

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **APPROPRIATIONS COMMITTEE** to whom was referred a request to discuss the Resiliency Fund via Ordinance No. 2020-130.

We recommend that funds from The second round of Cares Act funding be distributed in the following manner.

1st Priority will be disbursement through the Findlay-Hancock County Resilience Program as is laid out in the attached documents.

2nd Priority will ~~be~~^{be} disbursement of any remaining funds as was laid out in the Appropriation Committee report dated 7-14-20

Also, The current legislation, Ord. 2020-130 will be amended by removing all language referring to any Appropriations.

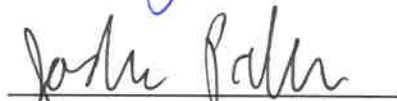
Aye Nay


Jeff Wobser, Chairman

Aye Nay


Randy Green

Aye Nay


Josh Palmer

Aye Nay

ABSENT
Tom Shindledecker

Aye Nay


Beth Warnecke

APPROPRIATIONS COMMITTEE

DATE: November 10, 2020

LEGISLATION Ord-202-130
Amended

The Findlay-Hancock County Resilience Program

EMERGENCY RELIEF AND RECOVERY ASSISTANCE FOR HANCOCK COUNTY'S NONPROFIT ORGANIZATIONS

Nonprofit organizations are critical to the stabilization and recovery of our community as we continue to move through the COVID-19 pandemic. These essential community partners are on the front lines providing not only basic needs like food, housing, childcare, and mental health services, but also working in the arts, workforce development, youth initiatives, and other services so vital to our quality of life. The implementation of The Findlay-Hancock County Resilience Program will assist in providing emergency relief and recovery assistance to nonprofit organizations by offsetting increased expenses and mitigating some of the losses these organizations continue to face as a result of COVID-19. This funding will allow nonprofit organizations to continue providing important services to all who reside in Hancock County.



56% of nonprofits expected to see an **increase** in demand for their services

81% of respondents expected to have a **decrease** in funding

54% of nonprofits could operate **six months or less** with existing revenue streams without severe disruption to operations and programming

**Results from June 2020 survey of Hancock County nonprofits.*



“COVID-19 has required us to use the majority of our resources on ensuring our clients, volunteers and staff are safe.”

- ERIC MCKEE, NAMI HANCOCK COUNTY



“Our expenses are **24%** higher than last year due to the pandemic.”

- TOMMIE HARNER, WEST CENTRAL OHIO FOODBANK

The Findlay-Hancock County Resilience Program

HELPING NONPROFITS RECOVER FROM THE PANDEMIC



The Findlay-Hancock County Resilience Program Application

ORGANIZATION INFORMATION

Name of Organization: _____ EIN Number: _____

Contact Name: _____

Contact Email: _____ Contact Phone: _____

Organization Website: _____

THRESHOLDS

Nonprofit organizations must meet and check all of the following thresholds to be eligible for funding consideration.

- This nonprofit organization is a registered 501(c)(3) organization in the State of Ohio.
- The organization is in good standing with the Internal Revenue Service.
- This organization is in compliance with all State of Ohio legal and regulatory requirements.
- All proposed reimbursement requests are for expenses and losses **caused by, or in response to, the COVID-19 public health emergency.**
- All proposed reimbursement requests are for expenses and losses occurring between **March 1, 2020 and December 15, 2020.**
- This funding request is not supplanting other federal funds.
- This organization agrees to ensure nonduplication of efforts for budgeted items and that funds are used appropriately.
- This organization is aware that these U.S. Treasury CARES Act funds are federal funds subject to all applicable federal regulations. For more information on the CARES Act funds, visit <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>
- This organization is providing services to Findlay and/or Hancock County residents.
- This organization agrees to the following statement for the provision of services:
"To provide services without regard to race, religion, national origin, ethnicity, age, gender, gender identity & expression, disability, sexual orientation, veteran status, familial status or socio-economic status; and agrees to maintain a commitment to cultural competence and ongoing development of cultural competence capabilities of staff and organization."

Select Category One and/or Category Two and complete the Qualifying Questions section on the following page. Be sure to answer all questions and submit required documentation.

CATEGORY ONE: INCREASED OR NEW EXPENSES

Amount of Increased Expenses: \$

Concise description of increased expenses: 500 words or less, attach additional pages as needed.

How were increased expenses caused by, or in response to, the COVID-19 public health emergency?
250 words or less, attach additional pages as needed.

List all other sources already received for increased expenses

- Federal funding sources and amounts.
- State of Ohio sources and amounts.
- All other COVID-19 emergency response funds amounts – include any amounts that have been applied for but have not received a decision.

Amount of Funding Request: \$

This request should not be greater than the increased expenses minus all other funds already received to pay for those expenses.

How does this funding request benefit the residents of Findlay and/or Hancock County?
250 words or less, attach additional pages as needed.

Include original receipts from the various expenses.* Include Form W-9.

**Copies of receipts will be accepted with application. Original receipts will be required if funding is awarded.*

CATEGORY TWO: REVENUE LOSS

Amount of Organization Revenue Loss: \$

Concise description of the organization's revenue loss: 500 words or less, attach additional pages as needed.

Explain how the revenue loss was caused by, or in response to, the COVID-19 public health emergency:
250 words or less, attach additional pages as needed.

List all other sources already received for revenue loss

- Federal funding sources and amounts.
- State of Ohio funding sources and amounts.
- All other COVID-19 emergency response funds amounts – include any amounts that have been applied for but have not received a decision.

Amount of Funding Request: \$

This request should not be greater than the total revenue loss minus all other funds already received for that loss.

How does this funding request benefit the residents of Findlay and/or Hancock County?
250 words or less, attach additional pages as needed.

To demonstrate the revenue losses, organizations will need to submit 2-3 years of financial statements from the fundraising event or initiative and an explanation for the 2020 budgeted amount. If this is the first year for an event, it is not eligible for funding. Include Form W-9.

One Grand Total Request = Category One + Category Two

QUALIFYING QUESTIONS

Be sure to answer all questions and submit required documentation. Attach additional pages as needed.

- To what degree was the organization negatively impacted through increased expenses and/or decreased revenue during the pandemic?
- Has the organization utilized all available funding opportunities to assist with the funding request?
- Could this funding request be addressed by another source?
- What is the community impact of the organization?
- What community needs are addressed by the organization's services?
- How does the organization collaborate with other providers to avoid significant duplication and help make the best use of community resources?
- Has the organization taken steps to adjust their operations for maximum efficiency and effectiveness during the pandemic?

SIGNATURE AND DATE

"By signing and dating this box, I certify that all information provided is accurate. False information will result in not being eligible to receive funding from this program or forfeiting all awarded funds."

Signature: _____

Name: _____

Title: _____

Date: _____

All applications are due by 12:00 p.m. on Monday, November 30, 2020

The Findlay-Hancock County Resilience Program

FUNDING REVIEW PROCESS



The Findlay-Hancock County Resilience Program

REVIEW PROCESS

PHASE ONE: THRESHOLD REVIEW

The City of Findlay will ensure the following thresholds are met:

- Nonprofit organization is a registered 501(c)(3) organization.
- Organization is in good standing with the Internal Revenue Service.
- Applicant is in compliance with all State of Ohio legal and regulatory requirements.

The Selection Committee will meet to discuss the following thresholds are met per the submitted application:

- All proposed funding requests are for expenses and losses caused by, or in response to, the COVID-19 public health emergency.
- All proposed funding requests are for expenses and losses occurring between March 1, 2020 and December 15, 2020.
- This funding request is not supplanting other federal funds.
- This organization is providing services to Findlay and/or Hancock County residents.

The applicant organization is responsible to ensure the following thresholds are being met:

- This organization agrees to ensure nonduplication of efforts for budgeted items and that funds are used appropriately.
- This organization is aware that these U.S. Treasury CARES Act funds are federal funds subject to all applicable federal regulations. For more information on the CARES Act funds, visit <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>
- This organization agrees to the following statement for the provision of services:
"To provide services without regard to race, religion, national origin, ethnicity, age, gender, gender identity & expression, disability, sexual orientation, veteran status, familial status or socio-economic status; and agrees to maintain a commitment to cultural competence and ongoing development of cultural competence capabilities of staff and organization."

PHASE TWO: SELECTION COMMITTEE REVIEW

Purpose of Review: The Committee's review will ensure that funding is awarded to a variety of nonprofit organizations that have significant community impact and meet a wide variety of needs in our community. Selection Committee members will independently review applications and score them based on the rubric below. Scores will be tabulated and serve as a basis for awarding funding.

PHASE THREE: SELECTION COMMITTEE AWARDS FUNDING

Purpose of Phase: Following the independent review of each application, the Selection Committee will meet to award funding.

A minimum of 25% of available funds will be awarded proportionately across all applications that meet criteria for funding. If part of a request is deemed ineligible, the remainder of the request will still be considered. For remaining available funds, requests will be scored by the Selection Committee based on the rubric listed below with a goal of distributing funds across as many subsectors as possible.

The Findlay-Hancock County Resilience Program

RUBRIC FOR THE RESILIENCE PROGRAM

Each item will be scored on a scale from 1-5. 1 being strongly disagree and 5 being strongly agree (except where noted below). There will also be an N/A choice for reviewers.

CATEGORY ONE: INCREASED EXPENSES

- Concise description of increased or new expenses.
- Clear connection between the increased or new expenses being caused by, or in response to, the COVID-19 public health emergency.
- All increased or new expenses are eligible for funding:
 - Yes
 - No
 - If no, identify which expenses are not eligible. Explain why not eligible.
- Clear explanation of how the Category One funding request benefits the residents of Findlay and Hancock County.

CATEGORY TWO: REVENUE LOSS

- Concise description of revenue loss(es).
- Clear connection between revenue loss (es) being caused by, or in response to, the COVID-19 public health emergency.
- All revenue losses are eligible for funding:
 - Yes
 - No
 - If no, identify which losses are not eligible. Explain why not eligible.
- Clear explanation of how the Category Two (Revenue Loss) funding request benefits the residents of Findlay and Hancock County.

CATEGORY THREE: THRESHOLD FEEDBACK

- Organizational impact from COVID-19:
 - To what degree was the organization negatively impacted through increased expenses and/or decreased revenue during the pandemic?
- Availability, and utilization, of other funding sources:
 - Has the organization utilized all available funding opportunities to assist with the funding request?
 - Could this funding request be addressed by another source?
- Overall community benefit:
 - What is the community impact of this organization?
 - What community needs are addressed by this organization's services?
 - How does this organization collaborate with other providers to avoid significant duplication and help make the best use of community resources?
- Organizational agility during pandemic:
 - Has the organization taken steps to adjust their operations for maximum efficiency and effectiveness during the pandemic?

The Findlay-Hancock County Resilience Program

HELPING NONPROFITS RECOVER FROM THE PANDEMIC

NOVEMBER 2020 • CARES ACT 2020



The Findlay-Hancock County Resilience Program

Dear Community Stakeholders:

Nonprofit organizations are critical to the stabilization and recovery of our community as we continue to navigate the COVID-19 pandemic. These organizations are on the front lines, providing not only safety net services in our community like food, housing, childcare, and mental health services, but also delivering the arts, workforce development, youth initiatives, and other important services for our residents. While supporting our community through this crisis, nonprofit organizations throughout Findlay and Hancock County have also been impacted significantly by this pandemic.

Recognizing the important role of these community partners, the City of Findlay is pleased to join forces with The Findlay-Hancock County Community Foundation in announcing The Findlay-Hancock County Resilience Program. The implementation of this program will help provide stability to 501(c)(3) nonprofit organizations by assisting with the additional costs incurred and mitigate some of the losses these organizations continue to face as a result of COVID-19. This funding will allow nonprofit organizations to continue providing important services to all who reside in Findlay and Hancock County.

We are grateful to the City of Columbus and Franklin County, Ohio for serving as a model for this program and their willingness to share their expertise as we prepared our process.

The Findlay-Hancock County Resilience Program is a collaborative effort led by the City of Findlay and The Findlay-Hancock County Community Foundation. Other partners include the Hancock County Commissioners and United Way of Hancock County. We recognize that our nonprofit community has been hard hit by this pandemic and we are pleased to announce the release of a Request for Proposals (RFP) for The Findlay-Hancock County Resilience Program with up to \$500,000 of funding through the 2020 CARES Act.

The Findlay-Hancock County Resilience Program

Request for Proposals

THE APPLICATION PERIOD FOR THE FINDLAY-HANCOCK COUNTY RESILIENCE PROGRAM

is open from Wednesday, November 18 until 12:00 p.m. on
Monday, November 30, 2020. This request for proposals will cover
a grant program period of March 1, 2020 through December 15, 2020.

Applications should be submitted to the Mayor's
office at Mayor@FindlayOhio.com

Please consider the following:

- Read and follow all the instructions and guidelines.
- Take note of the timeline with submission deadlines.



The Findlay-Hancock County Resilience Program

GENERAL GUIDELINES

APPLICANT ELIGIBILITY

- Applicant organization must be a 501(c)(3) nonprofit organization:
 - Providing services that have significant community impact,
 - Serving residents of Findlay and Hancock County,
 - In good standing with the Internal Revenue Service (IRS), and
 - In compliance with all State of Ohio legal and regulatory requirements.

FUNDING GUIDELINES

- Only one (1) application per 501(c)(3) organization will be accepted.
- There is no minimum or maximum funding award.
- Resilience Program partners reserve the right to not award, or to partially award, eligible agencies and eligible reimbursement requests.
- Reimbursements can be used for Increased Expenses (Category One) and/or Revenue Losses (Category Two) incurred by the applicant organization from **March 1, 2020 to December 15, 2020 as caused by, or in response to, the COVID-19 public health emergency.**
- Reimbursement funds may not supplant other federal funds received by the organization.
- Per the agreement, nonprofit organizations that are awarded a reimbursement will be required to submit final reports by **December 18, 2020.**
- CARES Act funds are federal U.S. Treasury funds. As such they are subject to federal regulations including, but not limited to:
 - Single Audit Act, 2 CFR 200.303 (internal controls), and
 - 2 CFR 200.303-.332 (subrecipient monitoring).

The Findlay-Hancock County Resilience Program

APPLICATION TIMELINE

Wednesday, November 18, 2020	Webinar and Q&A session about the Resilience Program.
Monday, November 30, 2020	DEADLINE: Organizations submit applications by 12:00 p.m.
Wednesday, December 2, 2020	Selection Committee meets to review applications and make award decisions.
Monday, December 7, 2020	The City of Findlay will host a Zoom meeting for successful applicants from 9:00 to 10:30 a.m. to share information regarding agreements, payment and reporting requirements.
Friday, December 18, 2020	Per their agreements, nonprofit organizations that are awarded funding will be required to submit final reports to the City of Findlay.

If you have any questions about The Findlay-Hancock County Resilience Program, please consider registering for the webinar on Wednesday, November 18, 2020 or contact the Mayor's office at Mayor@FindlayOhio.com

The Findlay-Hancock County Resilience Program

THRESHOLDS

Nonprofit organizations must meet and check all of the following thresholds to be eligible for funding consideration.

- This nonprofit organization is a registered 501(c)(3) organization in the State of Ohio.
- The organization is in good standing with the Internal Revenue Service.
- This organization is in compliance with all State of Ohio legal and regulatory requirements.
- All proposed reimbursement requests are for expenses and losses **caused by, or in response to, the COVID-19 public health emergency.**
- All proposed reimbursement requests are for expenses and losses occurring between **March 1, 2020 and December 15, 2020.**
- This funding request is not supplanting other federal funds.
- This organization agrees to ensure nonduplication of efforts for budgeted items and that funds are used appropriately.
- This organization is aware that these U.S. Treasury CARES Act funds are federal funds subject to all applicable federal regulations. For more information on the CARES Act funds, visit <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>
- This organization is providing services to Findlay and/or Hancock County residents.
- This organization agrees to the following statement for the provision of services:
“To provide services without regard to race, religion, national origin, ethnicity, age, gender, gender identity & expression, disability, sexual orientation, veteran status, familial status or socio-economic status; and agrees to maintain a commitment to cultural competence and ongoing development of cultural competence capabilities of staff and organization.”

The Findlay-Hancock County Resilience Program

INVESTMENT CATEGORIES

I. CATEGORY ONE: INCREASED OR NEW EXPENSES

Increased or New Expenses

- **As caused by, or in response to, the COVID-19 public health emergency.**
- **From March 1, 2020 through December 15, 2020.**
- Definition of expense: The cost required to buy or obtain goods or services.

See Appendix A for Examples of Organization Business Expenses

II. CATEGORY TWO: REVENUE LOSS

Unforeseen Losses of Revenue

- **As caused by, or in response to, the COVID-19 public health emergency.**
- **From March 1, 2020 through December 15, 2020.**
- Definition of revenue: Income coming into the organization for operations and programming.

See Appendix B for Examples of Revenue Losses

The Findlay-Hancock County Resilience Program

APPLICATION FORMS AND QUESTIONS

Select Category One and/or Category Two and complete the Qualifying Questions section. Be sure to answer all questions and include required documentation and submit by the deadline.

CATEGORY ONE: INCREASED OR NEW EXPENSES

Amount of Increased Expenses: \$\$

- Concise description of increased expenses: 500 words or less
- How were increased expenses caused by, or in response to, the COVID-19 public health emergency? 250 words or less
- List all other sources already receiving for increased expenses
 - Federal funding sources and amounts.
 - State of Ohio sources and amounts.
 - All other COVID-19 emergency response funds amounts - include any amounts that have been applied for but have not received a decision.

Amount of Funding Request: \$\$

- This request should not be greater than the increased expenses minus all other funds already received to pay for those expenses.

How does this funding request benefit the residents of Findlay and/or Hancock County?

250 words or less

Include Form W-9.

The Findlay-Hancock County Resilience Program

INVESTMENT CATEGORIES

CATEGORY TWO: REVENUE LOSS

Amount of Organization Revenue Loss: \$\$

- Concise description of the organization's revenue loss: 500 words or less
- Explain how the revenue loss was **caused by, or in response to, the COVID-19 public health emergency:** 250 words or less
- List all other funding already received for revenue loss, including:
 - Federal funding sources and amounts.
 - State of Ohio funding sources and amounts.
 - All other COVID-19 emergency response funds amounts – include any amounts that have been applied for but have not received a decision.

Amount of Funding Request: \$\$

- This request should not be greater than the total revenue loss minus all other funds already received for that loss.

How does this funding request benefit the residents of Findlay and/or Hancock County?

250 words or less

Include Form W-9.

One Grand Total Request = Category One + Category Two

The Findlay-Hancock County Resilience Program

QUALIFYING QUESTIONS

Be sure to answer all questions and submit required documentation.

- To what degree was the organization negatively impacted through increased expenses and/or decreased revenue during the pandemic?
- Has the organization utilized all available funding opportunities to assist with the funding request?
- Could this funding request be addressed by another source?
- What is the community impact of the organization?
- What community needs are addressed by the organization's services?
- How does the organization collaborate with other providers to avoid significant duplication and help make the best use of community resources?
- Has the organization taken steps to adjust their operations for maximum efficiency and effectiveness during the pandemic?

The Findlay-Hancock County Resilience Program

FINAL REPORTS

We recognize the importance of collecting and utilizing both quantitative and qualitative data that will aid in our ability to share the story of our efforts and to articulate how the work that recipients do translates into positive impact in our community.

Recipients will be required to document the actual expenditure of the reimbursement award and also describe the work and achievements resulting from the investment of CARES Act funds in the recipients' organization. Since funding decisions will likely not cover the entirety of a request, recipients should submit documentation on the actual expenditure of the funds. For revenue losses, organizations will need to submit 2-3 years of financial statements from the fundraising event or initiatives covered. For increased expenses, submit original receipts from the various expenses. As an example, in the application, an organization may submit additional expenditures of \$100,000. If \$25,000 is received in funding, documentation for only the \$25,000 in expenditures should be submitted in the final report.

Aside from documentation of actual expenditures, the following two questions should be addressed in the final report:

- **What did we do?** What have been the principal accomplishments of the project? How have they been achieved? How were the funds used?
- **What difference did it make?** Describe the impact of your project through storytelling. This could include success stories from clients served, community partners, or agency staff. If applicable, please include quotes from anyone impacted by this project.

Final reports are due by Friday, December 18, 2020 to Mayor@FindlayOhio.com

REVIEW AND SELECTION PROCESS

We are releasing this request for proposals for the purpose of soliciting requests for reimbursement from local 501(c)(3) organizations that provide services to residents in Findlay and Hancock County, Ohio.

Applications submitted will be reviewed based on the eligibility of the organization and the eligibility of the funding request.

Applications submitted will be reviewed and funding decisions made by an independent Selection Committee. This Committee is established by The Findlay-Hancock County Resilience Program partners to ensure a fair distribution of CARES Act funding to eligible nonprofit organizations, and includes a representative from The Findlay-Hancock County Community Foundation, a representative from the Hancock County Township Association, a representative from the United Way of Hancock County, the Mayor of the City of Findlay, a Hancock County Commissioner, and the Chair of the City of Findlay Council Appropriations Committee.

Reviews will hold to the following investment values:

- Build upon strategic investments in the nonprofit sector.
- Provide service equity to all patients, clients, customers, consumers and service users.
- Produce results that aid in long-term recovery efforts.



The Findlay-Hancock County Resilience Program

APPENDIX A

Increased Business Expenses

Requests for reimbursement can be used for operational, administrative, technological, staffing and supply expenses required to support the applicant organization and its programs if documented **as caused by, or in response to, the COVID-19 public health emergency.**

Example categories including, but not limited to:

- COVID-19 Cleaning Services
- COVID-19 Personal Protective Equipment (PPE)
- Renovation/Remodeling/Purchase of Equipment
- Data Management Infrastructure
- Finance:
 - Budgeting
 - Cashflow stress testing
 - Alternative income options
 - Accounting
 - Bookkeeping
 - Streamlining expenses
- Human Resources
 - Navigating legislation
 - Changes to policy and procedural manuals
 - Employee benefits and hours
 - Unemployment
- Legal Services
- Staff Expenses
 - Hazard pay
 - Hiring to fill for volunteer loss
 - Volunteers
- Technology – Hardware
 - Tablets
 - Laptops
 - Cell phones
 - Barcode scanners
 - Video cameras
 - Web cams
 - Upgraded Internet
 - Wi-Fi
 - Memory upgrades
- Technology – Software
 - Teleconference subscriptions
 - Telemedicine
 - Video editing
 - E-commerce platform
 - Remote learning
 - Virtual hiring
 - Volunteer tracking

For increased expenses, original receipts from the various expenses must be included in the application. These costs must be directly tied to the COVID-19 public health emergency.

The Findlay-Hancock County Resilience Program

APPENDIX B

Examples of Revenue Losses

Examples of losses of revenue including, but not limited to:

1. Fundraising losses
2. Fee for services losses
3. Individual donation losses
4. Reimbursements
5. Social Enterprise/Retail

In the application section around revenue losses, organizations will need to submit 2-3 years of financial statements from the fundraising event and an explanation for the 2020 budgeted amount. If this is the first year for an event, it is not eligible.



**OFFICE OF
THE MAYOR
CHRISTINA M. MURYN**

Paul E. Schmelzer, P.E., P.S.
Safety Director

XYZ AGENCY

c/o

Address 1

Address 2

City, State ZIP

DATE

Congratulations!

After evaluating XX applications requesting more than \$X,XXX,XXX in funding, we are pleased to inform you that XYZ AGENCY was selected to receive 2020 CARES Act funding through *The Findlay-Hancock County Resilience Program*. Your award of \$XX,XXX is being authorized by the City of Findlay via the **City of Findlay Auditor's Office**.

Included in this Notice of Award you will find the following items: an agreement between XYZ AGENCY and the City of Findlay and a draw down request form. It is imperative that you respond to this announcement quickly by confirming that you have received this letter via email by returning the attached agreement to Mayor Christina Muryn at cmuryn@findlayohio.com by Friday, December 4th. Unless otherwise stated in your response, the City of Findlay will work with the contact listed on the original application.

We will be hosting a Zoom meeting on **Monday, December 7, 2020 from 9 to 10:30 a.m.** to share information regarding agreements, payment and reporting requirements. Please be sure to have all pertinent representatives from your agency available to attend this important virtual meeting.

Thank you for your continued commitment to assist Hancock County residents in recovering from the COVID-19 pandemic. Our hope is that this CARES Act funding will increase your capacity and resilience in serving our residents. We are excited and looking forward to working with you over these next few weeks. If you have any questions regarding this notice please contact Mayor Christina Muryn, at mayor@findlayohio.com or by calling 419-424-7137.

On behalf of the City of Findlay and The Findlay-Hancock County Resilience Program Selection Committee, thank you.

Sincerely,

Christina M. Muryn
Mayor



Sub-Grant Agreement

Opportunity Title: The Findlay-Hancock County Resilience Program

Funding Organization: U.S. Department of Treasury

Prime Recipient: Ohio Office of Budget and Management

CFDA Number and Grant Name: 21.019 Coronavirus Relief Fund

Project Start Date: March 1, 2020

Project End Date: December 15, 2020

Grantor: City of Findlay Auditor’s Office.

Administrator: The City Auditor is the administrator for this grant and has final review authority to approve or deny funding based on requirements as outlined in the program documents.

Grantee:

XYZ AGENCY
c/o
Address 1
Address 2
City, State ZIP

EIN:

Email:
Phone Number:

Award Amount: List the total award amount here.

Payment Method: Check to award recipient. See enclosed draw form for more detail.

Project Description: Full details may be found on the award recipient’s application. This program funds increased costs and lost revenue for Hancock County, Ohio nonprofit organizations.

Requirements: As federal funding, award recipients are expected to meet all U.S. Department of Treasury requirements. They can be found here: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>. (These were agreed to as part of the application thresholds.)

Revisions: This funding agreement was developed and in effect as of the date the agreement was signed. City of Findlay reserves the right to revise agreement if guidance from the U.S. Treasury changes.

Certification: By signing below, each party agrees to the conditions of this agreement.

Nonprofit Executive Signature

City of Findlay Signature

Nonprofit Executive Printed Name

City of Findlay Printed Name

Nonprofit Executive Date

City of Findlay Date



The Findlay-Hancock County Resilience Program
Coversheet

Please complete and submit this form. If your application includes Category One (Increased Expenses) please include original receipts and a spreadsheet with the expenses indexed with date, amount, and explanation for each expense item. Submit these documents to the City of Findlay Mayor's Office located at the address listed below to receive your reimbursement funds.

Mayor's Office
318 Dorney Plaza, Room 310
Findlay, OH 45840
M-F 8am-5pm

Name of Organization: _____

Address: _____

Contact Person: _____

Contact Phone: _____

Contact Email: _____

EIN: _____

Total Award Amount: _____

\$XX,XXX

Drawdown Requested: _____

\$ _____

I, _____, certify that I am duly authorized to request these funds on behalf of the above organization and that these funds are being expended in accordance with all applicable laws and regulations.

Printed Name _____

Title _____

Signature _____

Date _____

I, Christina M. Muryn, certify that the attached original invoices and spreadsheet are accurate and that these funds are being awarded in accordance with the determination approved by The Findlay-Hancock County Resilience Program Funding Selection Committee.

Christina M. Muryn, Mayor _____

Date _____

Date Submitted to Auditors Office: _____

Check Issued Date: _____

Check #: _____

Check picked up by: _____

Printed Name _____

Signature _____

Date _____