# GROVE CITY, OHIO COUNCIL
# LEGISLATIVE AGENDA

***October 26, 2020*** — ***6:30 p.m.*** — ***Special Committee Meeting***

Call to Order: President Houk
Roll Call: Clerk of Council

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SAFETY: Mr. Schlabach

Discussion on Ord. C-51-20 – Amend Chapter 718, Food and Beverage Street Vendors

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SERVICE: Mr. Berry

Discussion and Update on Beulah Park

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FINANCE: Mr. Holt

Resolution CR-43-20 Expand the Small Business Working Capital Grant Program.

Discussion on CARES Act Funds and their use

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Date: 09/16/20
Introduced By: Mr. Schlabach
Committee: Safety
Originated By: Mr. Schlabach
Sponsor:
Emergency: ___30 Days: X
Current Expense:

No.: C-51-20
1st Reading: 09/21/20
Public Notice 09/22/20
2nd Reading: 10/05 /20
Passed: ________Rejected:
Codified: __Code No:
Passage Publication:

# ORDINANCE C-51-20

## AN ORDINANCE TO AMEND VARIOUS SECTIONS OF CHAPTER 718 OF THE CODIFIED ORDINANCES TITLED FOOD AND BEVERAGE STREET VENDORS

WHEREAS, Council adopted Ordinance C-25-15 enacting Chapter 718 - Food Trucks and Beverage Vendors on April 20, 2015; and

WHEREAS, the current daily fee established is cost prohibitive to some vendors; and

WHEREAS, a redundancy exists in two Sections regarding the conviction of a crime; and

WHEREAS, the modern average mobile food vendor truck has increased in size and it is appropriate to amend our requirements accordingly; and

WHEREAS, much has been learned since the inception of this Chapter and the large protective zone around the food vendor and the requirement for written permission needs to be adjusted.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GROVE CITY, COUNTY OF FRANKLIN, AND STATE OF OHIO, THAT:

SECTION 1. Section 718.03 is hereby amended as follows:

(b) A ~~separate~~ yearly application and permit is required for each individual vending device. The application shall contain the following information:

~~(7) Whether the applicant has ever been convicted of a felony or misdemeanor involving moral turpitude, force or violence, and, if so, a description of the violation and the date it occurred; and~~

All remaining numbers under 718.03(b) shall be renumbered accordingly.

(c) (1) A person vending from a Restricted or Unrestricted Mobile Food non-motorized wagon or cart, whose owner resides within the corporation limits of Grove City shall be ~~$10.00 per day~~ $75.00 per calendar year; an owner who resides outside the corporation limits of Grove City shall be ~~$20.00 per day~~ $100.00 per calendar year.

SECTION 2. Section 718.05 is hereby amended as follows:

(a) (1) Operate a vending device larger than ~~twenty-two (22) feet~~ thirty-five (35) feet in length and eight and one half (8.5) feet in width;

(9) Stop, stand, park, or conduct business within ~~five hundred (500)~~ <u>fifty (50)</u> feet of the primary entrance of an open and operating fixed-location food service establishment, including but not limited to, restaurants, delis, or bakeries. This buffer may be reduced upon receiving written permission from said establishments, <u>so long as those establishments will be in service during the time that the street vendor applicant will be in service.</u>

SECTION 3. This ordinance shall take effect at the earliest opportunity allowed by law.

______________________________
Christine Houk, President of Council

Passed:
Effective:

______________________________
Richard L. Stage, Mayor

Attest: ______________________________
Tami K. Kelly, MMC, Clerk of Council

I certify that this ordinance is correct as to form. ______________________________
Stephen J. Smith, Director of Law

Date: 09/16/20
Introduced By: Mr. Schlabach
Committee: Safety
Originated By: Mr. Schlabach
Sponsor:
Emergency: ___ 30 Days: X
Current Expense:

Amended Version

No.: C-51-20
1st Reading: 09/21/20
Public Notice 09/22/20
2nd Reading: 10/05 /20
Passed: ________ Rejected:
Codified: __ Code No:
Passage Publication:

# ORDINANCE C-51a-20

## AN ORDINANCE TO AMEND VARIOUS SECTIONS OF CHAPTER 718 OF THE CODIFIED ORDINANCES TITLED FOOD AND BEVERAGE STREET VENDORS

WHEREAS, Council adopted Ordinance C-25-15 enacting Chapter 718 - Food Trucks and Beverage Vendors on April 20, 2015; and

WHEREAS, the current daily fee established is cost prohibitive to some vendors; and

WHEREAS, a redundancy exists in two Sections regarding the conviction of a crime; and

WHEREAS, the modern average mobile food vendor truck has increased in size and it is appropriate to amend our requirements accordingly; and

WHEREAS, much has been learned since the inception of this Chapter and the large protective zone around the food vendor and the requirement for written permission needs to be adjusted.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GROVE CITY, COUNTY OF FRANKLIN, AND STATE OF OHIO, THAT:

SECTION 1. Section 718.03**(b)** is hereby amended as follows:

(b) A ~~separate~~ yearly application and **daily** permit is required for each individual vending device. The application shall contain the following information: . . .

SECTION 2. Section 718.05 is hereby amended as follows:

(a) (1) Operate a vending device larger than ~~twenty two (22) feet~~ thirty-five (35) feet in length and eight and one half (8.5) feet in width;

(9) Stop, stand, park, or conduct business within five hundred (500) feet of the primary entrance of an open and operating fixed-location food service establishment, including but not limited to, restaurants, delis, or bakeries. This buffer may be reduced upon receiving written permission from said establishments, **or if the street vendor is not selling "like" food items.**

SECTION 3. This ordinance shall take effect at the earliest opportunity allowed by law.

______________________________
Christine Houk, President of Council

Passed:
Effective:

Richard L. Stage, Mayor

Attest:

Tami K. Kelly, MMC, Clerk of Council

I certify that this ordinance is correct as to form.

Stephen J. Smith, Director of Law

# Beulah Community Park

**Grove City Parks & Recreation Department**

**PROGRAM / CONCEPTUAL DESIGN - OPINION OF PROBABLE CONSTRUCTION COST**

**8/2/2019**

**MKSK**
**Landscape Architects / Urban Planners**

| Item | Description | Remarks | Quantity | Unit | $ / Unit | Cost | Totals |
|---|---|---|---|---|---|---|---|
| **1.0** | **SITE DEVELOPMENT** | | | | | | |
| 1.1 | Site Demolition - clearing invasives | clearing / grubbing invasives | 1 | allowance | 10,000 | 10,000 | |
| 1.2 | Site Demolition - clearing & grubbing | clearing / grubbing trees & veget. | 1 | allowance | 25,000 | 25,000 | |
| 1.3 | Site Grading | avg 1.25' depth, cut to fill, distrib fill | 50,000 | CY | 24 | 1,200,000 | |
| 1.4 | Site Soil Amendments/ Topsoil | topsoil import, Com-Til amendments | 24,000 | CY | 28 | 672,000 | |
| 1.5 | Stormwater - detention/WQ basin | upgrade detention basin | 80,000 | SF | 3 | 240,000 | |
| 1.6 | Stormwater System | extend stormwater system | 1 | allowance | 200,000 | 200,000 | |
| 1.7 | Parking & Drives | asphalt parking bays & drives | 35,500 | SF | 8 | 284,000 | |
| 1.8 | Parking Lighting | parking lighting - 6 pole/fixtures | 6 | EA | 7,500 | 45,000 | |
| 1.9 | Site Utilities | Electric/Sewer/Water/Gas | 1 | allowance | 175,000 | 175,000 | |
| 1.10 | Site Lighting (security level only) | site lighting - 25 pole/fixtures | 25 | EA | 6,500 | 162,500 | |
| 1.11 | Walkways | concrete walkways - 7 ft width | 40,600 | SF | 7 | 284,200 | |
| 1.12 | Walkway security bollards | stainless steel security bollards | 16 | EA | 1,500 | 24,000 | |
| 1.13 | Terraces | brick terraces | 3,600 | SF | 15 | 54,000 | |
| 1.14 | Amphiteater stage | concrete slab | 2,200 | SF | 20 | 44,000 | |
| 1.15 | Pond Hard-Edge Treatment | precast concrete wall | 325 | LF | 400 | 130,000 | |
| 1.16 | Pond Soft-Edge Treatment | Stone / boulders/ vegetation | 1,000 | LF | 60 | 60,000 | |
| 1.17 | Pond Edge- Railing | aluminum railing, 42" ht. | 325 | LF | 150 | 48,750 | |
| 1.18 | Pond Fountain | floating fountain | 1 | allowance | 40,000 | 40,000 | |
| 1.19 | Landscape-display gardens | raised bed, cultivated | 8,000 | SF | 10 | 80,000 | |
| 1.20 | Landscape shrub beds | Plant bed areas | 12,000 | SF | 8 | 96,000 | |
| 1.21 | Landscape-Sod | Sod areas - 25% of park | 28,300 | SY | 5.50 | 155,650 | |
| 1.22 | Landscape-Seed | Seed areas -75% of park | 85,400 | SY | 2.25 | 192,150 | |
| 1.23 | Landscape-Trees | Shade & evergreen trees | 300 | EA | 500 | 150,000 | |
| 1.24 | Irrigation | Automatic | 113,700 | SY | 3.50 | 397,950 | |
| 1.25 | Park Signage | ground signage | 3 | EA | 7,500 | 22,500 | |
| 1.26 | Park Directional Signage | directional signage | 1 | allowance | 25,000 | 25,000 | |
| 1.27 | Historical features-finish line,track,photos. | multiple markers & historical signs | 1 | allowance | 35,000 | 35,000 | |
| | **Subtotal** | | | | | | $4,852,700 |
| | | | | | | | |
| **2.0** | **PLAY FEATURES** | | | | | | |
| **2.1** | **TOT PLAYGROUND** | *2 to 4 age group* | | | | | |
| 2.1.1 | Tot playground equipment | New equipment | 1 | allowance | 125,000 | 125,000 | |
| 2.1.2 | Tot playground - surfacing | Rubberized surfacing | 1,600 | SF | 25 | 40,000 | |
| 2.1.3 | Enclosure Fencing-new | 4' ht Aluminum fence | 250 | LF | 75 | 18,750 | |
| 2.1.4 | Shade sail | Shade cloth covering | 1 | allowance | 15,000 | 15,000 | |
| 2.1.5 | Bench Furnishings | benches | 4 | EA | 3,500 | 14,000 | |
| **2.2** | **PLAYGROUND - Mid Level** | *4-7 age group* | | | | | |
| 2.2.1 | Playground equipment | New equipment | 1 | allowance | 175,000 | 175,000 | |
| 2.2.2 | Playground - surfacing | Rubberized surfacing | 3,000 | SF | 25 | 75,000 | |
| 2.2.3 | Enclosure Fencing-new | 4' ht Aluminum fence | 200 | LF | 85 | 17,000 | |
| 2.2.4 | Shade sails | Shade cloth covering | 1 | allowance | 17,500 | 17,500 | |
| 2.2.5 | Bench Furnishings | benches | 3 | EA | 3,500 | 10,500 | |
| **2.3** | **PLAYGROUND** | *7-12 age group* | | | | | |
| 2.3.1 | Playground equipment | New equipment | 1 | allowance | 175,000 | 175,000 | |
| 2.3.2 | Playground - surfacing | Rubberized surfacing | 3,500 | SF | 25 | 87,500 | |
| 2.3.3 | Enclosure Fencing-new | 4' ht Aluminum fence | 200 | LF | 85 | 17,000 | |
| 2.3.4 | Shade sails | Shade cloth covering | 1 | allowance | 17,500 | 17,500 | |
| 2.3.5 | Bench Furnishings | benches | 4 | EA | 3,500 | 14,000 | |
| **2.4** | **TEEN CHALLENGE PLAYGROUND** | *12 & up age group* | | | | | |
| 2.4.1 | Playground equipment | Equipment - net/ climbing wall | 1 | allowance | 250,000 | 250,000 | |
| 2.4.2 | Playground - surfacing | Wood mulch, sand | 7,500 | SF | 7 | 52,500 | |
| 2.4.3 | Bench Furnishings | benches | 5 | EA | 3,500 | 17,500 | |
| **2.5** | **FITNESS STATIONS** | | | | | | |
| 2.5.1 | Station equipment | exercise stations | 7 | EA | 20,000 | 140,000 | |
| 2.5.2 | Station Surfacing-15x15 EA | Rubberized surfacing | 1,575 | SF | 25 | 39,375 | |
| **2.6** | **SPLASH PAD** | | | | | | |
| 2.6.1 | Water Activities | Themed spray features | 1 | allowance | 350,000 | 350,000 | |
| 2.6.2 | Deck Area | Specialty concrete paving | 3,600 | SF | 9 | 32,400 | |
| 2.6.3 | Seat Walls | CIP concrete seat walls | 150 | LF | 175 | 26,250 | |
| 2.6.4 | Perim 8 | 4' ht Aluminum fence | 625 | LF | 75 | 46,875 | |
| **2.7** | **BASKETBALL COURTS** | | | | | | |
| 2.7.1 | Half-Basketball Court (2 qty) | Asphalt court - 3100 SF EA | 6,200 | SF | 10 | 62,000 | |
| 2.7.2 | Goals | HD goal & post | 2 | EA | 4,500 | 9,000 | |
| 2.7.3 | Color coating | 2 color coating of court | 6,200 | SF | 6 | 37,200 | |
| **2.8** | **PICKLEBALL COURTS** | | | | | | |
| 2.8.1 | Pickleball court | Asphalt court - 1352 SF EA | 5,500 | SF | 10 | 55,000 | |
| 2.8.2 | Access walk | Concrete walk | 1,000 | SF | 7 | 7,000 | |
| 2.8.3 | Nets | posts & net | 4 | EA | 1,500 | 6,000 | |
| 2.8.4 | Color coating | 2 color coating of court | 5,500 | SF | 6 | 33,000 | |
| 2.8.5 | Perimeter Fencing | Black coated chain link fencing | 625 | LF | 80 | 50,000 | |
| | **Subtotal** | | | | | | $2,032,850 |

# Beulah Community Park

**Grove City Parks & Recreation Department**

**PROGRAM / CONCEPTUAL DESIGN - OPINION OF PROBABLE CONSTRUCTION COST**

**8/2/2019**

**MKSK**
**Landscape Architects / Urban Planners**

| Item | Description | Remarks | Quantity | Unit | $ / Unit | Cost | Totals |
|---|---|---|---|---|---|---|---|
| 3.0 | **STRUCTURES** | | | | | | |
| 3.1 | West Pavilion/ Restroom | 40x60 | 2,400 | SF | 225 | 540,000 | |
| 3.2 | Track Shelter | 30x60 | 1,800 | SF | 175 | 315,000 | |
| 3.3 | Playground Shelter/Restroom | 30x60 | 1,800 | SF | 225 | 405,000 | |
| 3.4 | Pond Shelter | 20x20 each - 2 qty | 800 | SF | 150 | 120,000 | |
| | **Subtotal** | | | | | | $1,380,000 |
| | | | | | | Subtotal | $8,265,550 |
| 4.0 | **CONTINGENCIES** | | | | | | |
| 4.1 | Design/Bidding Contingency | | | 10% | | 826,555 | $826,555 |
| | **Subtotal** | | | | | | |
| **5.0** | **CONSTRUCTION TOTAL / CONCEPTUAL SITE PLAN** | | | | | | **$9,092,105** |
| 6.0 | **OWNER'S OTHER EXPENSES (SOFT COSTS)** | | | | | | |
| 6.1 | Landscape Architectural/Architectural/Engineering Professional Fees | | | 10.0% | | 909,211 | |
| 6.2 | Structure Furnishings (chairs, tables, trash receptacles, etc.) | | | allowance | | 75,000 | |
| 6.3 | Site Surveys | | | allowance | | 10,000 | |
| 6.4 | Soils and Material Testing | | | allowance | | 15,000 | |
| 6.5 | Printing & Misc. Expenses | | | allowance | | 3,000 | |
| 6.6 | Contractor Insurance/ Bonding | | | allowance | | 25,000 | |
| 6.7 | Permitting Fees | | | allowance | | 7,500 | |
| 6.8 | Owner's Construction Change Order Contingency | | | 2.5% | 227,303 | 227,303 | |
| | **Subtotal** | | | | | | $1,272,013 |
| **7.0** | **OPINION OF TOTAL PROJECT COST** | 29 Acres | | Cost per Acre | | $357,383 | **$10,364,118** |

# BEULAH PARK CONCEPT MASTER PLAN


The Concept Master Plan for the future Beulah Park is a vision for a "Central Park" for Grove City.

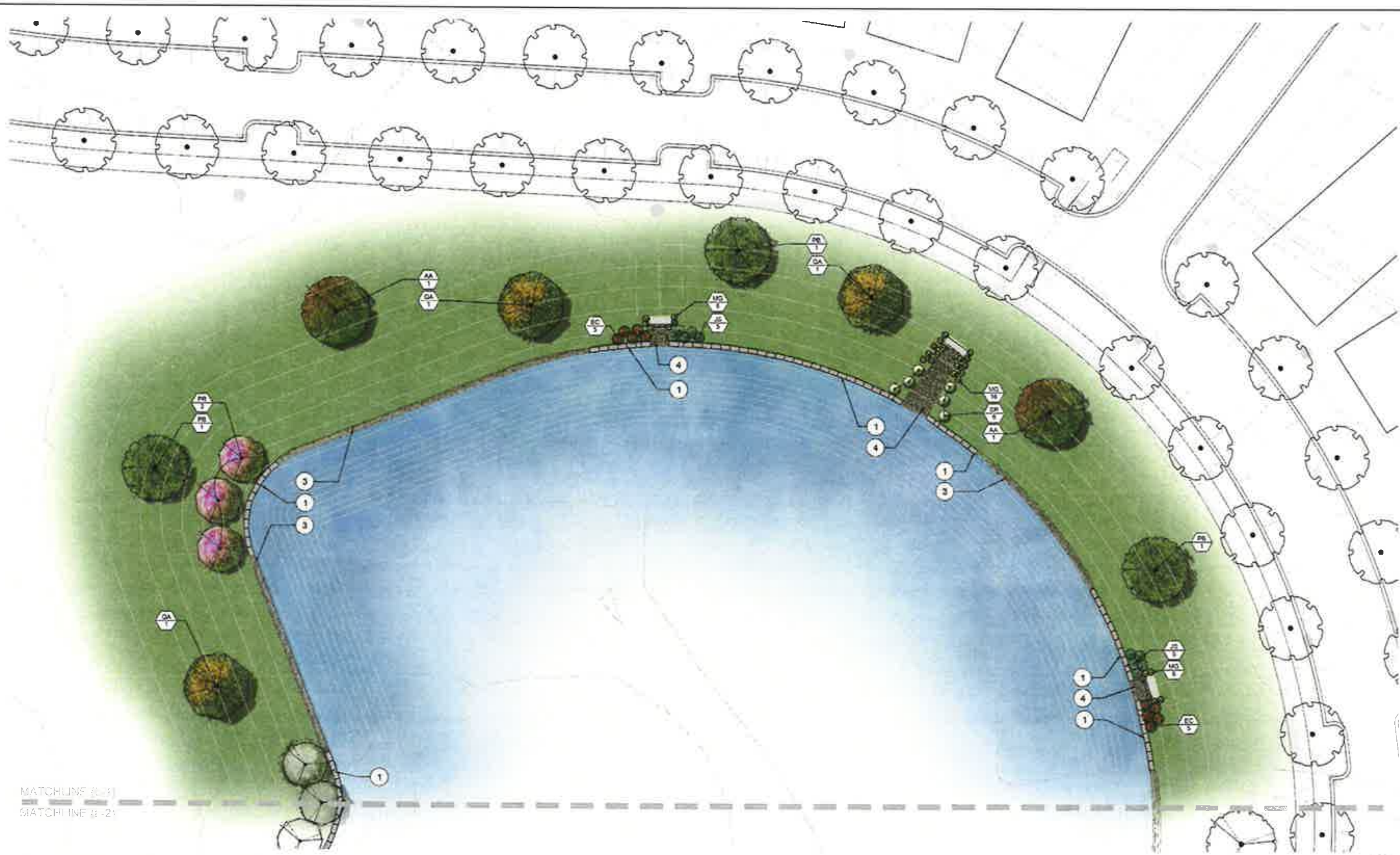
Seven hundred and five (705!) community members in Grove City helped to shape this plan.

The plan is guided by the following community-supported design elements and principles:

1. **Unique character**—a place everyone will want to spend time when they visit or live in Grove City
2. **Community events**—space for events of many types and sizes is essential
3. **Connect to downtown**—so residents and park visitors can walk to and from area businesses
4. **Fun for for all ages**—activities spread across the park, so it feels natural and quiet overall, but there is so much to do when you get there
5. **Celebrate the history**—Historical markers and design elements should highlight the parks' beloved history as Ohio's first thoroughbred racing track and decades of hosting regional and community events.

**We asked—you answered! What is most important for the future Beulah Park?**


Results from the Public Visioning Meeting and Online Survey. Word size is proportional to number of mentions.




## WET BASIN DESIGN NOTES: TYPE 1

1. WALKWAY:
8' BITUMINOUS WALKWAY AROUND THE PERIMETER OF THE WET BASIN

2. ENHANCED SHORE PROTECTION:
MINIMUM 40% AND REMAINDER TO BE BASIC SHORELINE PROTECTION. STONE SLABS AT POND EDGE, VISIBLE FROM ROW IF APPLICABLE. A MINIMUM OF 12" AND A MAXIMUM OF 24" OF STONE SLAB SHALL BE VISIBLE ABOVE NPE

1,360 X 40% = 550 L.F. OF SHORE PROTECTION REQUIRED. 550 L.F. PROVIDED ON PLAN

3. BASIC SHORE PROTECTION:
3:1 SLOPE ABOVE NPE FOR 3' BEYOND NP LINE

WASHED ROUNDED RIVER GRAVEL PROVIDED ALONG SHORELINE WHERE ENHANCED SHORE PROTECTION IS NOT PRESENT SEE DETAILS.

4. SLOPES:
A. TWO SEPARATE AREAS OF THE SLOPE SURROUNDING THE WET BASIN SHALL BE 10:1 OR LESS

GREATER THAN TWO AREAS PROVIDED

B. NO SLOPE SHALL BE GREATER THAN 4:1

ALL SLOPES PROVIDED ARE 9:1 OR LESS

C. STONE SLAB OUTCROPPINGS ON SLOPES EQUAL TO A MINIMUM OF 15% OF POND EDGE MINIMUM OF 18" ABOVE GRADE. MULTIPLE LAYERS MAY BE COUNTED SEPARATELY TOWARD 15% REQUIREMENT

1,360 X 15% = 205 L.F REQUIRED. 205 L.F. PROVIDED ON PLAN

5. LANDSCAPE
A. 1 SHRUB OR ORNAMENTAL GRASS PER 8 L.F. OF POND EDGE (MIN 3 SPECIES REQUIRED). 1,360 / 8 = 170 SHRUBS REQUIRED.

170 SHRUBS PROVIDED ON PLAN.

B. 1 PERENNIAL PLANT PER 20 L.F. OF POND EDGE 1,360 / 20 = 68 PERENNIALS REQUIRED.

68 PERENNIALS PROVIDED ON PLAN.

C. 1 DECIDUOUS SHADE TREE PER 100 L.F. OF POND EDGE
1,360 / 100 = 13.6 (14) TREES REQUIRED

14 PROVIDED ON PLAN

D. 1 ORNAMENTAL TREE PER 75 L.F. OF POND EDGE. 1,360 / 75 = 18 TREES REQUIRED

18 PROVIDED ON PLAN

6. POCKET PARK
ADJACENT PART UTILIZED TO SATISFY REQUREMENTS

7. GROUND COVER OPTIONS
MOWED LAWN TO SHORELINE PROTECTION REQUIRED

SEEDED LAWN PROVIDED ON PLAN

PLANIT
500 W. Wilson Bridge Rd.
Suite 314 Worthington, OH 43085
planitstudios.com

# BEULAH PARK SECTION 1
3811 Southwest Blvd.
Grove City, OH 43123

PROJECT #019-075

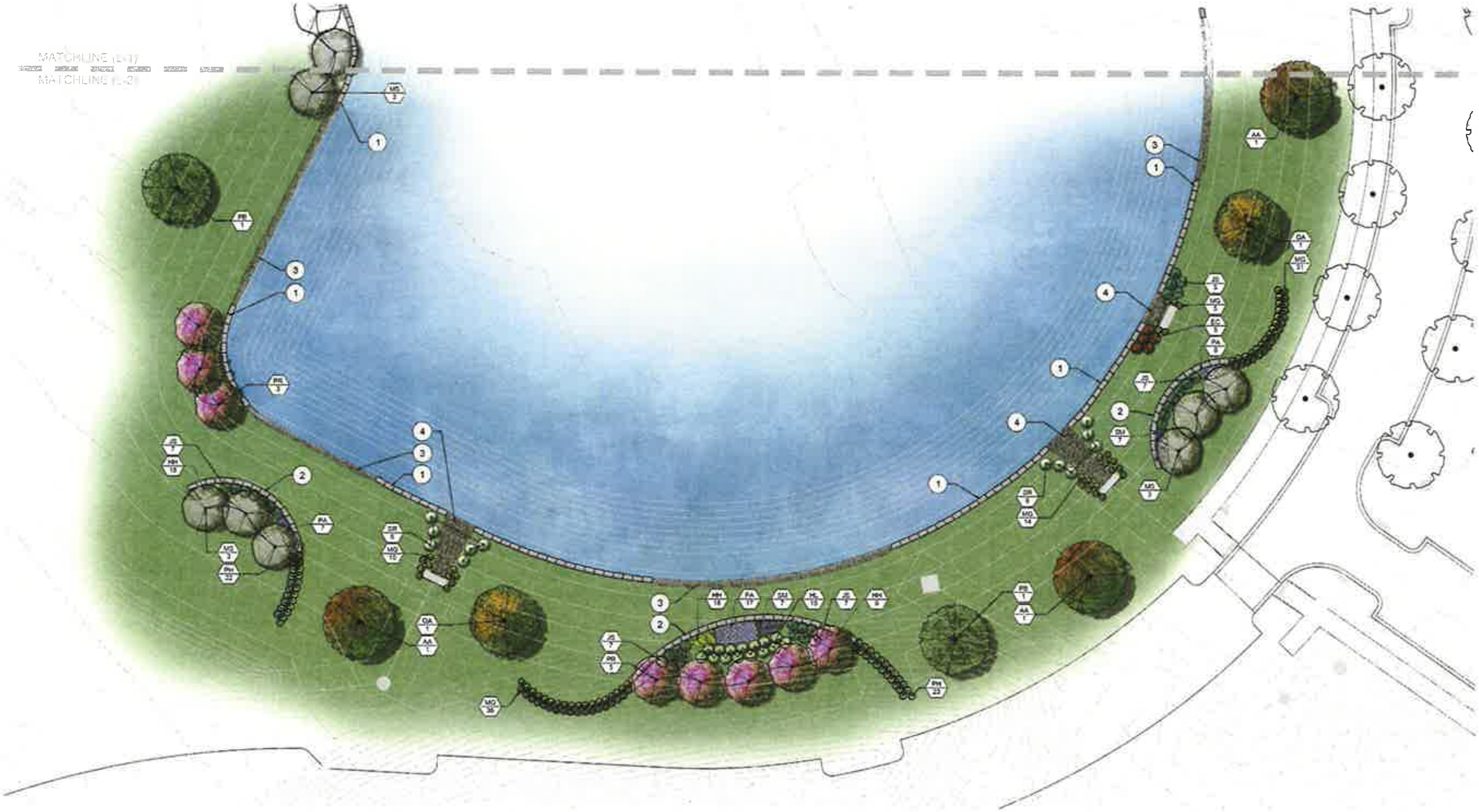
October 11, 2019

SHEET INFORMATION
DRAWN BY
KAA
REVISIONS

PRELIMINARY NOT FOR CONSTRUCTION

SHEET TITLE
Landscape Plan
Basin A
SCALE
As Noted
SHEET NO

L-1




## REFERENCE NOTES SCHEDULE HORSESHOE RETENTION

| SYMBOL | DESCRIPTION | QTY | DETAIL |
|---|---|---|---|
| 1 | LIMESTONE SLAB SHORE PROTECTION | | 4/L-5 |
| 2 | LIMESTONE SLAB OUTCROPPINGS | | 6/L-5 |
| 3 | WASHED RIVER GRAVEL SHORE PROTECTION 6-8" DEPTH. MIX 1/3 OHIO COBBLE 4-6" 2/3 OHIO COBBLE 2-4" | | 5/L-5 |
| 4 | WASHED GRAVEL STORM SEWER EROSION PROTECTION 6-8" DEPTH. 4-6" OHIO COBBLE OVER NON WOVEN GEO-TEXTILE FABRIC. EXTEND COVERAGE BELOW NORMAL POND ELEVATION TO MATCH GRAVEL SHORELINE DETAIL 5/L-5. | | / |

## PLANT SCHEDULE HORSESHOE RETENTION

| TREES | QTY | COMMON / BOTANICAL NAME | CONT | CAL |
|---|---|---|---|---|
| AA | 5 | Autumn Glory Maple / Acer rubrum 'Autumn Glory' | B & B | 2"Cal |
| MS | 9 | Spring Snow Crab Apple / Malus x 'Spring Snow' | B & B | 1.5"Cal |
| PB | 5 | London Plane Tree / Platanus x acerifolia 'Bloodgood' | B & B | 2"Cal |
| PR | 11 | kanzan cherry / Prunus x 'Kanzan' | B & B | 1.5"Cal |
| QA | 5 | Sawtooth Oak / Quercus acutissima | B & B | 2"Cal |

| SHRUBS | QTY | COMMON / BOTANICAL NAME | CONT |
|---|---|---|---|
| EC | 15 | Compact Burning Bush / Euonymus alatus 'Compactus' | 24" HT |
| HL | 15 | Limelight Hydrangea / Hydrangea paniculata 'Limelight' | 24" HT |
| JS | 43 | Sea Green Juniper / Juniperus x pfitzeriana 'Sea Green' | 24" HT |
| MG | 125 | Maiden Grass / Miscanthus sinensis 'Gracillimus' | 3 gal |
| PH | 45 | Blue Switch Grass / Panicum virgatum 'Heavy Metal' | 3 gal |
| SR | 18 | Ravenna Grass / Saccharum ravennae | 2 gal |

| GROUND COVERS | QTY | COMMON / BOTANICAL NAME | CONT | SPACING |
|---|---|---|---|---|
| HH | 43 | Happy Returns Daylily / Hemerocallis x 'Happy Returns' | #2 | 24" o.c. |
| PA | 32 | Russian Sage / Perovskia atriplicifolia | #2 | 36" o.c. |
| SM | 14 | May Night Sage / Salvia nemorosa 'May Night' | #2 | 36" o.c. |

0 20 40 60 feet
1" = 20'
NORTH

PLAN IT
500 W. Wilson Bridge Rd.
Suite 314 Worthington, OH 43085
planitstudios.com

# BEULAH PARK SECTION 1
3811 Southwest Blvd.
Grove City, OH 43123

PROJECT #019-075

October 11, 2019

SHEET INFORMATION
DRAWN BY
KAA
REVISIONS

PRELIMINARY NOT FOR CONSTRUCTION

SHEET TITLE
Landscape Plan Basin A
SCALE
As Noted
SHEET NO.
L-2


## WET BASIN DESIGN NOTES: TYPE 2

1. WALKWAY:
8' BITUMINOUS WALKWAY AROUND THE PERIMETER OF THE WET BASIN.

2. ENHANCED SHORE PROTECTION:
MINIMUM 20% AND REMAINDER TO BE BASIC SHORELINE PROTECTION. STONE SLABS AT POND EDGE, VISIBLE FROM ROW IF APPLICABLE. A MINIMUM OF 12" AND A MAXIMUM OF 24" OF STONE SLAB SHALL BE VISIBLE ABOVE NPE.

480 X 20% = 76 L.F. OF SHORE PROTECTION REQUIRED. 76 L.F. PROVIDED ON PLAN.

3. BASIC SHORE PROTECTION:
3:1 SLOPE ABOVE NPE FOR 3' BEYOND NP LINE.

WASHED ROUNDED RIVER GRAVEL PROVIDED ALONG SHORELINE WHERE ENHANCED SHORE PROTECTION IS NOT PRESENT SEE DETAILS.

4. SLOPES:
A. TWO SEPARATE AREAS OF THE SLOPE SURROUNDING THE WET BASIN SHALL BE 10:1 OR LESS.

GREATER THAN TWO AREAS PROVIDED.

B. NO SLOPE SHALL BE GREATER THAN 4:1

ALL SLOPES PROVIDED ARE 9:1 OR LESS.

C. STONE SLAB OUTCROPPINGS ON SLOPES EQUAL TO A MINIMUM OF 15% OF POND EDGE. MINIMUM OF 18" ABOVE GRADE. MULTIPLE LAYERS MAY BE COUNTED SEPARATELY TOWARD 15% REQUIREMENT.

380 X 5% = 19 L.F. REQUIRED. 19 L.F. PROVIDED ON PLAN.

5. LANDSCAPE:
A. 1 SHRUB OR ORNAMENTAL GRASS PER 12 L.F. OF POND EDGE (MIN 3 SPECIES REQUIRED). 380 / 12 = 31.67 (32) SHRUBS REQUIRED.

32 SHRUBS PROVIDED ON PLAN.

B. 1 DECIDUOUS SHADE TREE PER 100 L.F. OF POND EDGE.
380 / 100 = 3.8 (4) TREES REQUIRED.

4 PROVIDED ON PLAN.

C. 1 ORNAMENTAL TREE PER 75 L.F. OF POND EDGE. 380 / 75 = 5.06 (5) TREES REQUIRED.

5 PROVIDED ON PLAN.

6. POCKET PARK:
BASIN IS LESS THAN AN ACRE AND DOES NOT REQUIRE POCKET PARK.

7. GROUND COVER OPTIONS:
MOWED LAWN TO SHORELINE PROTECTION REQUIRED.

SEEDED LAWN PROVIDED ON PLAN.

## REFERENCE NOTES SCHEDULE WETLAND

| SYMBOL | DESCRIPTION | QTY | DETAIL |
|---|---|---|---|
| 1 | LIMESTONE SLAB SHORE PROTECTION | | 4/L-5 |
| 2 | LIMESTONE SLAB OUTCROPPINGS | | 6/L-5 |
| 4 | WASHED GRAVEL STORM SEWER EROSION PROTECTION 6-8" DEPTH, 4-8" OHIO COBBLE OVER NON WOVEN GEO-TEXTILE FABRIC. EXTEND COVERABE BELOW NORMAL POND ELEVATION TO MATCH GRAVEL SHORELINE DETAIL 5/L-5 | | [illegible] |
| 5 | WETLAND SHORE PROTECTION | | 7/L-5 |
| 6 | GOOSE EXCLOSURE NETTING TO SURROUND THE ENTIRE PERIMETER OF EAH PLUGGED AREA. | | 8/L-5 |

## PLANT SCHEDULE WETLAND

| TREES | QTY | COMMON / BOTANICAL NAME | CONT | CAL | SIZE |
|---|---|---|---|---|---|
| AA | 2 | Autumn Glory Maple / Acer rubrum `Autumn Glory` | B & B | 2"Cal | |
| JW | [illegible] | Wichita Blue Juniper / Juniperus scopulorum `Wichita Blue` | B & B | | 5-6` HT |
| MS | [illegible] | Spring Snow Crab Apple / Malus x `Spring Snow` | B & B | 1.5"Cal | |
| PA2 | [illegible] | Norway Spruce / Picea abies | B & B | | [illegible] HT. |
| PB | [illegible] | London Plane Tree / Platanus x acerifolia `Bloodgood` | B & B | 2"Cal | |
| PR | [illegible] | Kanzan cherry / Prunus x `Kanzan` | B & B | 1.5"Cal | |
| QF | [illegible] | Pyramidal English Oak / Quercus robur f. fastigiata | B & B | 2"Cal | |

| SHRUBS | QTY | COMMON / BOTANICAL NAME | CONT |
|---|---|---|---|
| BR | 13 | Rosy Glow Barberry / Berberis thunbergii `Rose Glow` | 5 gal |
| HL | [illegible] | Limelight Hydrangea / Hydrangea paniculata `Limelight` | 24" HT. |
| JS | 8 | Sea Green Juniper / Juniperus x pfitzeriana `Sea Green` | 24" HT. |
| MG | 36 | Maiden Grass / Miscanthus sinensis `Gracillimus` | 3 gal |
| PH | 11 | Blue Switch Grass / Panicum virgatum `Heavy Metal` | 3 gal |
| PN | 20 | Nest Spruce / Picea abies `Nidiformis` | 5 gal |

| GROUND COVERS | QTY | COMMON / BOTANICAL NAME | CONT | SPACING |
|---|---|---|---|---|
| AS | 43 | Sweet Flag / Acorus calamus | Flat P.P | 36" o.c. |
| IV | 31 | Blue Flag / Iris versicolor | #2 | 36" o.c. |
| PA | 20 | Russian Sage / Perovskia atriplicifolia | #2 | 36" o.c. |
| PC | 23 | Pickerel Weed / Pontederia cordata | Flat P.P | 36" o.c. |
| SC | 15 | Lizard's Tail / Saururus cernuus | Flat P.P | 36" o.c. |
| SL | 11 | Lance-Leafed Arrowhead / Sagittaria latifolia | Flat P.P | 36" o.c. |
| ST | 83 | Softstem Bulrush / Schoenoplectus tabernaemontani | Flat P.P | 36" o.c. |

ANDREW ... ENGLISH

PLANIT
500 W. Wilson Bridge Rd.
Suite 314 Worthington, OH 43085
planitstudios.com

# BEULAH PARK SECTION 1
3811 Southwest Blvd.
Grove City, OH 43123

PROJECT #019-075

October 11, 2019

SHEET INFORMATION

DRAWN BY
KAA

REVISIONS

PRELIMINARY NOT FOR CONSTRUCTION

SHEET TITLE
Landscape Plan
Wetland E

SCALE
As Noted

SHEET NO

L-3


## WET BASIN DESIGN NOTES: TYPE 2

1. WALKWAY:
8' BITUMINOUS WALKWAY AROUND THE PERIMETER OF THE WET BASIN

2. ENHANCED SHORE PROTECTION:
MINIMUM 20% AND REMAINDER TO BE BASIC SHORELINE PROTECTION. STONE SLABS AT POND EDGE VISIBLE FROM ROW IF APPLICABLE. A MINIMUM OF 12" AND A MAXIMUM OF 24" OF STONE SLAB SHALL BE VISIBLE ABOVE NPE.

405 X 20% = 81 L.F. OF SHORE PROTECTION REQUIRED. 81 L.F. PROVIDED ON PLAN.

3. BASIC SHORE PROTECTION:
3:1 SLOPE ABOVE NPE FOR 3' BEYOND NP LINE

WASHED ROUNDED RIVER GRAVEL PROVIDED ALONG SHORELINE WHERE ENHANCED SHORE PROTECTION IS NOT PRESENT SEE DETAILS.

4. SLOPES:
A. TWO SEPARATE AREAS OF THE SLOPE SURROUNDING THE WET BASIN SHALL BE 10:1 OR LESS

GREATER THAN TWO AREAS PROVIDED

B. NO SLOPE SHALL BE GREATER THAN 4:1

ALL SLOPES PROVIDED ARE 9:1 OR LESS

C. STONE SLAB OUTCROPPINGS ON SLOPES EQUAL TO A MINIMUM OF 15% OF POND EDGE. MINIMUM OF 18" ABOVE GRADE. MULTIPLE LAYERS MAY BE COUNTED SEPARATELY TOWARD 15% REQUIREMENT

405 X 5% = 20 L.F REQUIRED. 20 L.F. PROVIDED ON PLAN

5. LANDSCAPE:
A. 1 SHRUB OR ORNAMENTAL GRASS PER 12 L.F. OF POND EDGE (MIN 3 SPECIES REQUIRED). 405 / 12 = 33.75 (34) SHRUBS REQUIRED.

34 SHRUBS PROVIDED ON PLAN

B. 1 DECIDUOUS SHADE TREE PER 100 L.F. OF POND EDGE.
405 / 100 = 4.05 (4) TREES REQUIRED

4 PROVIDED ON PLAN

C. 1 ORNAMENTAL TREE PER 75 L.F. OF POND EDGE. 405 / 75 = 5.4 (5) TREES REQUIRED.

5 PROVIDED ON PLAN

6. POCKET PARK:
BASIN IS LESS THAN AN ACRE AND DOES NOT REQUIRE POCKET PARK

7. GROUND COVER OPTIONS:
MOWED LAWN TO SHORELINE PROTECTION REQUIRED.

SEEDED LAWN PROVIDED ON PLAN

## PLANT SCHEDULE BASIN C

| TREES | QTY | COMMON / BOTANICAL NAME | CONT | CAL |
|---|---|---|---|---|
| AA | 2 | Autumn Glory Maple / Acer rubrum 'Autumn Glory' | B & B | 2"Cal |
| MS | 2 | Spring Snow Crab Apple / Malus x 'Spring Snow' | B & B | 1.5"Cal |
| PB | 2 | London Plane Tree / Platanus x acerifolia 'Bloodgood' | B & B | 2"Cal |
| PK | 3 | kanzan cherry / Prunus x 'Kanzan' | B & B | 1.5"Cal |

| SHRUBS | QTY | COMMON / BOTANICAL NAME | CONT |
|---|---|---|---|
| HL | 10 | Limelight Hydrangea / Hydrangea paniculata 'Limelight' | 24" HT. |
| JS | 8 | Sea Green Juniper / Juniperus x pfitzeriana 'Sea Green' | 24" HT. |
| MG | 16 | Maiden Grass / Miscanthus sinensis 'Gracillimus' | 3 gal |

## REFERENCE NOTES SCHEDULE BASIN C

| SYMBOL | DESCRIPTION | QTY | DETAIL |
|---|---|---|---|
| 1 | LIMESTONE SLAB SHORE PROTECTION | | 4/L-5 |
| 2 | LIMESTONE SLAB OUTCROPPINGS | | 6/L-5 |
| 3 | WASHED RIVER GRAVEL SHORE PROTECTION 6-8" DEPTH. MIX 1/3 OHIO COBBLE 4-6" 2/3 OHIO COBBLE 2-4" | | 5/L-5 |

PLANIT
500 W. Wilson Bridge Rd.
Suite 314 Worthington, OH 43085
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3811 Southwest Blvd.
Grove City, OH 43123

PROJECT #019-075

October 11, 2019

SHEET INFORMATION

DRAWN BY
KAA

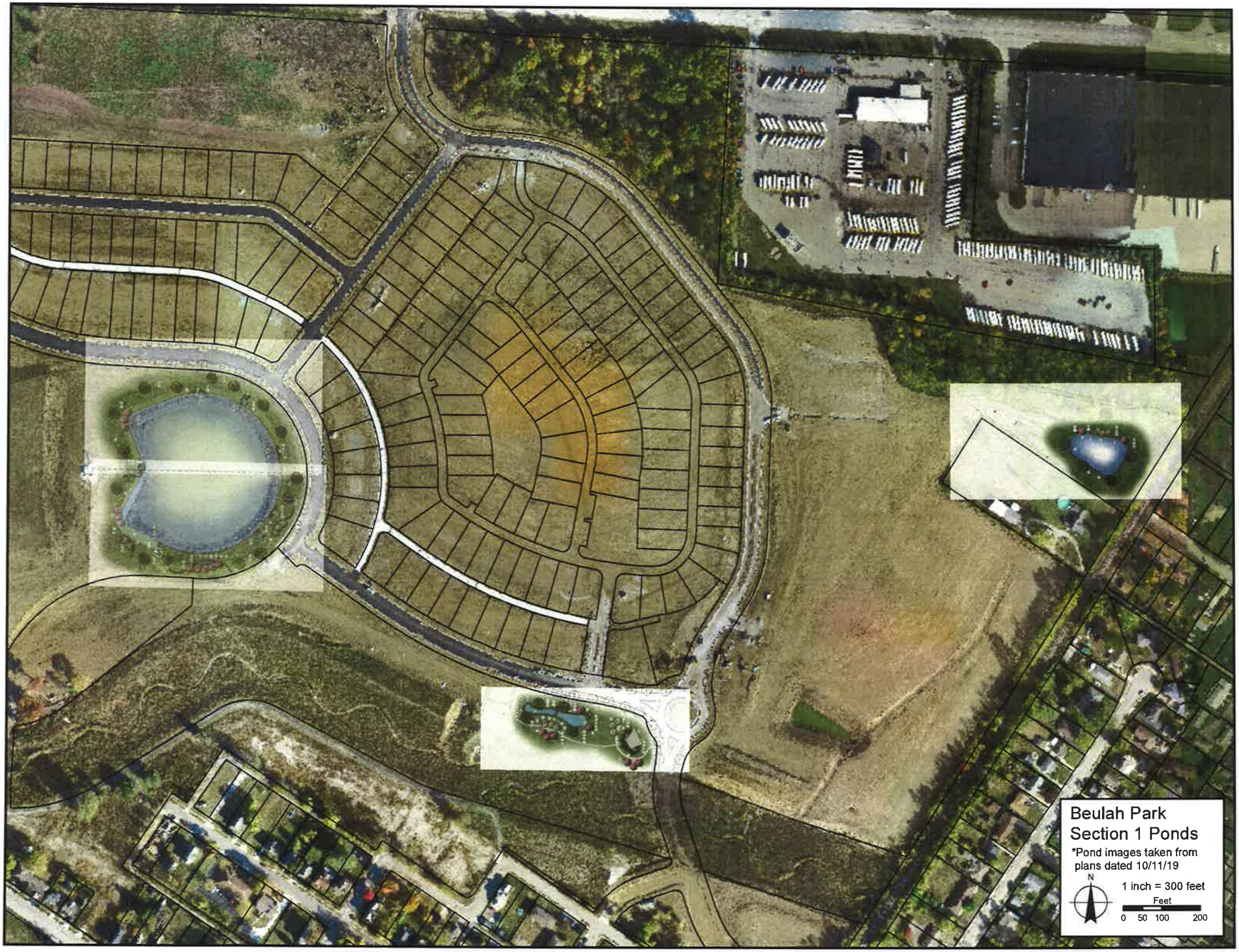
REVISIONS

PRELIMINARY NOT FOR CONSTRUCTION

SHEET TITLE
Landscape Plan Basin C

SCALE
As Noted

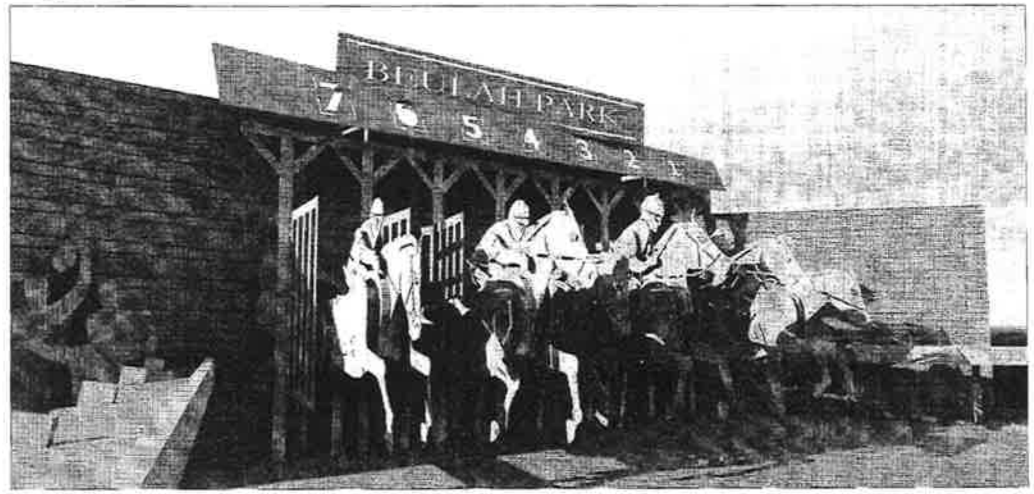
SHEET NO.
L-4

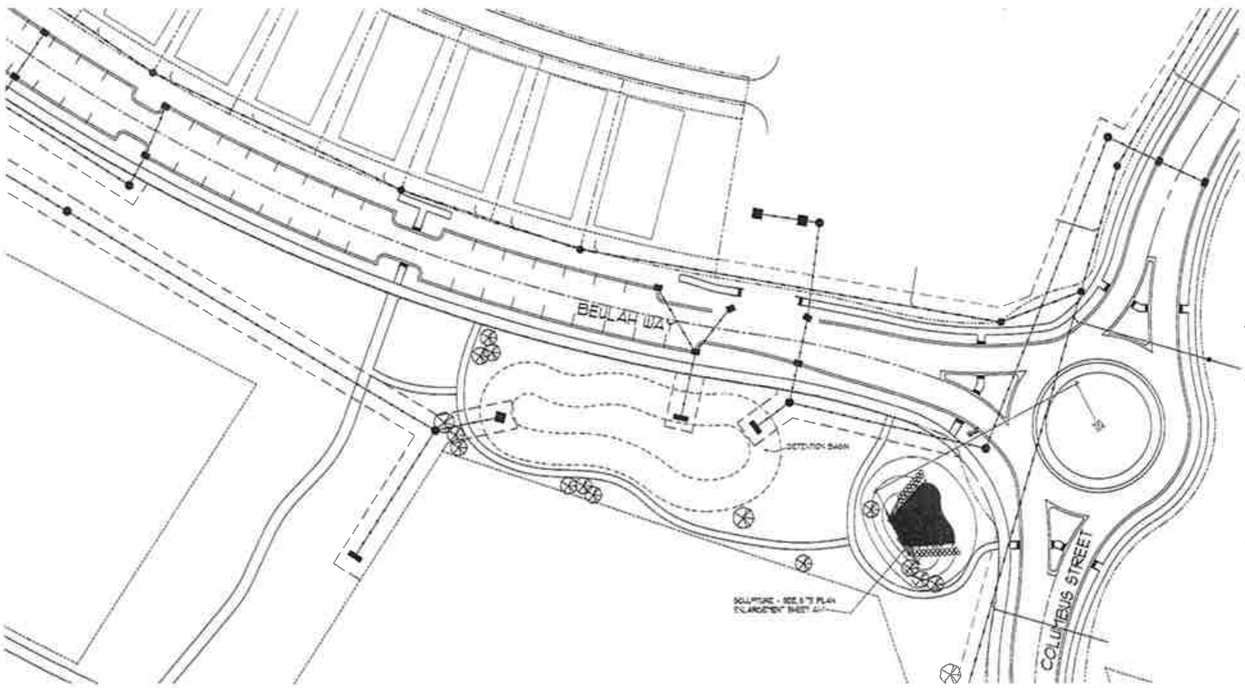

Beulah Park
Section 1 Ponds
*Pond images taken from plans dated 10/11/19
N
1 inch = 300 feet
Feet
0 50 100 200

RECEIVED

## GENERAL NOTES:

1. THE GENERAL CONTRACTOR AND SUB-CONTRACTORS SHALL BE SOLELY RESPONSIBLE FOR COMPLYING WITH ALL FEDERAL, STATE LOCAL AND SAFETY REQUIREMENTS TOGETHER WITH EXERCISING PRECAUTIONS AT ALL TIMES FOR THE PROTECTION OF PERSONS INCLUDING EMPLOYEES AND PROPERTY. IT IS THE SOLE RESPONSIBILITY OF THE GENERAL CONTRACTOR AND SUB-CONTRACTORS TO INITIATE, MAINTAIN, AND SUPERVISE ALL SAFETY REQUIREMENTS, PRECAUTIONS, AND PROGRAMS IN CONNECTION WITH THE WORK. THE GENERAL CONTRACTOR AND SUB-CONTRACTORS ARE RESPONSIBLE FOR SECURING AND MAINTAINING ALL NECESSARY INSURANCE INCLUDING BUT NOT LIMITED TO WORKERS COMPENSATION.
2. THE ARCHITECT IS NOT RESPONSIBLE FOR THE METHOD OF CONSTRUCTION. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF ALL WORK AND FOR THE MEANS, METHODS, PROCEDURES, TECHNIQUES, AND SEQUENCE OF CONSTRUCTION.
3. THE GENERAL CONTRACTOR SHALL PROVIDE ALL REQUIRED PERMITS, FEES, AND INSPECTIONS AS MAY BE REQUIRED BY GOVERNING BODIES HAVING LEGAL JURISDICTION.
4. WHEN THE GENERAL CONTRACTOR ACCEPTS DELIVERY OF ALL ITEMS NOTED ON PLANS EITHER IN CONTRACT OR NOT IN CONTRACT HE SHALL BE RESPONSIBLE FOR LOSS AND/OR DAMAGE OF THESE ITEMS.
5. THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING FIELD CONDITIONS WITH THE DRAWINGS INCLUDING BUT NOT LIMITED TO SOIL CONDITIONS, INCOMING UTILITIES, ETC. THE GENERAL CONTRACTOR SHALL REPORT IMMEDIATELY TO THE ARCHITECT ANY VARIANCES OR FIELD CONDITIONS THAT MAY CAUSE CONSTRUCTION PROBLEMS PRIOR TO COMMENCING WORK.
6. ALL WORK, ELECTRICAL WORK NOT DETAILED HEREIN, SHALL COMPLY WITH APPLICABLE STATE AND LOCAL BUILDING CODES AND THE BUILDING STANDARDS REFERENCED THEREIN.
7. PLAN DIMENSIONS ARE TO THE FACE OF CONCRETE OR MASONRY UNLESS NOTED OTHERWISE.
8. DRAWINGS ARE NOT TO BE SCALED. WRITTEN DIMENSIONS GOVERN. ANY DISCREPANCIES BETWEEN FIELD DIMENSIONS AND/OR OBSERVATIONS WITH THOSE INDICATED ON THE DRAWINGS SHOULD BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ARCHITECT FOR CLARIFICATION/CORRECTION.
9. ALL WORK SHALL UTILIZE NEW MATERIALS UNLESS OTHERWISE NOTED. REJECT AND REPLACE ANY DAMAGED MATERIAL RESULTING FROM WARPAGES, WEATHER DAMAGE, OR OTHER CAUSES.




THE HORSE AND GATE SCULPTURE WILL BE CUT FROM 3/8" CORTEN STEEL AND WILL BE CUT AND ASSEMBLED OFF-SITE. THE GENERAL CONTRACTOR IS TO ANCHOR THE ASSEMBLY TO THE CONCRETE PAD AND CMU WALL WITH DRILLED AND SET ANCHORS.

## DESCRIPTION OF WORK

THE CONSTRUCTION OF A 3 DIMENSIONAL SCULPTURE REFLECTING THE HORSE RACING HERITAGE OF THE FORMER BEULAH PARK RACE TRACK. THE SCULPTURE CONSISTS OF WELDED STEEL HORSES AND A DECORATIVE CMU WALL AS A BACKDROP.

## PROJECT DATA

- USE GROUP - U
- AREA: NA - UNOCCUPIED/ NO CONDITIONED SPACE
- CONSTRUCTION TYPE

## INDEX TO DRAWINGS



## ARCHITECT'S SITE PLAN

SCALE: 1"=40'

NORTH

Craig W. Murdick ARCHITECT LTD.

For quick response send questions to craig@murdick-arch.com

STATE OF OHIO — CRAIG W. MURDICK — REGISTERED ARCHITECT

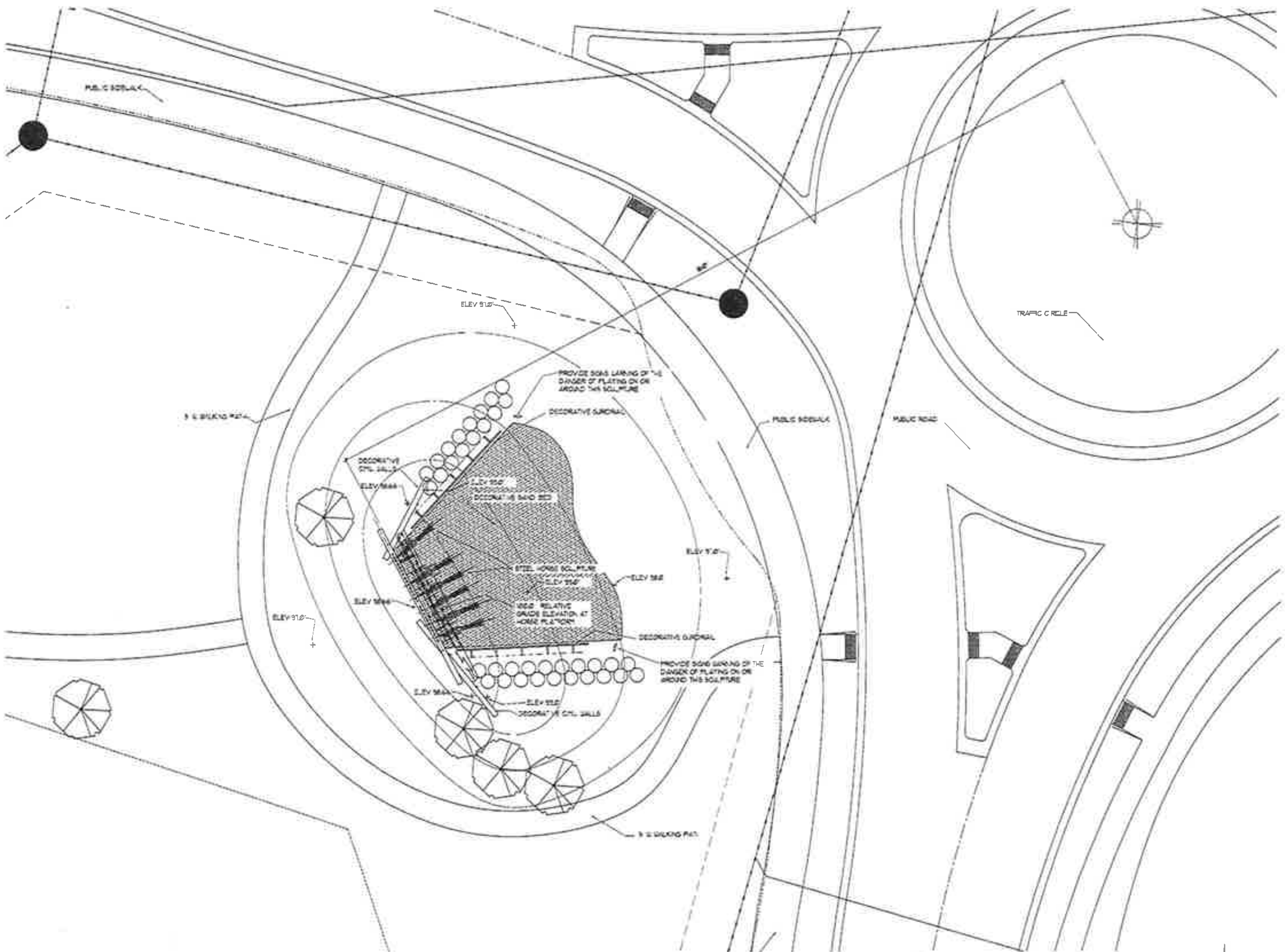
BEULAH PARK
MEMORIAL GARDEN
Grove City, Oh



REVISED

1 REV FEB 05, 2020

DATE: FEB. 05, 2020
SET: MEMORIAL GARDEN HORSE SCULPTURE
PAGE: A1-0




THE HORSE AND GATE SCULPTURE WILL BE CUT FROM 3/8" CORTEN STEEL AND WILL BE CUT AND ASSEMBLED OFF-SITE. THE GENERAL CONTRACTOR IS TO ANCHOR THE ASSEMBLY TO THE CONCRETE PAD AND CMU WALL WITH DRILLED AND SET ANCHORS.

SITE PLAN ENLARGED

SCALE: 1"=10'

NORTH

DANGER!

KEEP OFF

**YOU CAN GET HURT**

**IF YOU PLAY ON OR**

**AROUND THIS SCULPTURE**

PROVIDE SIGNS WARNING OF THE DANGER OF PLAYING ON OR AROUND THIS SCULPTURE - FINAL LAYOUT TO BE DETERMINED

Craig W. Murdick
ARCHITECT LTD.

STATE OF OHIO
CRAIG W. MURDICK
REGISTERED ARCHITECT

BEULAH PARK
MEMORIAL GARDEN
Grove City, Oh

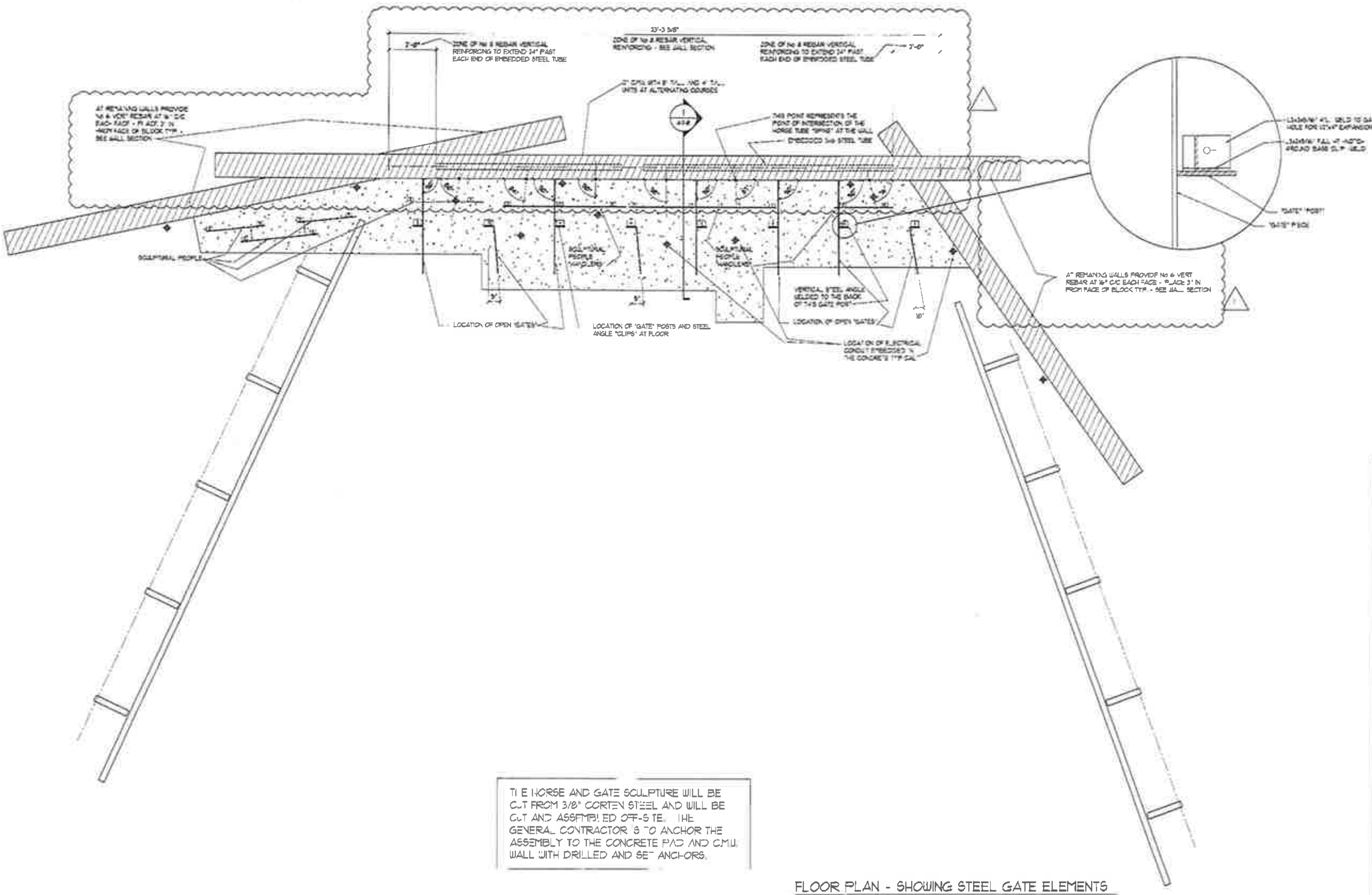


REVISED

DATE: FEB. 05, 2020

SET: MEMORIAL GARDEN HORSE SCULPTURE

PAGE: A1-1




THE HORSE AND GATE SCULPTURE WILL BE CUT FROM 3/8" CORTEN STEEL AND WILL BE CUT AND ASSEMBLED OFF-SITE. THE GENERAL CONTRACTOR IS TO ANCHOR THE ASSEMBLY TO THE CONCRETE PAD AND CMU WALL WITH DRILLED AND SET ANCHORS.

FLOOR PLAN - SHOWING STEEL GATE ELEMENTS
SCALE: 1/2"=1'-0"

NORTH

Craig W. Murdick ARCHITECT LTD.

For quick response send questions to: craig@murdick-arch.com

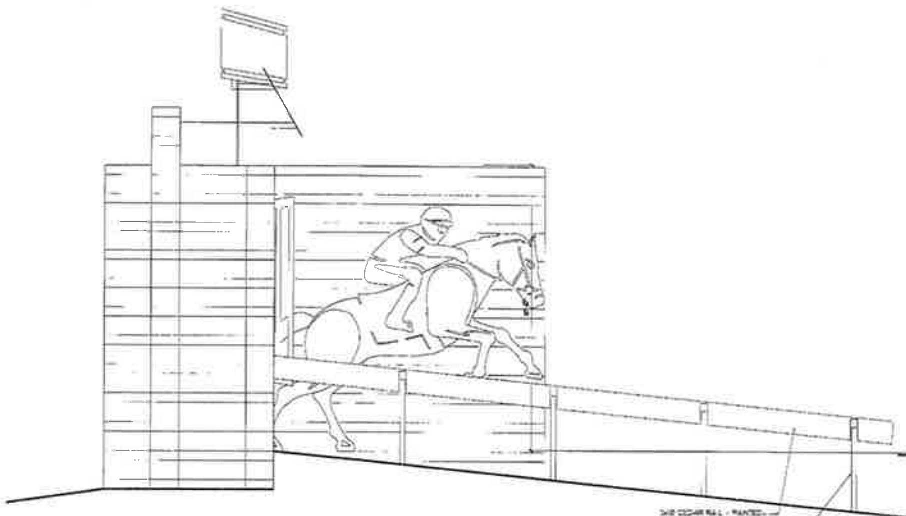
STATE OF OHIO
CRAIG W. MURDICK
REGISTERED ARCHITECT

BEULAH PARK
MEMORIAL GARDEN
Grove City, Oh



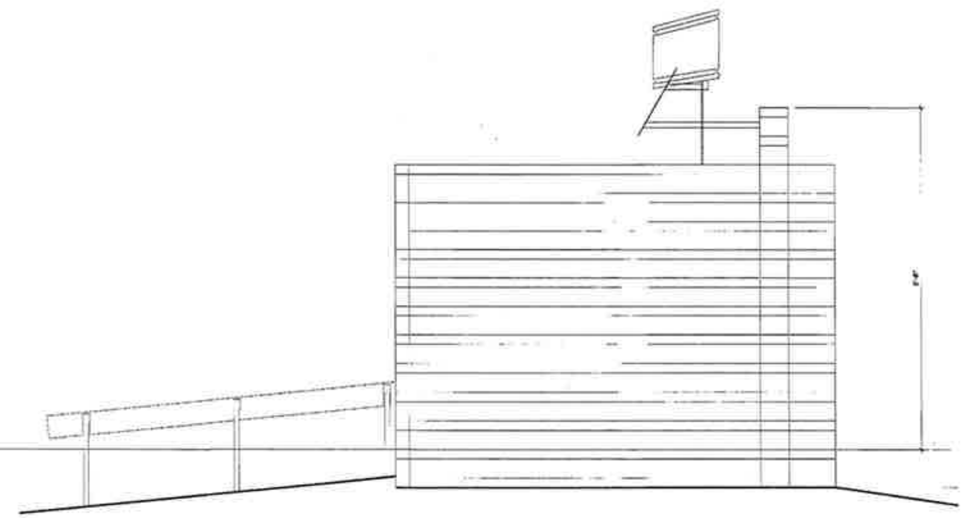
REVISED
1 REV FEB 05, 2020

DATE: FEB. 05, 2020
SET: MEMORIAL GARDEN HORSE SCULPTURE
PAGE: A1-4



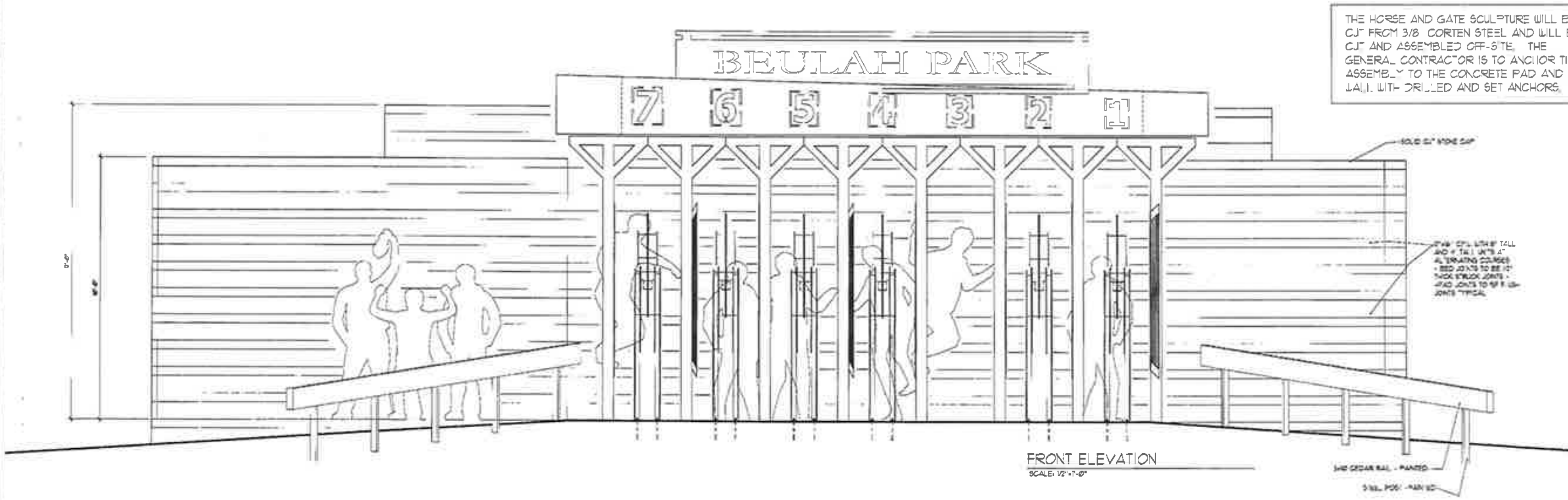
LEFT SIDE ELEVATION

SCALE: 1/2"=1'-0"



RIGHT SIDE ELEVATION

SCALE: 1/2"=1'-0"




FRONT ELEVATION

SCALE: 1/2"=1'-0"

THE HORSE AND GATE SCULPTURE WILL BE CUT FROM 3/8" CORTEN STEEL AND WILL BE CUT AND ASSEMBLED OFF-SITE. THE GENERAL CONTRACTOR IS TO ANCHOR THE ASSEMBLY TO THE CONCRETE PAD AND CMU WALL WITH DRILLED AND SET ANCHORS.


Craig W. Murdick ARCHITECT LTD.

For quick response send questions to: craig@murdick-arch.com


DATE

BEULAH PARK
MEMORIAL GARDEN
Grove City, Oh



REVISED

DATE: JAN. 10, 2020
SET: MEMORIAL GARDEN
PAGE: A2-Ø

| | |
|---|---|
| Date: 10-20-20 | No.: CR-43-20 |
| Introduced By: Mr. Holt | 1st Reading: 10-26-20 |
| Committee: Finance | Public Notice: |
| Originated By: Mr. Stage | 2nd Reading: |
| Approved: Ms. Houk | Passed:____ Rejected: |
| Emergency: XX | Codified:___ Code No: |
| Current Expense: | Passage Publication: |

# RESOLUTION CR-43-20

## A RESOLUTION TO AMEND EXHIBIT "A" OF RESOLUTION CR-33-20 FOR THE SMALL BUSINESS WORKING CAPITAL GRANT PROGRAM AND AUTHORIZE AN ADDITIONAL $100,000.00 TOWARD THE PROGRAM

WHEREAS, on September 08, 2020, Council approved Resolution CR-33-20 to enact the Small Business Working Capital Grant Program; and

WHEREAS, this Program has been successful in assisting small businesses within the community and adjustments to Exhibit "A" would improve the administration of this program; and

WHEREAS, with the continuation of the COVID-19 and environmental challenges, the City continues to be committed to providing recovery assistance for small businesses; and

WHEREAS, with the additional CARES Act funding received by City it is desirous to provide another round of assistance to our small businesses; and

WHEREAS, funding in the amount of $100,000.00 will be provided for the Program from the City's COVID Relief Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GROVE CITY, STATE OF OHIO, THAT:

SECTION 1. The attached Exhibit "A" is hereby amended as shown.

SECTION 2. This Council hereby expands the Small Business Working Capital Grant Program, as adopted by Resolution CR-33-20, to provide another $100,000.00 to the Program from the COVID Relief Fund.

SECTION 2. This resolution shall take effect the earliest opportunity allowed by law.

Christine Houk, President of Council

Passed:

Richard L. Stage, Mayor

Effective: Attest:

Tami K. Kelly, MMC, Clerk of Council

I Certify that this ordinance is correct as to form.

Stephen J. Smith, Director of Law

# Small Business WORKING CAPITAL GRANT PROGRAM

Small businesses within the City of Grove City significantly contribute to the character and economic vitality of the community. The City has long been aware of the importance of supporting small businesses and over the years devised and utilized available tools to create a thriving business environment. In the wake of the COVID-19 pandemic and subsequent shutdown, the once thriving environment changed and our community is facing unprecedented social and economic challenges. The City is committed to providing temporary recovery assistance for those small businesses reliant on customers frequenting their "brick-and-mortar" establishments.

Program Description: The purpose of this program is to provide temporary relief to help small businesses offset some of their operational costs and to assist with costs to reopen/reestablish operations to return their associates to work.

Program Oversight: This program is available through the City's allocation of funds received through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Upon the sunset of the CARES Act or through the complete disbursement of allotted funding this program shall terminate. The Development Department will serve as the program administrator in accordance with the parameters established below in order to retain employment opportunities and improve the economic welfare of the City.

Participation Requirements:
Small Business: For the purposes of this program, an eligible small business is considered a for-profit business employing a maximum of 25 full-time equivalent (FTE) associates, locally owned and operated within the corporation limits of Grove City, and aligning generally with the characteristics below:

- Conducts a majority of its business on site (pre-COVID) ~~and therefore reliant on customers frequenting~~ at its brick and mortar establishment.
- ~~Employs associates who are unable to perform their jobs remotely due to the nature of their work.~~
- Does not operate as a national retailer or restaurant establishment (franchisees of such establishments who operate no more than two ~~or fewer~~ local establishments may apply).
- Is not a home-based business.

Administrative note: Full-time equivalent (FTE) employment means the total number of regular straight-time hours worked (i.e., not including overtime or holiday hours worked) by employees divided by the number of compensable hours applicable to each fiscal year.

Example: 23,000 hours worked ÷ 2,008 business hours = 11.45 FTEs

Program Funding:

A. Funding Amount: Grants are available in an amount of up to $2,500 per business. Funds may only be used toward operations within the City of Grove City. Businesses may use the grant to cover prior expenditures toward qualifying programs or services (see below).

B. Qualifying Programs and Services: Approved grants are provided to serve as working capital to offset lost funds due to the current COVID-19 disruption and recent socioeconomic and environmental challenges. Eligible recovery costs may include but are not limited to the following:

- Working capital/ product and inventory
- Advertising and marketing
- Technology upgrades to adapt to changing preferences involving customer interactions (website, on-line ordering, infrastructure/internet connectivity)
- Purchasing of personal protective equipment (PPE) or sanitizer/cleaning products
- Building modifications that aid in complying with social distancing requirements

<u>Administrative note:</u> Other associated recovery efforts in addition to guidelines provided above may be approved as well.

C. Criteria Funding: responses to the questions below on the application will be used to demonstrate need for funding <u>(at least one be demonstrated)</u>.

- Demonstrated loss of business, as a result of State or Federal governmental mandates whereby the business was required to shut down or restricted from conducting its normal operation.
- Demonstrated loss of revenue that can be attributed to the pandemic.
- Number of employment opportunities that have been created/offered/retained as a result of reopening or re-establishing normal operations.

<u>Administrative note:</u> Applications will be reviewed in the order they are received until the program funds are exhausted or the sunset of CARES Act funding.

D. Disbursement: Once the application is approved the City will issue the disbursement.

E. Tax Implication: This grant may be treated as income subject to Federal Income Tax. The City of Grove City is not liable for any tax implications resulting from the approval of a grant award. See your tax advisor for clarification.

Conflict of Interest: No official, employee or agent of the City shall have any personal interest, either direct or indirect, in the grant program, nor shall any such official, employee or agent participate in any decision relating to the grant program which affects his/her personal interests or the interests of any corporation, partnership or association in which he/she is, either directly or indirectly, interested.

<u>Grant Process</u>:

STEP 1 <u>Application</u>: The materials contained in the submitted application will be used to determine eligibility for grant requests and establishing the maximum amount the City may disburse. Applications will be reviewed in the order they are received. A completed W-9 shall be submitted as part of the funding request. Additional submittal requirements are set forth on the application form. Applications will not be considered complete and eligible for participation in the program unless all items on the application are answered and all required attachments included.

STEP 2 <u>Funds Released</u>: Funds are in the form of a check.

# Coronavirus Relief Funds

| | Project | Amount | Narrative |
|---|---|---|---|
| Encumberd or approved | City View | $192,180.32 | Building division online portal; building permits, payments, plan review and inspection. Eliminates need for in-person contact from plan submission to occupancy |
| | Information Systems various costs | 60,708.22 | Expenses supporting remot work and teleconferencing; computers, web cams, conferencing hardware/software, internet band width, and temperature scanning kiosks, etc. |
| | Service Department various costs | 24,361.72 | City Wide; masks, sanitizer, other cleaning supplies |
| | Police Department various costs | 3,885.28 | Police; Personal Protection Equipment, masks, sanitizer, other cleaning supplies |
| | Call Center operating costs | 91,249.62 | Call center established for Coronavirus communications to city residents |
| | Unemployment | 75,427.79 | Unemployment claims paid as reimbursing employer |
| | HR Testing/NTN | 750.00 | National Testing Network; Online testing capability for Dispatcher test |
| | Just FIOA | 12,610.00 | Online Public Records Request portal; eliminates in person contact |
| | Supplies | 2,952.51 | other supplies |
| | Working Capital Grant | 100,000.00 | Relief funds to local businesses |
| | LifeCare Alliance | 25,000.00 | To fund on-the-go meals provided by LifeCare Alliance |
| | South-Western City Schools | 499,844.00 | South-Western City School Chromebooks and miscellaneous technology costs |
| | Grove City Area Chamber of Commerce | 11,000.00 | Costs of transitioning to virtual events |
| | Laptop Computers | 67,126.29 | Purchase of mobile computers to allow for remote workstations |
| | Total | $1,167,095.75 | |
| | **Total CARES Act Funding** | **$2,858,822.00** | |
| | **Unspent CARES Act Funds** | **$1,691,726.25** | |

SPEER MECHANICAL

Shawn Robuck
*Account Manager - Service Division*
direct | 614/261-5191

7/29/20

Bill Milburn
City of Grove City
3262 Ventura Blvd
Grove City, OH 43123

Proposal #: SR2012507

Ref: Furnish and install a new makeup air unit (MUA) for the City of Grove City – City Hall

We are pleased to present our proposal based on our recent site visit. Our scope is as follows:

- Lockout and tag out the existing Reznor MUA
- Disconnect the existing Power and control wiring
- Disconnect the existing gas piping
- Disconnect and remove the existing flue piping as required
- Disconnect the existing outside air and supply air ductwork and demo as required
- Remove and disassemble the existing MUA unit in pieces in order to remove from the building and properly dispose of
- Furnish and install the new MUA unit in place inside of the mechanical room. Unit needs to be brought in sections and assembled in place
- Reconnect the existing outside air to the new MUA with new ductwork transitions
- Furnish and install new supply air ductwork from the new MUA unit to the existing supply ductwork, turning vanes may be utilized in order to obtain proper airflow
- Reconnect to the existing gas piping providing new pipe and fittings as required
- Furnish and install new flue piping through the existing opening to the outside
- Furnish and install a new concrete pad outside next to the existing cooling tower. Relocating trees and landscaping work to be provided by owner
- Furnish and install a new air cooled condensing unit on the new concrete pad
- Furnish and install new refrigerant piping from the outdoor condensing unit to the new indoor MUA. The existing outdoor air damper to be used for access into the building. Does not include core boring the exterior wall
- Pressure test, evacuate and charge with new refrigerant
- Furnish and install insulation on the new piping
- Furnish and install new powering and control wiring from the existing panel in the adjacent room to the mechanical room
- Startup and ensure proper operation

- All rigging and permits included in pricing

Our price for the items/services listed above is ............................................... $96,050.00

Clarifications:

- The above pricing does not include any additional work other than what is listed above. If any additional repairs are necessary, a change order proposal will be provided.
- All work to be performed on regular time.
- Does not include any painting
- Does not include any upgrades to the existing power supply inside the electrical room
- Placement of new condensing unit outside may require temporarily relocating landscaping work until new unit is set in place, to be provided by owner
- New MUA unit is based on the sizing of the existing unit be adequate for the space required.

Thank you for the opportunity to be of service. If you have any questions please contact me.

Sincerely,

Speer Mechanical

Shawn Robuck

Shawn Robuck
Account Manager

See attached Standard Proposal Conditions

*Acceptance of Proposal*- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Date of Acceptance:________ Signature______________

SPEER MECHANICAL

**STANDARD PROPOSAL CONDITIONS**

**CONTRACT FORM** - If this proposal is accepted, we expect to execute an AIA contract document.

**UTILITY CHARGES** - We do **not** include any utility company charges, such as capacity fees or connection charges, unless specifically stated in the proposal.

**WORKING CONDITIONS** - Our proposal is based on having reasonable access to the working areas and performing all work during normal working hours.

**HAZARDOUS MATERIAL** - We do **not** include any asbestos or lead paint removal or related work. If these materials are encountered, we will stop work in that area until the owner resolves the problem.

**MATERIAL FURNISHED BY OTHERS** - We have assumed that any material that is furnished by others will be unloaded and placed by others at a convenient location in the immediate area where the material will be installed by us; also, we do **not** warrant any material furnished by others.

**SAFETY** - We will perform our work in compliance with all known government safety regulations for which we are responsible. However, if we discover potentially dangerous conditions or safety act violations that are the responsibility of others, we will immediately evacuate that area and advise the owner/contractor of that condition. If that action causes us additional costs, we will be reimbursed by the responsible party.

**SCHEDULING OF WORK** –Our proposal is based on a mutually agreeable schedule. If our work is impacted by interruptions, obstructions, accelerations, delays, or out-of-sequence work, beyond our reasonable control, our contract price will be increased to cover costs incurred.

**BACKCHARGES** - We will **not** accept any backcharges, including prorata allocations, unless they are mutually agreed to in writing before they occur.

**RETAINAGE** - Our proposal is based on no retainage being held for our work, unless a specific amount is defined in the bid documents, and in any case, it shall **not** exceed 5% of our invoiced amount.

**PAYMENT** - Our proposal is based on monthly and final payments due within five (5) days of the contractor's receipt of payment from the owner, but in no case shall payment be more than thirty (30) days after the date of the invoice.

**BREAKDOWNS** – Any breakdowns provided are **not** to be used for billing purposes.

**AWARD** - Upon award, we will be furnished six (6) sets of plans and four (4) sets of specifications.

**DISCLOSURE** - This material is a proprietary trade secret of **Speer Mechanical**, and use or disclosure other than by **Speer Mechanical** is prohibited by Ohio Revised Code Chapter 1333 and federal law.

**BID EXPIRATION** - This proposal shall be good for thirty (30) days after the date of the proposal, unless otherwise specified. Upon expiration of this proposal, we have the option to proceed for the proposed contract amount.

**NON-SUBMITTED ITEMS** – We will provide the specified pipe, fittings and hangers, but will **not** submit on them.

**ELECTRICAL STARTERS AND DISCONNECTS** – We will provide only those electrical starters and disconnects that are specified to come factory mounted from the mechanical equipment manufacturer.

**SOIL BORINGS AND SAMPLES** – In the absence of soil boring and sample reports being provided to us, we assume standard digging conditions in class II type soil

Shawn Robuck
*Account Manager - Service Division*
direct | 614/261-5191

9/17/20

Bill Milburn
City of Grove City
3262 Ventura Blvd
Grove City, OH 43123

Proposal #: SR2012547

Ref: Furnish and install Needlepoint Ionization Systems for the City of Grove City

We are pleased to present our proposal based on our recent site visit. Our scope is as follows:

**Building #1: City Hall – 13 Heat Pumps / 1 Makeup Air Unit**

- Lock out and tag out the existing (14) AHU
- Furnish and install (14) Needlepoint Bipolar ionization systems for (14) different AHU
- Furnish and install mounting materials and mounting magnets for each unit
- Furnish and install (14) 24v transformers and necessary control wiring for all systems
- Startup and ensure proper operation

Our price for the items/services listed above is ............................................. $18,910.00

**Building #2: Safety Complex – 13 Heat Pumps / 1 Makeup Air Unit**

- Lock out and tag out the existing (14) AHU
- Furnish and install (14) Needlepoint Bipolar ionization systems for (14) different AHU
- Furnish and install mounting materials and mounting magnets for each unit
- Furnish and install (14) 24v transformers and necessary control wiring for all systems
- Startup and ensure proper operation

Our price for the items/services listed above is ............................................. $18,910.00

**Building #3: Kingston Center – 8 Unit Vents / 5 Fan Coils / 17 Ductless Splits / Gym Unit**

- Lock out and tag out the existing (31) AHU
- Furnish and install (31) Needlepoint Bipolar ionization systems for (31) different AHU
- Furnish and install mounting materials and mounting magnets for each unit

- Furnish and install (31) 24v transformers and necessary control wiring for all systems
- Startup and ensure proper operation

Our price for the items/services listed above is ............................................. $34,935.00

**Building #4: Evans Senior Center – 8 Heat Pumps**

- Lock out and tag out the existing (8) AHU
- Furnish and install (8) Needlepoint Bipolar ionization systems for (8) different AHU
- Furnish and install mounting materials and mounting magnets for each unit
- Furnish and install (8) 24v transformers and necessary control wiring for all systems
- Startup and ensure proper operation

Our price for the items/services listed above is ............................................. $10,825.00

Clarifications:

- The above pricing does not include any additional work other than what is listed above. If any additional repairs are necessary, a change order proposal will be provided.
- All work to be performed on regular time.

Thank you for the opportunity to be of service. If you have any questions please contact me.

Sincerely,

Speer Mechanical

Shawn Robuck

Shawn Robuck
Account Manager

See attached Standard Proposal Conditions

*Acceptance of Proposal*- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Date of Acceptance:________ Signature______________

SPEER MECHANICAL

## STANDARD PROPOSAL CONDITIONS

**CONTRACT FORM** - If this proposal is accepted, we expect to execute an AIA contract document.

**UTILITY CHARGES** - We do **not** include any utility company charges, such as capacity fees or connection charges, unless specifically stated in the proposal.

**WORKING CONDITIONS** - Our proposal is based on having reasonable access to the working areas and performing all work during normal working hours.

**HAZARDOUS MATERIAL** - We do **not** include any asbestos or lead paint removal or related work. If these materials are encountered, we will stop work in that area until the owner resolves the problem.

**MATERIAL FURNISHED BY OTHERS** - We have assumed that any material that is furnished by others will be unloaded and placed by others at a convenient location in the immediate area where the material will be installed by us; also, we do **not** warrant any material furnished by others.

**SAFETY** - We will perform our work in compliance with all known government safety regulations for which we are responsible. However, if we discover potentially dangerous conditions or safety act violations that are the responsibility of others, we will immediately evacuate that area and advise the owner/contractor of that condition. If that action causes us additional costs, we will be reimbursed by the responsible party.

**SCHEDULING OF WORK** –Our proposal is based on a mutually agreeable schedule. If our work is impacted by interruptions, obstructions, accelerations, delays, or out-of-sequence work, beyond our reasonable control, our contract price will be increased to cover costs incurred.

**BACKCHARGES** - We will **not** accept any backcharges, including prorata allocations, unless they are mutually agreed to in writing before they occur.

**RETAINAGE** - Our proposal is based on no retainage being held for our work, unless a specific amount is defined in the bid documents, and in any case, it shall **not** exceed 5% of our invoiced amount.

**PAYMENT** - Our proposal is based on monthly and final payments due within five (5) days of the contractor's receipt of payment from the owner, but in no case shall payment be more than thirty (30) days after the date of the invoice.

**BREAKDOWNS** – Any breakdowns provided are **not** to be used for billing purposes.

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**ELECTRICAL STARTERS AND DISCONNECTS** – We will provide only those electrical starters and disconnects that are specified to come factory mounted from the mechanical equipment manufacturer.

**SOIL BORINGS AND SAMPLES** – In the absence of soil boring and sample reports being provided to us, we assume standard digging conditions in class II type soil

# How to Use Coronavirus Relief Funding to Impact Ohio Communities

| | |
|---|---|
| | Assist adult day care centers, senior centers, childcare centers, and organizations serving persons with disabilities in your community that have been impacted by COVID by providing subgrants to purchase COVID-necessary supplies and services and/or economic relief to non-governmental organizations. |
| | **Provide assistance to local health departments for expenses necessary to respond to the COVID public health emergency, including supporting public outreach and COVID-safety messaging and communications efforts.** |
| | Provide rental/mortgage/utility payment assistance to individuals who have been economically impacted by the COVID public health emergency. |
| | **Provide resources to community organizations, including senior centers, community recreation centers, libraries, and other similar locations to assist with COVID safety, sanitation, and maintaining services while social distancing.** |
| | Fund personnel costs for substantially dedicated public safety and public health employees. |
| | **Fund personnel costs for employees performing substantially different functions to respond to COVID (for instance, if an administrative employee has been reassigned to assist with cleaning playgrounds or other community areas).** |
| | Purchase thermo scanning equipment for screening in public facilities. |
| | **Provide COVID testing for residents free of charge.** |
| | Purchase COVID protective gear for first responders and public employees. |
| | **Provide training to increase number of fire personnel that can assist in COVID runs.** |
| | Purchase PPE (masks) for community distribution and/or for distribution to community organizations or schools. |
| | **Provide an economic relief program for small businesses.** |
| | Support increased costs for cleaning/sanitation of public buildings and areas frequented by the public. |
| | **Subgrant to other government and/or nonprofit organizations (fire districts, park districts, schools, food banks) for COVID-necessary expenses.** |

Ohio | The Ohio Grants Partnership

- Update public facilities with touchless equipment (automatic doors, touchless faucets, etc.).
- Address costs necessary to telework during the public health emergency, including increasing IT infrastructure to handle remote work environment and video meetings to include the increase of capacity and security.
- Assist courts with remote capabilities (examples: remote technology enablement projects; technology to enable public access to online hearings/trials; online dispute resolution technology; online notarization technology; digital scan fingerprinting technology; guardianship and estate technology solutions; minor building modifications to ensure the safety of the public and staff (plexiglass or glass barriers, disinfecting services, etc.).
- Install safety barriers such as plexiglass partitions at public reception areas and in government employee workspaces.
- Update public facility signage to facilitate social distancing, including designating separate entrance and exit doors, installing directional arrows to direct foot traffic, and adding floor markings in waiting areas to ensure social distancing.
- Provide assistance to food banks and for organizations providing food delivery to vulnerable residents such as senior citizens or persons with disabilities.
- Support costs for local jails, detention centers, or community corrections centers for increased sanitation, social distancing measures, and PPE.
- Assist domestic violence shelters, crisis centers, and homeless shelters with COVID-related costs and/or costs related to compliance with public health orders and recommendations.
- Provide hazard pay to public employees performing hazardous duty or work involving physical hardship related to COVID-19.
- Build functionality to offer government services to the public online which reduces the number of in-person interactions.
- Installing barriers or rearrange work environments for essential public employees to ensure proper social distancing.
- Fund unbudgeted Administrative Leave for employees that are unable to telework when there are stay at home orders or instances of COVID in the workplace.
- Provide funding for precautions and social distancing measures for public transportation.
- Purchase of additional medical equipment due to the increase in medic calls related to COVID.

Ohio | Office of Budget and Management

Mike DeWine, Governor
Jon Husted, Lt. Governor

Kimberly Murnieks, Director

# Coronavirus Relief Fund (CRF)

## Local Government Assistance Program

Ohio | Office of Budget and Management

**Guidance & Frequently Asked Questions**

# Funding Period:

# March 1, 2020 – December 30, 2020

*NOTE: As U.S. Department of the Treasury issues future guidance and clarifications, the specific guidelines listed in this document are subject to change. Changes will be addendums to this document in the Frequently Asked Questions section.*

# CORONAVIRUS RELIEF FUND (CRF) LOCAL GOVERNMENT ASSISTANCE PROGRAM

Office of Budget and Management

The purpose of this document is to provide guidance to local governments receiving Coronavirus Relief Funding through the Ohio Office of Budget and Management (OBM) as a result of legislation from the Ohio General Assembly and the Ohio Controlling Board allocating federal funding.

## Funding Information

Funds were awarded to the State of Ohio as Federal Financial Assistance from the U.S. Department of Treasury. Funds were awarded under the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") as the Coronavirus Relief Fund (CRF).

### Federal Assistance Information

The U.S. Department of Treasury did not provide a notice of award to the State of Ohio, thus a Federal Award Identification Number (FAIN) for each of the two payments to the state was found on USASpending.gov to be SLT0018 and SKT0234. The federal award date is presumed to be the date of enactment of the CARES Act, March 27, 2020.

Funds are considered federal financial assistance and have been assigned a Catalog of Federal Domestic Assistance (CFDA) or Assistance Listing Number of 21.019. Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

### Performance Period

The U.S. Department of Treasury has determined that CRF funds may only cover costs ***incurred*** between **March 1, 2020 and December 30, 2020**. House Bill (HB) 481, amended by HB 614, dictates the following timelines in use of funds:

- County auditor shall distribute returned funds on or before **November 25, 2020**; and
- The balance of unexpended funds remaining must be returned to the state treasury not later than **February 1, 2021**.

The time period between December 30, 2020 and February 1, 2021 may only be used as a liquidation or account reconciliation period. This period is strictly to finalize payments for performance and delivery of goods and/or services that occurred prior to December 30, 2020 and/or make accounting adjustments for eligible activity that was paid prior to December 30, 2020.

## Eligibility

When determining eligibility to distribute CRF funds it received, a local jurisdiction should evaluate all proposed expenditures based on guidance contained within the U.S. Department of Treasury Guidance and Coronavirus Relief Fund Frequently Asked Questions which can be found at https://home.treasury.gov/policy-issues/cares/state-and-local-governments. This guidance document calls out some specific eligibility areas and related Frequently Asked Questions provide information about specific uses, but the examples are not all-inclusive. The U.S. Treasury Office of Inspector General has also published guidance on reporting and recordkeeping which can be found at https://www.treasury.gov/about/organizational-structure/ig/Pages/CARES-Act-Reporting-and-Record-Keeping-Information.aspx.

If a jurisdiction has any questions regarding the eligibility of a cost, please contact the Ohio Grants Partnership via e-mail at grants@obm.ohio.gov. OBM cannot make determinations about the expenditures that an individual jurisdiction may deem necessary to respond to COVID-19, the Grants Partnership team will provide guidance regarding eligibility.

**General Eligibility Information**

The CARES Act requires that the payments from the CRF only be used to cover expenses that -

(1) are ***necessary*** expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);

(2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the government; and

(3) were ***incurred during the period that begins on March 1, 2020 and ends on December 30, 2020***.

While the CRF distributions are not required to be the funding of last resort, the expenditures cannot be used in multiple programs or be reimbursed by other funds. Expenditures necessary to take direct action in response to the COVID-19 public health emergency are allowable. The basic eligibility requirement is "a cost is either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget (recently approved as of March 27, 2020) OR (b) the cost is for a ***substantially different use*** from any expected use of funds in such a line item, allotment, or allocation." Expenditures are required to be related to current COVID-19 needs and not in preparation of or stock piling for future emergencies.

## Permissible Use of Funds

The following list of specific permissible uses is not intended to be comprehensive:

**Medical Expenses**

- COVID-19-related expenses of public hospitals, clinics, and similar facilities.

- Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
- Costs of providing COVID-19 testing, including serological testing.
- Emergency medical response expenses related to COVID-19, including emergency medical transportation.
- Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
- Personal Protective Equipment to address the current COVID-19 pandemic.

**Public Health and Related Measures**

- Expenses for communication and enforcement by governments for public health orders related to COVID-19.
- Expenses for acquisition, distribution, and disposal of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
- Expenses for disinfection of public areas and other facilities, e.g., nursing homes, government facilities, parks, etc., in response to the COVID-19 public health emergency.
- Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
- Expenses for public safety measures undertaken in response to COVID-19.
- Expenses for quarantining individuals.
- Expenses associated with COVID-19 contact tracing.
- Food delivery to vulnerable populations to enable compliance with COVID-19 public health precautions.
- Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
- Expenses of providing paid sick and paid family and medical leave to public employees who are infected/directly impacted to enable compliance with COVID-19 public health precautions. Full costs are eligible despite leave being in previously approved budget.
- COVID-19-related expenses of maintaining correctional facilities and jails, including as related to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
- Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.

**Personnel (updated October 1, 2020)**

Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the

COVID-19 public health emergency are allowable. The U.S. Treasury has indicated that the full amount of payroll and benefits for substantially dedicated employees may be covered using the funds. In addition, the U.S. Treasury has not defined what "substantially dedicated" means and requires each jurisdiction to maintain documentation of the "substantially dedicated" conclusion with respect to employees. For our state-level purposes, we are sharing that OBM generally defines a benchmark for identifying substantial dedication to be a contribution of 50% or more of time. Jurisdictions are welcome to follow this benchmark or not; it is up to each jurisdiction to define its own thresholds of substantial dedication and to document the justification for that decision.

Public safety and public health personnel are "presumed" for administrative convenience to be substantially dedicated unless the chief executive determines that specific circumstances indicate otherwise. Treasury has provided an administrative accommodation for "presumed" public safety and public health employees indicating these employees which meet the substantially dedicated test are considered substantially different use, thus allowing for previously budgeted personnel to be eligible to be charged to the CRF. The U.S. Treasury defined the "presumed" public safety and public health positions that are eligible for the accommodation as follows:

- Public Safety positions include:
  - Police officers, sheriffs, and deputy sheriffs; firefighters; emergency medical responders; correctional and detention officers; and those who directly support such employees such as dispatchers and supervisory personnel.
- Public Health positions include:
  - Employees involved in providing medical and other health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions, and other support services essential for patient care (e.g. laboratory technicians) as well as employees of public health departments directly engaged in matters related to public health and related supervisory personnel.

Public safety, public health, health care, human services, and similar employees that are not substantially dedicated but have some time dedicated to mitigating or responding to COVID-19 may allocate specific time spent to the funds as tracked. Health care, human services, and similar employees who are substantially dedicated to mitigating or responding to the public health emergency are not granted a presumption by the U.S. Treasury. These employees can qualify for 100% of their payroll but are required to have documentation such as timesheets demonstrating substantial dedication through activities related to specifically to the response or mitigation of COVID-19. In addition, personnel that that were diverted to a **substantially different use** due entirely to the COVID-19 public health emergency and are supporting the response to COVID-19 are allowable. This could mean the repurpose of positions who would have been furloughed or laid off (in other words were underutilized due to COVID-19) to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

This payroll topic continues to be clarified by officials from the U.S. Department of Treasury and the U.S. Department of Treasury Office of Inspector General. Future federal guidance may continue to clarify these requirements. OBM continues to recommend jurisdictions maintain detailed documentation about decisions to use the CRF for employee payroll.

**Equipment**

- Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
- Equipment and lease costs if previously unbudgeted and consistent with other criteria.

**Economic Support**

- Small business assistance related to required and/or voluntary closures and the expenditures related to providing these programs.
- Increased workers compensation related to expanded coverage due to COVID-19.
- Unemployment insurance costs incurred by the Recipient as an employer.
- Financial assistance to individuals and families directly impacted by a loss of income due to COVID-19
    - Could include payment of overdue rent and mortgage to avoid eviction or foreclosure, unforeseen costs for funerals, or other emergency individual needs.

## Prohibited Use of Funds

- Revenue replacement/forgone revenue including unpaid property taxes and utility fees.
- Expenses covered by business interruption insurance or reimbursed through other federal aid received in response to COVID-19.
- Expenses that have been or will be reimbursed under any other federal program.
- Any costs, including indirect, administrative, and payroll, that were already in the most recently approved budget as of March 27$^{th}$.
- Personnel expenses for employees whose work duties are not substantially dedicated to mitigating or responding to COVID-19.
- Personnel costs of private employees paid directly (grants or loans to private employers may be allowed to cover this).
- Workforce bonuses, this prohibition does not include hazard pay or overtime.
- Severance Pay.
- Medicaid Match.

- Property tax assistance, some exceptions may be made if assistance is provided to individuals who have been economically impacted by COVID-19 to prevent foreclosures.
- Prepayments on contracts related to COVID-19, unless this is part of the normal policies and procedures.
- Damages covered by insurances.
- Reimbursement to donors for donated items or services.
- Legal settlements.

**Reporting (updated October 1, 2020)**
OBM will require reporting in the OBM grants portal. The grants contact listed on the registration will be provided a log-in to access and complete the financial status reports. OBM is requiring two interim financial status reports and a final close-out financial status report.

- The first interim report is due October 20, 2020 for activity through September 30, 2020.
- The second interim report is due January 6, 2021 for activity from October 1, 2020 through December 31, 2020. Any unobligated funds reported on this report must be returned to OBM no later than February 1, 2021.
- A final close-out report is due February 10, 2021 to report final liquidation activities that occurred from January 1, 2021 to January 31, 2021. Any cash on hand reported on this report must be returned to OBM no later than February 1, 2021.

**Responsibilities, Records, & Future Audits**
The U.S. Treasury has limited compliance to the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, § 200.330 through § 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. Effective internal controls must be established and maintained (2 C.F.R. § 200.303). Every CRF dollar should be accounted for with supporting documentation. Jurisdictions should maintain documentation evidencing that the funds were expended in accordance with federal, state, and local regulations.

The CRF is subject to future audits to ensure appropriate use with ultimate recoupment by the U.S. Treasury. Records must be made available to OBM, the Ohio Auditor of State, Independent Public Auditors that perform audits on behalf of Ohio Auditor of State, the federal government, and/or other oversight entities for audit or review. While these funds are considered payments, they are also subject to and count towards the threshold of the Single Audit Act (31 U.S.C. § 7501-7507).

## Frequently Asked Questions

*NOTE: In the event of a conflict between this document and state law, federal law, or U.S. Treasury guidance, the state and federal laws and guidance supersede this document. This document will be updated if the U.S.Treasury provides future clarifications.*

**Does this guidance apply to Coronavirus Relief Funding that jurisdictions with populations over 500,000 received via direct disbursements from the U.S. Department of the Treasury (Cuyahoga, Franklin, Hamilton, Montgomery, and Summit Counties and the City of Columbus)? (Updated July 16, 2020)**
No, it does not. The following information is provided as guidance and FAQs regarding payments received through the state of Ohio as a result of Ohio HB 481. Jurisdictions that received direct payments may find the information helpful for review. All jurisdictions are encouraged to also review information regarding the Coronavirus Relief Fund provided by U.S. Treasury at https://home.treasury.gov/policy-issues/cares/state-and-local-governments.

**The registration form requires a project description, what do I need to put there?**
This can be a basic description and can be as simple as "costs incurred by [insert local government] as a result of the COVID-19 public health emergency." OBM recognizes many jurisdictions have not determined specifically how funds will be utilized at the time of registration.

**What is the difference between the Authorized Representative and the Grant Contact?**
OBM is collecting information from jurisdictions receiving funds to allow for future administration and monitoring. The Authorized Representative is the main executive within the jurisdiction that can authorize acceptance of the funds on behalf of the jurisdiction. The grant contact will be the main person OBM will reach out to for monitoring, obtaining resolutions, or other questions regarding the funds. This contact will be responsible for completing the reporting in the OBM grants portal on behalf of the jurisdiction. Jurisdictions can enter the same person for both contacts if applicable.

**Are all jurisdictions required to register on OBM's grants site?**
Yes, OBM requires jurisdictions to register on the OBM website at https://grants.ohio.gov/fundingopportunities.aspx. After the registration is approved, the grant contact will receive an e-mail confirmation and a temporary log-in to the OBM grants portal. Grant contacts will access the portal to complete the required interim and final financial reporting.

**Does my local government need to register or provide additional documentation to receive the second funding disbursement approved by the Controlling Board or the third funding disbursement authorized by HB 614? (updated October 1, 2020)**
No, OBM does not require another registration for these rounds of funding.

**How do I access the OBM grants portal after receiving a log-in? (updated August 28, 2020)**
The grants portal can be accessed at https://grantsportal.ohio.gov. Jurisdictions will be required to complete their reporting requirements within the portal. Additional details to include a job aid will be sent out in September to the Grants Contact registered with OBM.

**When will the financial status reports be due to OBM? (updated October 1, 2020)**

- OBM is requiring two interim and a final financial status report. The first interim report is due October 20, 2020 for activity through September 30, 2020.
- The second interim report is due January 6, 2021 for activity from October 1, 2020 through December 31, 2020. Any unobligated funds reported on this report must be returned to OBM no later than February 1, 2021.
- A final close-out report is due February 10, 2021 to report final liquidation activities that occurred from January 1, 2021 to January 31, 2021. Any cash on hand reported on this report must be returned to OBM no later than February 1, 2021.

**What will be required to be reported as part of the financial status reports due to OBM? (added August 28, 2020)**
The U.S. Treasury released guidance on July 31 which provided 18 categories which will be required for OBM to report back on spending. The Treasury requires OBM to report spending by each subrecipient in the following categories:

A) Administrative Expenses
B) Budgeted Personnel and Services Diverted to a Substantially Different Use
C) COVID-19 Testing and Contact Tracing
D) Economic Support (Other than Small Business, Housing, and Food Assistance)
E) Expenses Associated with the Issuance of Tax Anticipation Notes
F) Facilitating Distance Learning
G) Food Programs
H) Housing Support
I) Improve Telework Capabilities of Public Employees
J) Medical Expenses
K) Nursing Home Assistance
L) Payroll for Public Health and Safety Employees
M) Personal Protective Equipment
N) Public Health Expenses

O) Small Business Assistance
P) Unemployment Benefits
Q) Workers' Compensation
R) Items Not Listed Above

In addition to spending, OBM will be asking for the total of funds received, encumbrances, interest earned, and a brief description of activities on the expenditures reported.

**Is a jurisdiction required to pass a resolution stating that they do not want funding if they do not wish to receive the funds? In this case, do the funds remain in the County treasury until the October redistribution mandated under the legislation or can the share be added back into the county-wide pool and reallocated over the remaining taxing districts? (updated October 1, 2020)**

HB 481 was amended by HB 614 for the redistribution to occur in November. Neither HB 481 nor HB 614 contemplates an ability to redistribute across jurisdictions prior to the redistribution period which is now in November. It does indicate the legislative authority must adopt the resolution or ordinance, or the subdivision's share of the money shall remain in the County's fund. Therefore, a jurisdiction may elect to not participate and not adopt a resolution. In such cases, the funds would remain in the county treasury and would be redistributed in November.

**HB 481 and HB 614 state that counties must disburse funds to cities, villages, and townships within seven days of receiving funds from the state, but also requires each local jurisdiction to pass a resolution/ordinance accepting the funding and the provisions of the CARES Act. If a county receives a local subdivision's resolution on day 8, or 10, or 30, can the county disburse the funding to the local government? (updated October 1, 2020)**

Yes. If a local subdivision submits a resolution/ordinance to the county more than seven days after the county has received the disbursement of Coronavirus Relief Funds from the state and prior to November 20, the county can disburse the funds to the subdivision. In such cases, counties should disburse the funding to the subdivision within seven days of receiving the resolution/ordinance.

**Is a County required to hold funds until all jurisdictions approve resolutions? (updated October 1, 2020)**

HB 481 and HB 614 require a local jurisdiction to submit a resolution or ordinance to the County Auditor and to OBM. A County is required to not disburse to a jurisdiction until a resolution or ordinance is approved and submitted. A County can distribute to all jurisdictions that met the requirements as soon as they receive the funds from OBM and should not wait until all jurisdictions comply. Only one resolution or ordinance is required, thus if completed under HB 481 then no further action is necessary by the jurisdiction.

**How does a County Auditor report back to OBM the distribution of funds? (updated October 1, 2020)**

HB 481 and HB 614 require the County Auditor to report back to OBM the distribution of funds to eligible jurisdictions. OBM has created a template that should be completed and sent back via e-mail to grants@obm.ohio.gov. An updated template is now available on the grants website at https://grants.ohio.gov/fundingopportunities.aspx#funding-opportunities-coronavirus-relief to allow for reporting of the second and third distributions on the same template with the first distribution. County Auditors are required to return this initial distribution reporting to OBM no later than October 30, 2020. Another template will be available on the grants website in late October to input November re-distribution amounts which should be returned to OBM no later than December 1, 2020.

**Where should the resolution or ordinance required by HB 481 be sent?**

A jurisdiction is required to send their resolution/ordinance to their County Auditor and to OBM. OBM is accepting electronic copies to the Ohio Grants Partnership e-mail box at grants@obm.ohio.gov.

**Should my local government setup a separate fund to account for the CARES Act Coronavirus Relief Fund (CRF) distributions? (updated October 1, 2020)**

Yes, local governments will need a separate Special Revenue Fund to separately track the receipt and expenditure activity of the CRF distributed to them. Since this is a new federal program with a restricted purpose, local governments have authority under Ohio Revised Code Section 5705.09 to establish the new fund, without seeking Auditor of State (AOS) approval (see AOS FAQs at: https://www.ohioauditor.gov/resources/covid19/Coronavirus_new_FAQ_final.pdf ).

**On August 24, 2020, the Controlling Board approved a second round of Coronavirus Relief Funding for local governments. How will these funds be distributed and administered? (added August 28, 2020)**

The Ohio Office of Budget and Management received appropriation authority from the State of Ohio Controlling Board on Monday August 24, 2020 to distribute $175 million in Coronavirus Relief Funding. This additional $175 million was distributed and will be administered following the provisions of Section 27 of HB 481. The funding was distributed on August 28. The additional funding should be distributed from the county's coronavirus relief distribution fund to counties, municipalities, and townships who have adopted a resolution or ordinance in accordance with HB 481 affirming that the subdivision will spend funds only on pandemic-related expenses as required under the CARES Act. Subdivisions shall deposit the additional funds received as a result of the Controlling Board action to local coronavirus relief funds established in accordance with HB 481 and shall use funds in accordance with the provisions of HB 481.

**Is the second round of funding subject to the November redistribution? (updated October 1, 2020)**
Yes, Local coronavirus relief funds, including funds received as a result of the Controlling Board action, that remain unencumbered and unspent as of November 20, 2020, will be redistributed to local governments that have spent their full allocation in accordance with the provisions of and distribution methodology adopted in HB 481 and HB 614. Subdivisions are further required to return unspent Coronavirus Relief Funds to the state by February 1, 2021.

**Should my local government setup a separate fund to account for the second allocation of funding approved by the Ohio Controlling Board on August 24, 2020 and the third allocation of funding from HB 614? (updated October 1, 2020)**
Local governments may place all of these funds into the same fund established for the management of distribution pursuant to the first allocation from HB 481.

**Should my local government set up a separate fund to account for CARES Act Coronavirus Relief Fund (CRF) subawards/loans received from the City of Columbus, Cuyahoga County, Franklin County, Hamilton County, Montgomery County, or Summit County?**
These six local governments are direct recipients of CRF assistance from the U.S. Department of Treasury. Under the authority of the CARES Act and guidelines published by Treasury, these six local governments can make subgrants/loans to public or private entities within their jurisdictions so long as they are consistent with the requirements established by the CARES Act and Treasury.

In addition to subawards they may receive from the six prime recipients, local governments within these jurisdictions will receive an allocation of CRF from the State of Ohio pursuant to HB 481. Where this is the case, local governments should take care to establish separate Special Revenue Funds for each CRF award.

**In addition to the CARES Act CRF Fund, should my local government setup a separate fund to account for other CARES Act and federal COVID-19 financial assistance?**
Local governments should refer to the terms and conditions of their federal award. Generally, federal programs with new or expanded COVID-19 assistance require separate accountability and local governments will need to establish either a Special Revenue Fund (for a new program) or a subfund/special cost center (for expanded assistance within an existing federal program) to separately track the receipt and expenditure activity of the COVID-19 funding.

**Are these funds allowed to be used as cost-share or match to other federal grant programs? (updated June 29, 2020)**
On June 24, 2020, the U.S. Department of Treasury updated their Frequently Asked Questions to allow for the use of funds to meet the non-federal matching requirements for Stafford Act assistance to the extent such matching requirements entail COVID-19 related costs that

otherwise satisfy the CRF eligibility requirements and the Stafford Act. The ability to use funds to match any other grant programs is prohibited.

**What does the prohibition, or limitation against using CRF Funds for costs already in an approved budget prior to March 27 mean? Does this mean I am unable to be reimbursed if I already incurred the costs with budgeted funds?**

A cost is allowable if either: 1. The cost cannot lawfully be funded using a line item, allotment, or allocation within that budget, or 2. The cost is for a substantially different use from an expected use of funds in such a line item, allotment, or allocation. A jurisdiction may have incurred costs prior to the receipt of CRF funds in response to COVID-19 utilizing budgeted resources that were previously budgeted for another purpose. Thus, necessitating a reimbursement – and that is allowable.

This may be best explained by considering the following hypothetical example: If the jurisdiction's most recently approved budget prior to March 27, 2020 had a provision to allocate $10,000 for personal protective equipment (PPE) to address COVID-19. The jurisdiction must use their funds to purchase $10,000 of PPE and any amounts spent over $10,000 for PPE can be covered by CRF monies.

**What is "the most recently approved" budget and how do adjustment, amendment or supplemental appropriations effect the use of CRF funds?**

The "most recently approved" budget refers to the enacted budget for the relevant fiscal period for your jurisdiction, which includes subsequent supplemental appropriations or other budgetary adjustments, or amendments made in response to COVID-19 that were approved prior to March 27, 2020. Temporary appropriation measures allowable by Ohio law that were passed prior to March 27, 2020 are considered an approved budget.

**Generally, what expenses related to cleaning government buildings and facilities are allowable uses of the CRF funds?**

Expenses for disinfection of public areas, buildings, parks, and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency, is an allowable expense.

**Can payroll expenses, which are already budgeted, be funded by CRF funds? (updated October 1, 2020)**

CRF money can be used for payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to COVID-19 public health emergency. Further, personnel that were diverted to a substantially different use due entirely to the COVID-19 public health emergency and are substantially dedicated to mitigating or responding to COVID-19 are allowable expenses.

**What constitutes "substantially dedicated" for payroll expenses of which employees can be funded with CRF funds? (Updated July 16, 2020)**

Each local government must define its own thresholds of substantial dedication and maintain clear documentation of the justification for that decision.

**Can payroll and benefits of a substantially dedicated employee be covered? (added October 1, 2020)**

Yes, payroll and benefit costs incurred between March 1 and December 30, 2020 may be covered using CRF. Covered benefits include, but are not limited to, the costs of all types of leave (vacation, family-related sick, military, bereavement sabbatical, jury duty), employee insurance (health, life, dental, vision), retirement (pensions, 401(k)), unemployment benefit plans (federal and state), workers compensation insurance, and Federal Insurance Contributions Act (FICA) taxes (which include Social Security and Medicare taxes).

**Must jurisdictions keep time sheets or other accounting of the time that an employee spends on COVID-19 related work to document that the employee is "substantially dedicated?" (updated October 1, 2020)**

See Personnel section under Permissible Use of Funds section. OBM continues to recommend the local government Chief Executive Official declare a proclamation in some manner and document the individuals or job positions with the specific duties that meet the substantially dedicated criteria. The U.S. Treasury Office of Inspector General has indicated that payroll, time, and human resource records must be maintained that support payroll costs charged to the CRF.[See OIG-CA-20-028, FAQ #70 dated September 21, 2020 at https://www.treasury.gov/about/organizational-structure/ig/Pages/CARES-Act-Reporting-and-Record-Keeping-Information.aspx ].

For personnel that were diverted to a substantially different use due entirely to the COVID-19 public health emergency to mitigating or responding to COVID-19 there must be some supporting documentation or evidence which corroborates the substantially different use and the time charged. Time sheets may be useful documentation for audit purposes.

Please be familiar with the Ohio Auditor of State's FAQ related to payroll costs and be aware the U.S. Treasury may continue to clarify the payroll expense requirements in the future.

**When can CRF funds be used to cover payroll expenses of employees on leave? (Updated July 16, 2020)**

CRF money may be used for leave required in the Families First Coronavirus Response Act (FFCRA). The jurisdiction must ensure that the leave was taken for reasons outlined in FFCRA. Regardless of what your government calls the leave - bonus leave, emergency leave, etc. - the leave is reimbursable if used for FFCRA leave. OBM suggests structuring leave under the

FFCRA leave types and making sure that employees are properly recording time. Budget amendments and changes to your government's budget do not affect the ability to reimburse these expenses.

Fund payments may also be used to cover increased administrative leave costs of public employees who could not telework in the event of a stay at home order or a case of COVID-19 in the workplace. The statute requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. If the cost of an employee was allocated to administrative leave to a greater extent than was expected, the cost of such administrative leave may be covered using payments from the Fund. A jurisdiction must document administrative leave was used, the leave was beyond amounts budgeted, and the circumstance for the leave to include the inability for the employee to telework and an active stay at home order or case of COVID-19 in the workplace.

**Can CRF be used for hazard pay and how should hazard pay be determined?**
Hazard pay is an allowable expense; however, please note that the U.S. Treasury guidance has limited allowable hazard pay to those employees who are performing hazardous duty work directly responding to COVID-19. The local government must determine the rate of hazard pay to be provided and the rate should be set forth in a policy. Hazard pay cannot be across the board to all employees and must relate to COVID-19. Hazard pay is a form of payroll expense and so CRF payments may only be used to cover hazard pay for individuals that meet the other requirements for eligible CRF payroll expenses.

**Can my jurisdiction use a portion of its distribution to set up a grant program, including programs to non-profits that serve homeless, hungry, mental health or other impacted groups?**
Yes, a local jurisdiction may establish and administer a grant program if the grants are directly related to remediating or responding to COVID-19 and meet the requirements for eligibility in the U.S. Department of Treasury guidance. Keep in mind the Uniform Guidance, 2 CFR 200.330 through 200.332 regarding subrecipient monitoring and management, are applicable.

**Can my jurisdiction provide funds to another governmental entity such as a health department, fire district, school district, etc.? (updated October 1, 2020)**
Yes, provided the funds are to be used as a necessary expenditure due to the public health emergency and meet the eligibility criteria as outlined in this guidance document and the U.S. Treasury guidance. Revenue replacement or losses in revenue are not eligible. Jurisdictions should evaluate and document the relationship when providing funds to determine if a contractor or subrecipient relationship exists. Jurisdictions can find a checklist for use to make this determination and document at https://www.agacgfm.org/Intergov/More-Tools/Subrecipient-vs-Contractor-Checklist.aspx. Keep in mind the Uniform Guidance, 2 CFR 200.330 through 200.332 regarding subrecipient monitoring and management, are applicable. OBM has created

a guide for subgranting that provides some basics for getting started. That can be found at https://grants.ohio.gov/fundingopportunities.aspx#funding-opportunities-coronavirus-relief.

**Can a jurisdiction provide a subgrant to a non-governmental entity? (updated October 1, 2020)**
A jurisdiction may find it necessary to subgrant funds to a non-governmental entity to run programs or support activities deemed necessary by the jurisdiction. A subgrant must meet the requirements of the U.S. Treasury guidance as necessary due to COVID-19, was not accounted for in the budget most recently approved as of March 27, 2020, and supports costs incurred during the covered period of March 1 to December 30, 2020. Jurisdictions should keep in mind the Uniform Guidance, 2 CFR 200.330 through 200.332 regarding subrecipient monitoring and management, are applicable. OBM has created a guide for subgranting that provides some basics for getting started. That can be found at https://grants.ohio.gov/fundingopportunities.aspx#funding-opportunities-coronavirus-relief.

**Are non-profits eligible for economic support? (added August 28, 2020)**
Yes, not-for-profit corporations could be provided relief for business interruptions and/or for direct cost of responding to the COVID-19 pandemic if a local government deems the expenditures to be necessary in response to the public health emergency, in the same manner as a local government may provide assistance to a for-profit business.

**Are there tax considerations to funds provided to businesses and non-profits? (added August 28, 2020)**
Jurisdictions should review the frequently asked questions published by the IRS at https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions.

**Can I dispose of assets purchased with CRF funds?**
If assets are disposed of prior to December 30, 2020, then the proceeds are subject to the restrictions on eligible use of payments from the Fund.

**What happens if there is interest earned on CRF funds?**
Funds are not subject to the Cash Management Improvement Act of 1990. Interest funds earned must be placed back into the program and used in a manner consistent with the U.S. Department of Treasury guidance on eligible costs within the performance period.

**How should interest earnings be handled if the interest is pooled with other funds? (added October 1, 2020)**
Interest should be allocated back to the Coronavirus Relief Fund based on a standard, consistent methodology such as use of an average daily cash balance by fund. Counties must

allocate interest back to the Coronavirus Relief Distribution Fund should it be due interest based on a cash balance and include earnings in future redistributed amounts.

**Under FEMA, there are equipment use rates to determine cost. Is there something comparable under this funding?**
There are no schedules for equipment time.

**Are in-kind costs such as donated time allowable to be reimbursed using a standard labor rate?**
No, only actual costs incurred are allowable.

**Can CRF funds be used to reimburse for expenses already incurred (dating back to 3/1/2020) or only for new expenses going forward?**
CRF monies can be used to reimburse expenses already incurred dating back to March 1, 2020 assuming the expense meets the other requirements for use of the Coronavirus Relief Fund. Per U.S. Treasury Guidance, costs must have been incurred on or after March 1, 2020. Treasury guidance defines "incurred" as being "when the responsible unit of government has expended funds to cover the cost." Thus, if a jurisdiction obligated funds for COVID-19 related expenses prior to March 1, 2020 but had not yet expended those funds as of March 1, 2020 those expenses are an allowable use.

**Can CRF funds be used to pay for expenses in preparation for a future COVID-19 outbreak or for pandemic public health measures for a future pandemic or disaster?**
CRF funds may be used only for expenditures necessary to address the current COVID-19 public health emergency. CRF funds cannot be used to prepare for or stockpile excess supplies for possible use related to future disasters. However, it may be necessary to create a reserve of eligible items to address areas that are likely to be impacted by the current COVID-19 pandemic.

**When is a cost incurred? (updated October 1, 2020)**
A cost is incurred when the responsible party has expended funds to cover the cost. The U.S. Treasury updated their guidance document on June 30 to further extend the definition of an incurred cost to include the performance or delivery, as well as a need for receipt, during the "covered period" (March 1, 2020 to December 30, 2020). This guidance applies in a like manner to subawards to municipalities or businesses. HB 614 directs the return of unencumbered funds to the county treasurer on November 20, 2020 and the balance of unspent funds to the state treasury no later than February 1, 2021.

**Can we prepay for services or goods that will be provided or received after December 30, 2020?**

No. Prepayment for any goods or services is not allowed.

**If the funds are encumbered, would they be considered spent? (Updated July 16, 2020)**
No, an encumbrance is an obligation, but funds are not considered spent. However, an encumbrance may mean a cost is incurred. See the question above regarding when a cost is incurred.

**How do I handle encumbering obligations for items like payroll and direct charges that are not legally required to be encumbered and the accounting system will not permit the ability to open a PO for these types of direct charges? (added October 1, 2020)**
Encumbrances should follow the normal purchase order process (which may include, issuance of regular purchase orders, Then and Now Certifications, Blanket POs and Super Blanket POs). Direct charges (e.g., payroll) are not normally required to be "encumbered" in the accounting system; however, in light of the language in HB 481 and HB 614, and the latest federal guidance on the use of these funds, entities should consider encumbering **eligible** direct charges in their accounting system for the CRF when possible. Under R.C. 131.01 of the Revised Code an "encumbering document" is defined as a document reserving all or part of an appropriation. If the accounting system does not permit establishment of a PO/encumbrance for a direct charge, entities should consult with their legal counsel and consider whether having the governing board pass an ordinance or resolution to effectively encumber such charges is a viable option to legally encumber CRF direct charges. The resolution/ordinance should include information that would normally be included in a PO and maintained in the same manner as all other CRF reporting documents.

**Will receiving CRF funds impact or limit the amount of FEMA Category B reimbursement that my jurisdiction is eligible for?**
Unlike CRF funding, which was appropriated in specific total dollar amounts, the total dollar amounts of FEMA Category B reimbursement that an applicant may receive is not capped at an overall dollar amount. If a local government exhausts its CRF funds and still has COVID-19 expenses that are eligible for FEMA Category B reimbursement, it may still apply to FEMA for reimbursement of those funds. It is important to avoid duplication of benefits. Expenses paid for with CRF funds cannot also be reimbursed by FEMA, and vice versa. Jurisdictions should carefully track both their COVID-19 expenses along with all sources of federal funds used to pay for those expenses to avoid duplication of benefits and to be prepared to document no duplication of benefits if requested by OBM, the Auditor of State, or federal oversight agency.

**Is the County I received funds through responsible for monitoring my activities with the funds?**

No, the Office of Budget and Management will be performing subrecipient monitoring of the financial activities with the funds. The County will be responsible for the distribution of the funding within the guidelines of the enacted legislation.

**How long should jurisdictions retain records relating to the CRF and supporting expenditures? (updated July 16, 2020)**
Records shall be maintained for a period of five (5) years after final payment is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to all prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of Coronavirus Relief Fund payments from prime recipients.

**What types of records should be retained? (updated July 16, 2020)**
Recipients of Coronavirus Relief Fund payments shall maintain and make available upon request all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)). Records to support compliance with subsection 601(d) may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for (a) the receipt of Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;
7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and
10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments.

**Who is my grant contact at OBM for questions or concerns?**
The Ohio Grants Partnership is available to answer any questions or concerns that you may have via e-mail at grants@obm.ohio.gov.

**What is the process for returning funds to the State of Ohio? (updated October 1, 2020)**

Final returns of payment must be received by the Office of Budget and Management no later than February 1, 2021. Returns can be made via check payable to the Treasurer of the State of Ohio and mailed to:

Ohio Office of Budget and Management
ATTN: Fiscal Section
30 E. Broad St., 34th Floor
Columbus, OH 43215