JOHNSTOWN
Established 1813

Special Finance Committee Meeting
Tuesday, September 22, 2020 - 5:30 PM
AGENDA

1. Call to Order
2. Design Proposal - Admin
    a. Quote / Committee discussion & approval
3. CARES Act Community Assistance Program
    a. Assistance Program Review
4. Other Business
5. Adjourn

ARCHITECTURAL PROPOSAL

PROJECT **Village of Johnstown**
Municipal Building Lobby Renovation

ESTIMATE NO. 2020xxx
DATE 9/18/2020
UPDATED

CONTACT Luke Baus
PHONE (740) 928-1105

CONTACT **Jim Lenner**
PHONE
EMAIL

project: Architecture Ltd.
project: Construction Company
Providing Solutions for Your Project

Description of Project:

Provide preliminary & final construction drawings for a new office/lobby renovation per the two Phases below.
Phase 1 will provide several schematic layouts to determine direction based upon Village criteria & program.
Phase 2 will provide construction drawings for permiting.

No bid specs are included in this price - will be determined after phase 1 if public bidding is required.

Any major changes to the scope of work once design development has begun may result in an increase in fees. This must be agreed upon by both parties before continuing.

Type of Design Proposal:

X	**Fixed Budget Estimate**
	Time & Material, Not to Exceed
	Time & Material

Synopsis of Proposal		
Phase	Description	Cost
1	**Preliminary/Schematic Drawings**	**$2,220.00**
2	**Design Development & Construction Drawings**	**$7,160.00**
3	**Permits** Cost + 10%	**Not Included**
5	**Interior Design or Renderings**	**n/a**
6	**Construction Management**	**n/a**
Total		**$9,380.00**

The cost of printing (3) sets of drawings for the scope of work are also included in the following costs.

After you have reviewed this proposal and if you choose to accept it, it will become a part of the architectural contract between project: Architecture Ltd. and you, as our client.

Please note: Because zoning and building permit fees are usually calculated based on the square footage of the building or home, and because they can change at any time with little notice, we do not include these fees in our cost proposal. If you would like an approximate estimate for the cost of the permit/s for your project, based on the current fee schedule and current proposed square footage we can provide you an estimate that would not be a guaranteed cost.

Sincerely,

Luke Baus
Architect

Village Administration Office
599 S. Main Street
Johnstown, Ohio 43031

(740) 967-3177
www.johnstownohio.org

CARES Act Community Assistance Program

OVERVIEW

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law on March 27, 2020. The $2 trillion economic relief package aims to protect the American people from the public health and economic impacts of COVID-19.

FUNDS AVAILABLE

Johnstown Village Council has made $XX.XX available for the CARES Act Community Assistance Program.

ELIGIBILITY

Village Council has expressed an overall interest in funding programs and projects that provide:

1. **Small Business Assistance:** Financial, technical, and entrepreneurship assistance to small businesses, non-profits, and community-based organizations (CBOs).
2. **Workforce Training:** Fund programs and partner with workforce development providers, CBOs, and educational partners at all levels to retrain and uptrain workers dislocated due to the pandemic.
3. **Youth Enrichment:** Implement robust programs, curriculum, and service for youth, including providing the necessary transportation and technology to support these programs.
4. **Family Services:** Funding to support additional services for Johnstown families, including the expansion and availability of childcare services, food access, and programs that address domestic violence exacerbated by the stay-at-home orders.
5. **Homeless Services & Rapid Re-Housing:** Services to place unhoused individuals into permanent housing and implement homeless aversion programs.
6. **Arts, Recreation, The Creative Economy & Tourism:** Financial and technical assistance directly to support the arts, tourism, and creative economy that have been devastated by the current pandemic.

GUIDELINES

Guidelines of the Coronavirus Relief Fund (CRF):

1. Federal Guidelines
2. Federal FAQs

Village Administration Office
599 S. Main Street
Johnstown, Ohio 43031

(740) 967-3177
www.johnstownohio.org

PROCEDURE STATEMENT

This procedure is intended to provide standardized guidance to the Village Manager's office and staff regarding the solicitation, award, and management of CARES Act grants.

DEFINITIONS

1. CARES Act - The Coronavirus Aid, Relief, and Economic Security Act enacted by Congress on March 27, 2020
2. CRF - The Village's allotment of the Coronavirus Relief Fund established under Section 5001 of the CARES Act
3. Grantee - An individual, non-profit, business, or community-based organization, to whom a grant is awarded
4. Grantor - The grantor is the Village of Johnstown, acting through staff in an assigned Department or Division
5. Subrecipient - A secondary receiver of a grant, as allowed by the terms of the grant agreement

GRANT APPLICATION PROCESS

When awarding grants, staff is encouraged to conduct a competitive application process ("grant solicitation"); however, due to the exigent circumstances related to the public health emergency caused by COVID-19, grant solicitations are not required.

GRANT RECIPIENT SELECTION PROCESS

All CARES Act grants must meet the following minimum requirements:

1. The expenditures are necessary expenditures incurred due to the public health emergency caused by COVID-19;
2. The expenditures were not accounted for in the Village's budget prior to March 27, 2020; and
3. All expenditures must be complete before December 30, 2020.

Each application received should be reviewed by the Mayor, Village Manager, and Finance Director to provide a comprehensive and fair assessment and a recommendation be made to the Finance Committee of the Village Council. The Finance Committee will approve, approve with modifications or deny the recommendation.

In addition, whenever feasible, a risk assessment of the grantee will be conducted prior to awarding funding. The risk assessment shall consider past performance issues, audit findings, the experience of personnel, debarment, convictions of fraud, theft, or embezzlement, as well as perceived or real conflicts of interest.

Village Administration Office
599 S. Main Street
Johnstown, Ohio 43031

(740) 967-3177
www.johnstownohio.org

To evaluate the grant proposal, the Village will examine various factors, such as:

1. Does the proposal address the impacts of COVID-19?
2. Will the grantee verify that subaward recipients were impacted by COVID-19?
3. What is the potential direct/indirect public benefit to Village residents?
4. What is the potential impact on the population served and geography served?
5. Does the proposal incorporate data/evidence to substantiate the need caused by COVID-19?
6. What are the proposed activities and are they in alignment with the grant mission?
7. Will the proposed activities be complete before December 30, 2020?
8. As practicable, does the proposal incorporate evidence-based best practices?
9. Does the proposal meet all criteria outlined in the CARES Act Guidance and FAQs available at: https://home.treasury.gov/policy-issues/cares/state-and-localgovernments?
10. What are the proposed performance targets? Are they measurable and achievable?
11. Does the entity have administrative internal controls and an agreed-upon amount to administer the grant (not to exceed 10% of the direct cost)?

AWARDING GRANTS

Once grant recipients are selected, the Village Manager's Office must work with the Village Law Director to finalize a grant agreement. The details of each grant agreement may vary based on the program to be funded. But to ensure the mission of the grant is completed and that the Village's interests are protected, grant agreements should include the following terms:

1. Start and end dates;
2. Not-to-exceed award amount;
3. Payment schedule;
4. Description of the scope of grant-funded activities;
5. A budget and budget justification;
6. A limitation on indirect cost recovery to no more than 10% of direct costs (unless the grantee has negotiated a higher indirect cost rate with the federal government);
7. Fiscal accountability provisions that require the grantee to track grant money as a standalone project, activity code, or assigned project to prevent the commingling of other expenses not related to the grant;
8. Provisions for the monitoring and evaluation of the grantee's work;
9. Requirement for records to be retained for a minimum of 5 years;
10. Indemnity/Hold Harmless provision;
11. Nondiscrimination requirements;
12. Termination provision;
13. Conflict of Interest prohibition; and
14. Any other provisions required by the Village Law Director

In addition, in accordance with generally accepted accounting practices, a grantee shall maintain records of all matters related to the grant agreement including:

1. General ledger and subsidiary ledgers used to account for the receipt of CRF funds and the disbursements from CRF funds 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 CRF funds and all documents related to such contracts;
6. Grant subaward agreements entered into using CRF funds and all documents related to such awards;
7. All documentation of reports, audits, and other monitoring of contractors, subcontractors, the grantee, and subrecipients;
8. All documentation supporting the performance outcomes of contracts, subcontracts, grant subaward agreements, and this agreement;
9. All internal and external email/electronic communications related to use of CRF funds;
10. All investigative files and inquiry reports involving CRF payments; and
11. All other pertinent records sufficient to reflect all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in performance of the grant agreement, and all other matters covered by the grant agreement.

SIGNING AUTHORITY

Signing authority shall be two of the three individuals or as authorized by Village Council:

1. Village Manager
2. Assistant Village Manager
3. Finance & Human Resource Director

POST GRANT AWARD MANAGEMENT

To properly manage a grant post-award, the Village of Johnstown should do the following:

1. Maintain documentation of project or budget modification requests, approvals, and denials;
2. Collect and evaluate data on programmatic activities to measure grantee progress toward stated goals and objectives;
3. Collect supporting documentation on financial activities to corroborate grant expenditures, such as timesheets, payroll summaries, and itemized receipts;
4. Reconcile financials regularly, but at a minimum, at the end of each Fiscal Year and within 90 days of the end of the grant term;

5. Confirm that any subaward agreements entered into by the grantee impose all grant agreement obligations on any subgrantee or subcontractor;
6. Adhere to applicable records retention requirements;
7. Submit financial and programmatic reports to outside funding agencies, if applicable (e.g., state and federal agencies); and
8. Conduct other necessary monitoring activities to ensure grantee compliance.

RIGHT TO AUDIT

The Village and the United States Department of the Treasury's Office of the Inspector General ("OIG") retain the right to review all records and request an independent audit of the grantee's financial records at all times during and up to five years after the final payment is made and the grant is complete. If an audit is conducted, the grantee must provide access to personnel, personnel documents, facilities, financial documents, and any other pertinent documents as part of the audit process.

If it is determined that a grantee expended funds in a manner inconsistent with this policy or the terms of the grant award, the grantee shall return the funds to the Village within 60 days of a demand from the Village, unless an alternative repayment plan is agreed to.