



**BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO**

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**TOM GROSSMANN  
SHANNON JONES  
DAVID G. YOUNG**

**BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO**

**MINUTES: Regular Session – February 16, 2021**

The Board met in regular session pursuant to adjournment of the February 9, 2021 meeting.

David G. Young – present

Shannon Jones – present

Tom Grossmann – present

Tina Osborne, Clerk – present

- 21-0213      A resolution was adopted to approve end of 365-day probationary period and approve a pay increase for Kari Blake within the Warren County Department of Job and Family Services, Human Services Division. Vote: Unanimous
- 21-0214      A resolution was adopted to approve end of 365-day probationary period and approve a pay increase for Anna White within the Warren County Department of Job and Family Services, Human Services Division. Vote: Unanimous
- 21-0215      A resolution was adopted to hire Samuel Stotts as Summer Intern for the Water and Sewer Department. Vote: Unanimous
- 21-0216      A resolution was adopted to accept resignation of Amanda Baldwin, Eligibility Referral Specialist III, within the Warren County Department of Job and Family Services, Human Services Division, effective February 19, 2021. Vote: Unanimous
- 21-0217      A resolution was adopted to authorize the posting of the “Eligibility Referral Specialist II” position, within the Department of Job and Family Services, Human Services Division, in accordance with Warren County Personnel Policy Manual, Section 2.02(A). Vote: Unanimous
- 21-0218      A resolution was adopted to approve the destruction of the following Warren County Sheriff’s Office equipment. Vote: Unanimous

- 21-0219 A resolution was adopted to approve easement acquisition compensation for the Franklin Area Water Treatment Plant Membrane Softening Upgrades Project. Vote: Unanimous
- 21-0220 A resolution was adopted to approve emergency water purchase agreement between the Village of Waynesville and Warren County and authorize County Administrator to sign documents relative thereto. Vote: Unanimous
- 21-0221 A resolution was adopted to approve contract with Holmes County Commissioners on behalf of Holmes County Juvenile Court Division on behalf of the Warren County Juvenile Court Mary Haven Youth Center Division and authorize the County Administrator to sign documents relative thereto. Vote: Unanimous
- 21-0222 A resolution was adopted to authorize County Administrator to sign a Community of Support Grant Application on behalf of the Warren County Children Services Agency. Vote: Unanimous
- 21-0223 A resolution was adopted to approve agreement and addendum with Reflections Group Home LLC as a child placement and related service provider for the Warren County Board of County Commissioners on behalf of Warren County Children Services and authorize County Administrator to sign documents relative thereto. Vote: Unanimous
- 21-0224 A resolution was adopted to advertise for bids for Warren County Jail & Sheriff's Office RFID Inmate Tracking System Project. Vote: Unanimous
- 21-0225 A resolution was adopted to advertise for bids for the 2021 Resurfacing Project. Vote: Unanimous
- 21-0226 A resolution was adopted to award the bid for Precast Reinforced Box Culverts for Bridge Replacement Projects for the Warren County Engineer's Office. Vote: Unanimous
- 21-0227 A resolution was adopted to approve and enter into Amendment No. 6 to the intergovernmental agreement between this Board and the Warren County Transportation Improvement District, designating additional projects and a change in funding amounts for projects and authorize the County Administrator to sign documents relative thereto. Vote: Unanimous
- 21-0228 A resolution was adopted to enter into a temporary entrance and work agreement with Aaron M. and Elizabeth Daniels for the bridge replacement project on Armstrong Road and authorize the County Administrator to sign documents relative thereto. Vote: Unanimous
- 21-0229 A resolution was adopted to enter into a temporary entrance and work agreement with Joseph Edward and Pamela Sue Cornely for the bridge replacement project on Morrow Rossburg Road and authorize the County Administrator to sign documents relative thereto. Vote: Unanimous

- 21-0230 A resolution was adopted to enter into a temporary entrance and work agreement with Frieda Jean McVey Determan and Tedd C. Determan for the bridge replacement project on Morrow Rossburg Road and authorize the County Administrator to sign documents relative thereto. Vote: Unanimous
- 21-0231 A resolution was adopted to enter into a temporary entrance and work agreement with Clyde E. and Beverly S. Hunt for the bridge replacement project on Morrow Rossburg Road and authorize the County Administrator to sign documents relative thereto. Vote: Unanimous
- 21-0232 A resolution was adopted to enter into a temporary entrance and work agreement with Deerfield Township Board of Trustees for the Butler Warren Project between Bethany Road and Roberts Park and authorize County Administrator to sign documents relative thereto. Vote: Unanimous
- 21-0233 A resolution was adopted to approve County Motor Vehicle Tax (CVT-373) for the Village of Maineville in the amount of \$15,000.00. Vote: Unanimous
- 21-0234 A resolution was adopted to authorize the County Administrator to sign an on-the-job-training agreement on behalf of OhioMeansJobs Warren County. Vote: Unanimous
- 21-0235 A resolution was adopted to acknowledge payment of bills. Vote: Unanimous
- 21-0236 A resolution was adopted to enter into a subdivision public improvement performance and maintenance security agreement with D.R. Horton – Indiana, LLC, for installation of certain improvements in Village of Hopewell Valley, Section 8 situated in Hamilton Township and authorize County Administrator to sign documents relative thereto. Vote: Unanimous
- 21-0237 A resolution was adopted to enter into a street and appurtenances (including sidewalks) security agreement with D.R. Horton – Indiana, LLC, for installation of certain improvements in the Villages of Hopewell Valley, Section 8 situated in Hamilton Township and authorize County Administrator to sign documents relative thereto. Vote: Unanimous
- 21-0238 A resolution was adopted to approve various record plats. Vote: Unanimous
- 21-0239 A resolution was adopted to approve supplemental appropriation into Sheriff's Office fund #2287. Vote: Unanimous
- 21-0240 A resolution was adopted to approve a supplemental appropriation into the (Redevelopment Tax Equivalent Fund (Bunnell Hill) fund 4493. Vote: Unanimous
- 21-0241 A resolution was adopted to approve appropriation adjustment from Commissioners General Fund #11011110 into County Court Fund #11011260. Vote: Unanimous

- 21-0242 A resolution was adopted to approve appropriation adjustments within Commissioners General Fund #11011110. Vote: Unanimous
- 21-0243 A resolution was adopted to approve appropriation adjustments within Common Pleas Court Community Based Corrections #2289. Vote: Unanimous
- 21-0244 A resolution was adopted to accept an amended certificate and approve supplemental appropriations into Workforce Investment fund #2238. Vote: Unanimous
- 21-0245 A resolution was adopted to approve supplemental appropriations into the Clerk of Courts Certificate of Title Administration Fund #22501260. Vote: Unanimous
- 21-0246 A resolution was adopted to approve requisitions and authorize County Administrator to sign documents relative thereto. Vote: Unanimous

#### DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

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Susanne Mason, Grants Administration Program Manager, was present for a work session for the Board to review project applications relative to the 2021 Community Development Block Grant Program.

Mrs. Mason presented the proposed funding available for construction projects and public service projects and discussed the following applications:

### **CDBG Application Summary 2021**

<b>OVERVIEW</b>
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Community Block Development Grants are funded by US Department of HUD to promote development in low-to-moderate income communities. Projects must meet income criteria and address one of HUD's national objectives.

**Total Estimated Funding: \$ 735,000.00**

Breakdown:

Construction Projects	\$ 572,000.00
Public Service Projects	\$ 88,000.00
Administration	\$ 75,000.00
	<u>\$ 735,000.00</u>

Note: Amounts are based on estimated funding. Once HUD announces actual amounts, we can adjust the amounts.

**CONSTRUCTION PROJECTS**  
 Please select up to five projects totaling approximately \$560,000 to \$595,000

<b>1</b>	<b>City of Franklin</b>	<b>Request: \$ 180,000.00</b>
	<p>Project Name: Mackinaw Improvement Project</p> <p>Project Description: Reconstruct the following streets: Spring Ave, Lake Ave., Park Ave., Elm Street, Maple Street, W 2nd Street</p> <p>Project includes grinding and overlay of street, catch basin replacement, curb replacement and storm sewer relining</p> <p>Recent Awards:           2018: \$175,000                                          2019: \$165,000</p> <p>Notes:                       City will contribute \$60,000 towards the project</p>	
<b>2</b>	<b>Franklin Township</b>	<b>Request: \$ 201,500.00</b>
	<p>Project Name: Northeastern Pennyroyal Repaving Project</p> <p>Project Description: Pavement repair on the following Streets: Bertha Drive, Williams Drive, Helton Drive, and Vaughn Lane</p> <p>Recent Awards:           2019: \$49,300                                          2020: \$87,600</p> <p>Notes:                       Warren County Engineer Office will provide engineering service for this project.</p>	
<b>3</b>	<b>Harlan Township</b>	<b>Project is not eligible based on income survey</b>
	<p>Project Name: Carter-Howell Road Improvement</p>	

<b>4 Village of Harveysburg</b>		<b>Request: \$ 225,970.00</b>
Project Name:	Village Drainage Improvements, Phase 1	
Project Description:	Replacement of old, crushed storm sewer in south central part of the village Project includes installation of storm sewer, catch basins, pavement	
Recent Awards:	2013: \$95,000 Please see note on next page 2019: \$124,500	
Notes:	Harveysburg has not yet spent down their CDBG award from 2019. There were delays from incorrect engineering estimates and leadership within the Village. Please feel free to contact the Grants Administration Office for more details.	

<b>5 Village of Morrow</b>		<b>Request: \$ 170,000.00</b>
Project Name:	Renovation of Historic Train Depot Community Center	
Project Description:	Revitalize downtown Morrow by renovating community center with electricity and plumbing, windows, HVAC	
Recent Awards:	2109: \$79,950 2020: \$158,000	
Notes:		

<b>6 Village of Pleasant Plain</b>		<b>Request: \$ 49,000.00</b>
Project Name:	Park Improvement & Bucket brigade Rehab	
Project Description:	Replace park equipment with new basketball court equipment, slide, sidewalk, grill, restore historic bucket brigade located at park	
Recent Awards:	2015: \$60,000 2017: \$99,000	
Notes:	\$1,000 comes from Pleasant Plain fund.	

<b>7 Village of South Lebanon</b>		<b>Request: \$ 134,830.00</b>
Project Name:	Main Street Improvement Project	
Project Description:	Resurface deteriorating Main Street in downtown South Lebanon, include storm sewer improvements	
Recent Awards:	2016: \$259,000 2020: \$200,000 (Jointly with Union Twp)	
Notes:	South Lebanon will contribute \$15,000 towards project.	

<b>8</b>	<b>Village of Waynesville</b>	<b>Request: \$</b>	<b>35,000.00</b>
Project Name:			
Project Description: Safe Route to School Sidewalks Install sidewalk on Franklin Road to provide safety for children traveling to and from the schools. Children currently walk in the street.			
Recent Awards:			
Notes: No awards in last ten years			
Letters of support from Wayne Local School have been submitted. The last time Waynesville received funds was prior to 2011.			

**PUBLIC SERVICE PROJECTS**  
 Please select up to two projects totaling \$88,000

<b>9</b>	<b>Abuse &amp; Rape Crises Shelter</b>	<b>Request: \$</b>	<b>42,000.00</b>
Project Name: Safe Housing & Community Advocacy Respons			
Project Description: Violence Assistance to victims of domestic abuse			
Recent Awards: 2019: \$33,516 2020: \$42,000			
Notes:			

<b>10</b>	<b>Interfaith Hospitality Network</b>	<b>Request: \$</b>	<b>35,000.00</b>
Project Name: Shelter Homeless Families			
Project Description: Assistance to homeless families			
Recent Awards: 2019: \$54,680 2020: \$69,450			
Notes:			

Commissioner Young stated the projects he is initially considering for selection as well as the total cost.

Commissioner Jones stated her desire to include the Village of Pleasant Plain in the selection with Commissioner Young and Grossmann both concurring.

There was discussion relative to the amount of funding that has been provided outside of the CDBG program relative to the service-related organizations applying for funding.

Upon further discussion, the Board selected the following:

City of Franklin	\$180,000
Franklin Township	\$180,000
Village of Morrow	\$170,000
Village of Pleasant Plain	\$ 49,000
Village of Waynesville	\$ 35,000
Abuse & Rape Crisis	\$ 30,000
Interfaith Hospitality Network	\$ 30,000

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Lauren Cavanaugh, Human Services Director, was present along with various department and agency directors to provide an update to the Warren County Ohio Emergency Rental Assistance Program.

Mrs. Cavanaugh presented the attached draft plan and stated they are currently working on procuring a software system that will assist in the administration. She stated that the focus of the program is to assist both landlords and tenants who are financially struggling do to Covid-19. She then reviewed the proposed completion of the program set-up to be mid-March.

Mrs. Cavanaugh then discussed and praised the \$50,000 donation from Warren County residents, David and Christy Bowen, desiring to give back to the community. She stated that with their input, they created a program called Boost, which provides for assistance to individuals in need who do not qualify for government assistance.

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Tiffany Zindel, County Administrator, discussed the need for a social media policy. She stated the three options available to the Board:

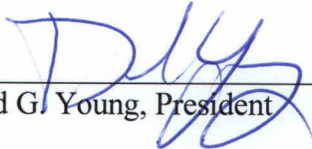
- Provide an information only page which does not allow outside comments
- Allow public comment with no restrictions
- Permit comment but remove any profanity, defamatory statements, etc.

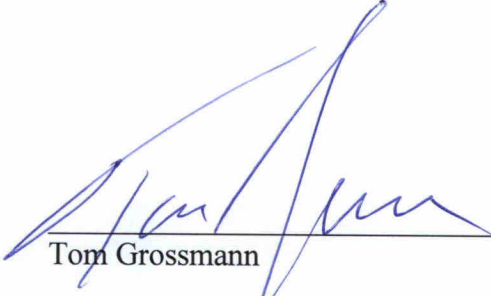
Upon discussion, the Board stated their desire to make their social media for information only.

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Upon motion the meeting was adjourned.

  
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David G. Young, President

  
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Tom Grossmann

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Shannon Jones

I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on February 16, 2021, in compliance with Section 121.29 O.R.C.

  
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Tina Osborne, Clerk  
Board of County Commissioners  
Warren County, Ohio

# Warren County, Ohio Emergency Rental Assistance Program (ERA)

## I. ABOUT THE EMERGENCY RENTAL ASSISTANCE PROGRAM

The Emergency Rental Assistance program makes available \$25 billion to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic. The funds are provided directly to States, U.S. Territories, local governments, and Indian tribes. Local governments with a population of 200,000 or greater may opt to receive the funding directly and implement a locally run program. The Warren County Board of County Commissioners have opted to receive the funding directly and implement a locally controlled Emergency Rental Assistance Program.

## II. APPLICATION PROCESS

An application for rental assistance and/or utility assistance may be submitted by either an eligible household or by a landlord on behalf of that eligible household. The application should be submitted to Warren County Job and Family Services.

If a landlord is applying on behalf of the renter, Warren County Job and Family Services will require that the renter complete the ERA application and submit any requested documents.

All applications will be processed in the order they are received by Warren County Job and Family Services.

Applicants must self-attest that the reason they are seeking assistance is as a result of the COVID-19 public emergency.

Applicants must self-attest that their household income is at or below 80% of the median income in Warren County, Ohio. See chart below in section III, Eligibility, for a breakdown of annual and monthly income amounts based on household size.

When applications are being processed, if further verification is required and cannot be verified through other means, applicants may receive a checklist requesting any of the following;

- 2020 Tax Information,
- 2 months of current pay stubs,
- Unemployment compensation statement,
- Statement of zero income,
- Proof of a reduction in income as a result of COVID-19,
- Incurred significant costs as a result of COVID-19, or
- Proof that the household has experienced other financial hardship due directly to COVID-19 that threatens the household's ability to pay for rent and/or utility expenses.

Applicants will be provided a submission deadline on the checklist to submit any requested verifications back to Warren County Job and Family Services. If the applicant fails to submit requested verifications by the deadline, a second notice will be sent to the applicant. Failure to comply with the deadline of the second notice will result in the denial of the applicant's application.

## Approval or Denial of Applications

All applicants will receive in writing either an approval or denial notice to confirm the status of their application.

## Valid Application Timeframe

An application for Emergency Rental Assistance is valid for 30 days after the receipt of the application. If the applicant fails to comply with any requests for further documentation after the 30-day application period, the application is no longer valid, and the applicant will receive a notice of denial.

This does not preclude an applicant from re-applying for assistance.

## Applications will be prioritized based on the following;

- Households that include an individual who has been unemployed for the 90 days prior to the application for assistance and households with income at or below 50% of the area median income, applicants who are in shelter status, applicants who are at or below 80% of the area median income, arrearages owed in either rent or utilities will be prioritized.
- Assistance for ongoing rent or utility assistance will be reviewed based on the continued need of the applicant.

“Arrearage”- Money that is owed and should have been paid earlier.

Applicants must provide documentation to support an arrearage that is owed in rent and/or utility. Documentation may include;

- A current statement,
- A statement from the landlord that provides the amount of rental arrearage owed by applicant.

## **III. ELIGIBILITY**

An “eligible household” is defined as a renter household in which at least one or more individuals meets the following criteria:

- Qualifies for unemployment or has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19;
- Demonstrates a risk of experiencing homelessness or housing instability; and
- Has a household income at or below 80% of the area median income.

## **INCOME GUIDELINES**

Warren County Median Income	FY 2020 Income Category	Household 1	Household 2	Household 3	Household 4	Household 5	Household 6	Household 7
\$86,300	50% of Median Income Annual	\$30,250	\$34,550	\$38,850	\$43,150	\$46,650	\$50,100	\$53,550
	50% of Median Income Monthly	\$2,520	\$2,879	\$3,237	\$3,595	\$3,887	\$4,175	\$4,462
	80% of Median Income	\$48,350	\$55,250	\$62,150	\$69,050	\$74,600	\$80,100	\$85,650
	80% of Median Income Monthly	\$4,029	\$4,604	\$5,179	\$5,754	\$6,216	\$6,675	\$7,137

An eligible household that occupies a federally subsidized residential or mixed-use property may receive Emergency Rental Assistance. However, the program will only cover the tenant-paid portion of rent or utility costs and does not cover the monthly federal subsidy.

Applicants may request assistance for arrearages owed for rent and/or utilities for a residence that they no longer reside in, as long as they resided at the residence on or after March 13, 2020, and the applicant meets all other eligibility criteria for assistance listed above.

#### 3-month review process for ongoing assistance

Once arrearages have been met, applicant households will be assessed to determine if the household continues to have housing instability as a result of COVID-19.

If the assessment determines the household does still have housing instability as result of COVID-19, then an additional 3 months of on-going assistance may be authorized.

If the assessment determines that the household, no longer has housing instability as a result of COVID-10 no additional assistance will be authorized.

#### Maximum amount of assistance eligibility

Households receiving ongoing assistance for current rent and/or utilities will be assessed every 3 months or when they reach the 15-month maximum assistance (which includes the months of arrearages paid), whichever comes first.

#### **IV. BARRIERS TO HOUSING STABILITY ASSESSMENT AS A RESULT OF COVID-19**

Applicants will be assessed by case managers to determine if the household continues to be negatively impacted by COVID-19 to determine if ongoing assistance is still required

#### **V. SHELTER FAMILIES AND INDIVIDUALS**

“Shelter”- An individual or family living in a supervised or publicly or privately operated shelter designated to provide temporary living arrangements ( including congregate shelters, transitional housing, and hotels and motels paid by the charitable organizations or by federal, state, or local government programs for low-income individuals).

Individuals or families that meet the above definition of “Shelter” may be eligible for Emergency Rental Assistance to assist with the transition from shelter to permanent housing. The household must be experiencing homelessness as a result of COVID-19.

An application must be received including verification of shelter status.

Applicants may be eligible for assistance with rent and/or utilities for either a new residence or a previous residence they resided in on or after March 13, 2020.

If approved, the family or individual will receive assistance with first month’s rent and security deposit and 3 months (Total of 4 months ERA funding) of ongoing rental assistance.

#### 3-month reviews for ongoing assistance

Reviews will be completed every 3 months to determine if ongoing rental assistance and/or utility assistance is still needed as a result of COVID-19;

- Has the household secured employment or any other income sources?

- Can the household sustain self-sufficiency and pay ongoing rent, or do they require further assistance?
- Are any factors related to COVID-19 continuing to impact the household.

If the review determines that the household is no longer experiencing housing instability as a result of COVID- 19 further assistance will not be authorized.

If the review determines that the household is still experiencing housing instability as a result of COVID-19 the household will be authorized for another 3 months of ongoing rental assistance and/or utility assistance and will be reviewed every 3 months after that until they reach the maximum allotment of 15 months which includes the months of arrearages paid.

## VI. QUALIFYING ASSISTANCE FOR THE EMERGENCY RENTAL ASSISTANCE PROGRAM

Utility Assistance includes the following;

- Electricity,
- Gas,
- Water and Sewer,
- Trash removal, and
- Energy costs, such as fuel oil,
- PIPP balances.

Utility Assistance does not include the following;

- Telephone,
- Cable, or
- Internet

Utilities that are covered by the landlord within the rental amount will be treated as a rent payment.

“Rent”- A tenant’s regular payment to a landlord for the use of property or land. This may include outstanding fees owed including but not limited too; late fees and pet fees.

## VII. PAYMENTS

**Rent Payments:** The primary method of payment for either arrearage or ongoing rental support is direct payment to the landlord.

**Utility Payments:** The primary method of payment for either arrearage or ongoing utility payment support is direct payment to the utility provider.

Households cannot receive more than 15 total months of assistance under this program.

### 1. Vendor Process

When an applicant or landlord applies for assistance Warren County Job and Family Services will complete an inquiry to determine if the landlord and/or utility provider is already an established vendor in the Warren County Auditor’s System. If the landlord and/or utility provider is an established Vendor and the application is approved, Warren County Job and Family Services will process the application for payment.

If the landlord and/or utility provider is not an established vendor, Warren County Job and Family Services will send the Vendor Paperwork in writing by mail to the landlord and/or utility provider to the

address provided by the applicant. If Warren County Job and Family Services does not receive a response from the landlord or utility provider within 21 calendar days after mailing; or if Warren County Job and Family Services has made at least three attempts by phone or email over a 21 calendar-day period to request the landlord or utility provider's participation Warren County Job and Family Services will request that the applicant complete all necessary paperwork to establish the applicant as a Warren County Vendor to receive direct payment.

If an applicant receives direct payment for either rent and/or utility assistance, the applicant is required to utilize those funds for the approved purpose to pay toward either rent or utility arrearages or ongoing payment. The applicant is required to submit verification of payment to Warren County Job and Family Services within 21 days of receipt of the direct payment. Applicant can provide the following as proof of payment;

- Receipt,
- Updated Statement,
- Online printout of a current statement that reflects payment.

Direct payment to an applicant is a last resort and will only be approved in those instances where either the landlord or the utility provider have elected not to participate in the program.

## 2. Payment toward Arrearages

The full payment of arrearages owed in either rent or utilities is allowed up to the **12-month limit which begins on March 13, 2020** the date of the emergency declaration pursuant to section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C 5191(b).

## 3. Payments toward Ongoing Rental or Utility Assistance

Once all arrearages are paid in full, applicants may be eligible for an additional 3 months of rental and/or utility assistance to ensure housing stability for the household and reduce the risk of homelessness. Warren County Job and Family Services will complete an assessment with the household to determine the risk of housing instability when determining if a household is eligible for the additional 3 months of further assistance. Factors that will be considered include, but are not limited too;

- Receipt of Unemployment Benefits,
- Reduction in Pay,
- Reduction in Hours,
- Medical factors related to COVID-19.

Households are limited to no more than 15 months of assistance under this program which includes the months of arrearages and ongoing assistance.

## **VIII. FRAUD/REPAYMENT**

If direct payment is made to an applicant, the payment is required be applied to either rent or utilities. If the applicant fails to provide Warren County Job and Family Services proof of payment within 21 days of receipt, Warren County Job and Family Services will refer the case to the Warren County Job and Family Services Fraud Department for further investigation.

If the Warren County Job and Family Services Fraud Department validates that Emergency Rental Assistance funding was improperly used by the applicant, the following actions may occur:

- Full repayment of the amount issued,

- A payment plan for re-pay of funds,
- Referral to the Prosecutors Office.

#### **IX. RECORDS**

Warren County Job and Family Services will house all records for the Warren County Emergency Rental Assistance Program.

All statistical and financial data will be housed in the Warren County Job and Family Services System and by the Auditor's Office.

#### **X. ADMINISTRATIVE COSTS**

Warren County Job and Family Services will submit all costs associated with the Warren County Emergency Rental Assistance Program to the Auditor's office by the 10<sup>th</sup> of the following month for reimbursement of expenditures related to the administration of the program.

DRAFT