 0005	346.8	0.35128%	3/23/2020	Thomas P. Martin
168	SPARE A DOLLAR LLC	R72 00506 0001	125.5	0.12712%	2/12/2020	Jeffrey D. Zelinski
171	ARKHAM TOWER LLC	R72 00208 0006	464.25	0.47025%	4/1/2020	Chris Riegel
171	ARKHAM TOWER LLC	R72 00208 0011	279.18	0.28279%	4/1/2020	Chris Riegel
171	ARKHAM TOWER LLC	R72 00208 0014	141.5	0.14333%	4/1/2020	Chris Riegel
171	ARKHAM TOWER LLC	R72 00208 0018	0	0.00000%	4/1/2020	Chris Riegel
171	ARKHAM TOWER LLC	R72 00208 0056	108.62	0.11002%	4/1/2020	Chris Riegel
171	ARKHAM TOWER LLC	R72 00208 0023	438.68	0.44435%	4/1/2020	Chris Riegel
177	GRANITE HOLDINGS LTD	R72 00506 0030	33.2	0.03363%	3/13/2020	Michael Liu
178	LPI PROPERTIES INC.	R72 00203 0008	156.48	0.15850%	1/6/2020	Ryan J. Powell
182	THMG 10 WEST SECOND STREET LLC	R72 00309 0046	396	0.40112%	1/13/2020	Marinko Gvozdanovic
182	THMG 10 WEST SECOND STREET LLC	R72 00203 0009	397.75	0.40289%	1/13/2020	Marinko Gvozdanovic
182	THMG 10 WEST SECOND STREET LLC	R72 00203 0019	1.92	0.00194%	1/13/2020	Marinko Gvozdanovic
184	HARRISON SUSAN	R72 01507 0020	62	0.06280%	4/28/2020	Susan and Jason Harrison
201	SAMAAN ENTERPRISES INC.	R72 00309 0025	114.5	0.11598%	12/17/2019	Charlie Saman
209	EMC DAYTON HOLDINGS LLC	R72 00308 0003	42.5	0.04305%	2/21/2020	Kersha Deibel
209	EMC DAYTON HOLDINGS LLC	R72 00308 0005	221.1	0.22396%	2/21/2020	Kersha Deibel
209	EMC DAYTON HOLDINGS LLC	R72 00308 0004	186	0.18840%	2/21/2020	Kersha Deibel
212	MUNCH ARTHUR R. AND MARILYN E.	R72 00607 0007	120.22	0.12177%	2/12/2020	Mike Munch
212	MUNCH, ARTHUR R AND MARILYN E.	R72 00607 0044	10	0.01013%	2/12/2020	Mike Munch
216	RIVERPOINT INVESTMENTS	R72 51203 0001	24.98	0.02530%	12/17/2019	John P. Hilgeman
217	K12 GALLERY FOR YOUNG PEOPLE AND TEJAS	R72 01608 0011	382.27	0.38721%	3/13/2020	Jerri Stanard
217	K12 GALLERY FOR YOUNG PEOPLE AND TEJAS	R72 01609 0067	459.4	0.46534%	3/13/2020	Jerri Stanard
218	MESSENGERS OF MERCY MINISTRIES INC	R72 00503 0001	122	0.12358%	5/13/2020	Charles R. Carroll
218	MESSENGERS OF MERCY MINISTRIES INC	R72 00503 0003	135.83	0.13759%	5/13/2020	Charles R. Carroll
218	MESSENGERS OF MERCY MINISTRIES INC	R72 00503 0007	139	0.14080%	5/13/2020	Charles R. Carroll
224	PATTORIA LLC	R72 00202 0010	35	0.03545%	2/21/2020	Patti J. Butt and Victoria M. Holmes
224	PATTORIA LLC	R72 00202 0012	25.34	0.02567%	2/21/2020	Patti J. Butt and Victoria M. Holmes
228	18 WEST FIRST STREET-FIRST FLOOR LTD	R72 51201 0001	32	0.03241%	4/8/2020	Anne Frayne
228	18 WEST FIRST STREET-FIRST FLOOR LTD	R72 51201 0002	32	0.03241%	4/8/2020	Anne Frayne
230	TALBOTT TOWER HOLDING LLC	R72 00201 0003	598	0.60573%	1/17/2020	Javad Adinehzadeh
230	TALBOTT TOWER HOLDING LLC	R72 00201 0002	194	0.19651%	1/17/2020	Javad Adinehzadeh
233	MIAMI ALLEY HOSPITAL	R72 00205 0021	40	0.04052%	1/6/2020	Mary Boosalis
233	MIAMI VALLEY HOSPITAL	R72 00205 0022	711.85	0.72105%	1/6/2020	Mary Boosalis
234	ENGINEERS CLUB	R72 00311 0001	594	0.60167%	2/12/2020	Darbie J. Kincaid
235	CANTON ACCESS LLC	R72 00205 0011	67	0.06787%	5/19/2020	Douglas J. Ryan
235	CANTON ACCESS LLC	R72 00205 0012	163.5	0.16561%	5/19/2020	Douglas J. Ryan
235	CANTON ACCESS LLC	R72 00205 0035	167.3	0.16946%	5/19/2020	Douglas J. Ryan
235	ACCESS INFRASTRUCTURE DAYTON LLC	R72 00205 0008	198	0.20056%	5/19/2020	Douglas J. Ryan
237	DAYTON ROTUNDA COMMERCIAL LLC	R72 51467 0002	251.52	0.25477%	1/15/2020	David Williams and Carl Struever
237	DAYTON ARCADE PARTNERS LLC	R72 00502D0010	0	0.00000%	1/15/2020	David Williams and Carl Struever
237	SOUTH ARCADE COMMERCIAL LLC	R72 51467 0003	251.52	0.25477%	1/15/2020	David Williams and Carl Struever
237	SOUTH ARCADE COMMERCIAL LLC	R72 51467 0004	251.52	0.25477%	1/15/2020	David Williams and Carl Struever

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237	DAYTON HOUSING LLC	R72 51467 0001	251.12	0.25436%	1/15/2020	David Williams and Carl Struever
237	DAYTON ARCADE PARTNERS LLC	R72 00502 0045	142.71	0.14455%	1/15/2020	David Williams and Carl Struever
240	LINDY JEFFERSON FLATS LLC	R72 00206 0036	158.25	0.16029%	3/9/2020	Alan Lindy
240	LINDY-ZELL DAYTON LOFTS LLC	R72 00508 0023	503.51	0.51002%	3/9/2020	Alan Lindy
240	LINDY-ZELL DAYTON LOFTS LLC	R72 00601 0004	544	0.55103%	3/9/2020	Alan Lindy
246	SHANGHI ENTERPRISES LLC	R72 00303 0009	509.94	0.51653%	3/23/2020	Joe Liu
246	SHANGHI ENTERPRISES LLC	R72 00303 0056	94	0.09521%	3/23/2020	Joe Liu
246	SHANGHI ENTERPRISES LLC	R72 00303 0058	355	0.35959%	3/23/2020	Joe Liu
246	SHANGHI ENTERPRISES LLC	R72 00303 0066	268.84	0.27231%	3/23/2020	Joe Liu
248	KOSTA JAMES P JR AND REGGIE W TRS	R72 00203 0001	162.5	0.16460%	2/21/2020	Brian Lash
249	WESTMINSTER PRESBYTERIAN CHURCH	R72 00304 0015	664.6	0.67319%	2/12/2020	Craig Showalter
250	YWCA HOLDINGS INC	R72 51465 0001	0	0.00000%	2/21/2020	Shannon Isom
250	DAYTON YWCA APARTMENTS LLC	R72 51465 0002	0	0.00000%	2/21/2020	Shannon Isom
250	YWCA DAYTON	R72 51465 0003	418	0.42340%	2/21/2020	Shannon Isom
251	TITAN LOAN INVESTMENT FUND	R72 00203 8001	0	0.00000%	2/21/2020	Brian Lash
251	NIKIDES HARRY S AND MARY	R72 00203 0002	144	0.14586%	2/21/2020	Brian Lash
251	MACOMBER LINDA ET AL 3	R72 00203 0004	0	0.00000%	2/21/2020	Brian Lash
251	GOLDMAN LOUIS S TR	R72 00203 0005	0	0.00000%	2/21/2020	Brian Lash
253	35 CENTURION LLC	R72 00310 0022	53	0.05368%	3/13/2020	Michael Hitsman
287	YOUNG MENS CHRISTIAN ASSOC OF DAYTON OH	R72 51305 0015	124	0.12560%	1/6/2020	Dale Brunner
299	1618W5 LTD	R72 00506 0028	49.8	0.05044%	3/13/2020	Zachary Price
302	CODE CREDIT UNION	R72 00312 0019	219.78	0.22262%	11/18/2019	Scott Rutherford
303	OBERMEYER, JEANNE	R72 01608 0013	73	0.07394%	3/23/2020	Jeanne Trimble
308	KIELGAS BRUCE WILLIAM AND JENNIFER SUE	R72 51318 0009	4.63	0.00469%	4/6/2020	Bruce & Jennifer Kielgas
317	SEBOLDT STEPHEN R AND MARGARET J	R72 51318 0015	4.62	0.00468%	2/11/2020	Stephen R. and Margaret J. Seboldt
332	JEFFERSON SIMMS PARKING INC	R72 00209 0044	44.25	0.04482%	3/5/2020	Jarid Martel
334	CONLAN PROPERTIES INC	R72 00209 0045	20.9	0.02117%	3/5/2020	Zita and Garrett Gernon
335	FIDELITY DEVELOPMENT GROUP LLC	R72 00506 0009	217	0.21980%	3/23/2020	Sam Almaz
341	COLVIN MICHAEL ALLEN	R72 00701 0027	22.49	0.02278%	12/12/2019	Mike Colvin
346	VINCE DONALD S JR	R72 00701 0044	22.51	0.02280%	2/21/2020	Donald S. Vince Jr.
347	FELD LAURA G	R72 00701 0033	21.94	0.02222%	2/12/2020	Laura G. Rostamabadi (Feld)
352	FERGUSON ADAM J	R72 00701 0038	21.94	0.02222%	12/12/2019	AJ Ferguson
356	WOLF ALBERT E AND MALINDA M	R72 00701 0042	22.36	0.02265%	2/21/2020	Albert and Malinda Wolf
358	SECOND & MAIN LIMITED	R72 51413 0010	36.29	0.03676%	1/6/2020	Ty Sutton and David Schrod
359	BBBSGMVF PROPERTIES LLC	R72 00508 0004	151	0.15295%	1/10/2020	Anne Pfeiffer
360	ARTS CENTER FOUNDATION	R72 51413 0007	19.36	0.01961%	1/6/2020	Ty Sutton and David Schrodi
361	PPI LLC	R72 51413 0014	36.29	0.03676%	1/10/2020	Thomas M. Green
363	KLABEN LAURENCE R AND MARILYN L	R72 51413 0045	17.77	0.01800%	2/20/2020	Laurence and Marilyn Klaben
372	DELUCA SUSAN J	R72 51413 0031	8.73	0.00884%	2/21/2020	Susan J. DeLuca
376	SOIFER CLAIRE	R72 51413 0039	8.73	0.00884%	2/21/2020	Claire Soifer
380	SAPPHIRE, RICHARD & PATRICIA	R72 51413 0029	8.07	0.00817%	3/5/2020	Richard B. Sapphire
384	WAGNER PETER G AND SHANNON L SCHAKER	R72 51413 0038	7.74	0.00784%	3/5/2020	Peter Wagner and Shannon Staker
388	COFFIN WILLIAM C JR AND ELIZABETH H	R72 51413 0054	7.88	0.00798%	3/13/2020	William Coffin
390	SIGLER JAMES C AND NANCY L CO-TRS	R72 51413 0041	8.07	0.00817%	2/14/2020	James Sigler/Nancy Sigler
391	KNICKERBOCKER CHARLES A	R72 51413 0022	7	0.00709%	2/12/2020	Charles Knickerbocker
393	HIRSH CAROLYN	R72 51413 0046	14.06	0.01424%	3/9/2020	Alan Lindy
394	RUBIN MAX B	R72 51413 0020	7.81	0.00791%	3/5/2020	Max B. Rubin
399	WOODIE PAUL R	R72 51419 0020	23.17	0.02347%	3/13/2020	Paul Woodie
400	CRUSE THOMAS A AND KATHERINE W TRS	R72 51419 0021	23.17	0.02347%	2/21/2020	Thomas and Katherine Cruse
404	LINDSAY MATTHEW W AND KAREN RUTH LAVY	R72 51419 0009	23.17	0.02347%	2/12/2020	Matthew W. & Karen R. Lindsay
416	SNOW, ANDREW III & MEADOWS, SUE H.	R72 51419 0024	23.17	0.02347%	3/13/2020	Andrew Snow/Sue Meadows
418	BOHLER JOHN W TR AND CAROLYN J TR	R72 51419 0010	23.17	0.02347%	3/5/2020	Carolyn J. Bohler
433	DEEDS RYAN S	R72 00207 0066	31.9	0.03231%	2/12/2020	Ryan Deeds
469	FROELICH GARY L.	R72 00211 0010	37.34	0.03782%	3/29/2020	Gary and Deborah Froelich
472	WHEELER BARBARA	R72 00211 0013	37.34	0.03782%	2/12/2020	Barbara Wheeler
478	PENRY RICHARD L.	R72 00211 0019	37.34	0.03782%	3/23/2020	Richard Penry
482	TAULBEE BRYAN	R72 00211 0024	37.34	0.03782%	2/21/2020	Bryan Taulbee
483	MAYHEW PROPERTY MGMT. LLC	R72 00211 0025	37.34	0.03782%	2/12/2020	Albert C. Mayhew
488	ANTHONY, CHRISTINE A.	R72 00211 0030	37.34	0.03782%	4/6/2020	Christine Anthony
490	PULLER BERNARD A. ALICIA H.	R72 00211 0032	37.34	0.03782%	2/12/2020	Alicia Puller
491	MEYRING LESLIE D.	R72 00211 0033	37.32	0.03780%	3/5/2020	Leslie D. Meyring
522	PFEIFFER ANNE M	R72 00207 0071	34	0.03444%	1/10/2020	Anne Pfeiffer
526	GALFORD NICHOLAS J AND ALLISON M	R72 00207 0074	34	0.03444%	2/21/2020	Nicholas and Allison Galford
530	GRABINSKI CHRISTIN M	R72 00207 0078	34	0.03444%	2/12/2020	Christin Duran
546	MANN ROBERT J AND MOLLY	R72 00207 0096	36	0.03647%	2/12/2020	Robert J. & Molly Mann
552	DESCH DANIEL	R72 00207 0082	40.5	0.04102%	2/12/2020	Daniel Desch
557	SIMMS MONUMENT WALK LTD	R72 00308 0061	20	0.02026%	12/17/2019	Charles H. Simms
562	GIERING PATRICIA A	R72 00308 0050	23	0.02330%	2/12/2020	Patricia A. Giering
563	WHITLOCK JAMES DAVID AKA JAMES D AND SARA JANE AKA SARA J	R72 00308 0060	20	0.02026%	12/18/2019	Charles H. Simms
564	SIMMS CHARLES H TR	R72 00308 0040	23	0.02330%	11/8/2019	Charles H. Simms
566	REED STEVEN R AND PAULA G	R72 00308 0041	20	0.02026%	2/12/2020	Stven & Paula G. Reed
567	POE CLAIRE M TR AND ROBERT CRAIG TR	R72 00602 0082	18	0.01823%	2/12/2020	Claire & Robert C. Poe
572	BRAMER THOMAS M AND MICHELLE M	R72 00308 0062	25.5	0.02583%	12/17/2019	Charles H. Simms
1403	CARESOURCE REAL ESTAT HOLDINGS LLC	R72 00701 0025	300.85	0.30474%	1/6/2020	Mark A. Heitkamp and David Clapper
1410	DARLINGTON TAWNYA L	R72 00602 0085	20	0.02026%	3/5/2020	Tawnya L. Darlington and Richard C. Stover
2008	GOODWILL INDUSTRIES, INC.	R72 00606 0057	310.81	0.31483%	3/29/2020	Lance Detrick
2012	FRAGMIN GUY J (5TH ST WINE & DELI BLDG)	R72 01508 0042	17.08	0.01730%	2/12/2020	Guy Fragmin

**Downtown Dayton Special Improvement, Inc.
Petition Approving Plan for Services
2021-2025**

<i>SID ID</i>	<i>OwnerName</i>	<i>ParcelNumber</i>	<i>Front Footage</i>	<i>Signed %</i>	<i>Date Signed</i>	<i>2021_2025PetitionSignedBy</i>
2013	LKW INVESTMENTS LLC (OREGON EXPRESS)	R72 01501 0006	84.75	0.08585%	5/8/2020	Michael Wenzler
2017	MID-TOWN DEV CORP	R72 00606 0054	31.18	0.03158%	1/22/2020	Thomas Tornatore
2020	JUHL DESIGNS LTD	R72 00606 0012	187	0.18942%	1/10/2020	Harold Juhl
2021	RAINMAKER INC. (DUBLIN PUB)	R72 01413 0005	344.18	0.34863%	1/6/2020	Steve Tieber
2023	SHD ENTERPRISES INC	R72 01401 0014	111.08	0.11252%	1/6/2020	Robin Sassenberg and Chris Sassenberg
2025	MENDENHALL HOLDINGS LLC	R72 01508 0046	67.7	0.06857%	3/5/2020	Lisa and Robert Mendenhall
2029	THAI NINE, LLC	R72 01501 0008	185	0.18739%	2/12/2020	Robert Strong
2032	SHARP KNIFE HOLDINGS LLC	R72 01403 0029	436	0.44163%	2/14/2020	Elizabeth D. Wiley
2045	LUCKY'S CREW ENT LLC	R72 01401 0012	15.67	0.01587%	3/5/2020	Andrew T. Trick
2046	GONYA, JEFFREY & LESLIE (B	R72 01508 0021	54	0.05470%	4/6/2020	Jeffrey and Leslie Gonya
2048	DAYTON THEATRE GUILD (GYM CLUB)	R72 01409 0051	335	0.33933%	4/29/2020	Brian Buttrey
2049	DAYTON RESERVES LLC	R72 01501 0035	0	0.00000%	1/10/2020	Brian Heitkamp and Daniel P. Kane, Jr.
2070	FOLKERTH DENNIS	R72 51461 0001	14.88	0.01507%	2/11/2020	Dennis Folkerth
2087	DICKSTEIN SHELLEY J AND GARY G	R72 01501 0038	31.61	0.03202%	4/8/2020	Shelley and Gary Dickstein
2091	OREGON INNOVATION DISTRICT LLC	R72 00606 0066	665.67	0.67427%	2/12/2020	C. William Weyland & Mariah Gratz
			98724.4	61.08066%		Total