

**COMMISSIONERS JOURNAL NO. 57 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD APRIL 2, 2012**

THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY MET IN REGULAR SESSION ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:

Present:
Dennis Stapleton, President
Ken O'Brien, Vice President
Tommy Thompson, Commissioner

RESOLUTION NO. 12-311

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD MARCH 29, 2012:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on March 29, 2012; and

WHEREAS, the Clerk of the Board has certified, pursuant to section 305.11 of the Ohio Revised Code, that the entire record of the proceedings at that meeting is completely and accurately captured in the electronic record of those proceedings;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the electronic record of proceedings at the previous meeting.

Vote on Motion Mr. Thompson Aye Mr. Stapleton Aye Mr. O'Brien Aye

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 12-312

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0330:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0330.

Vote on Motion Mr. Stapleton Aye Mr. Thompson Aye Mr. O'Brien Aye

RESOLUTION NO. 12-313

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

The Child Support Enforcement Agency is requesting that Leslee Millington attend a Responding Interstate Training in Columbus, Ohio April 25, 2012, at no cost.

The Child Support Enforcement Agency is requesting that Leslee Millington attend an Initiating Interstate Training in Columbus, Ohio April 10, 2012, at no cost.

The Child Support Enforcement Agency is requesting that Sandra Disantis and Sherry Fleury attend an Attorney Networking Training in Lancaster, Ohio May 24, 2012, at the cost of \$70.00 (Fund Number 23711630).

Vote on Motion Mr. O'Brien Aye Mr. Thompson Aye Mr. Stapleton Aye

RESOLUTION NO. 12-314

RESOLUTION OF NECESSITY FOR THE PURCHASE OF A MOTOR VEHICLE FOR THE USE OF THE DELAWARE COUNTY EMERGENCY MEDICAL SERVICES DEPARTMENT:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

WHEREAS, the Delaware County Board of Commissioners (the "Board") is required by section 307.41 of the Revised Code to find, by resolution of necessity, that it is necessary to expend county monies for the purchase or lease of a new vehicle to be used by the Board, by any county department, board, commission, office or agency, or by any elected county official or his or her employees; and

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WHEREAS, the Board has before it a request from the Delaware County Emergency Medical Services Department (“EMS”) to expend county monies for the purchase of one new medic vehicle; and

WHEREAS, a medic vehicle for Delaware County EMS is necessary to ensure that a sufficient number of vehicles are maintained to provide daily coverage; and

WHEREAS, the Board participates in the State of Ohio’s cooperative purchasing program (the “Program”), and a medic vehicle is available for purchase through the Program;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio:

Section 1. The Board hereby declares that a necessity exists to purchase one new medic vehicle for use by Delaware County EMS.

Section 2. The Board hereby declares that the make and model of the vehicle is a 2013 International TerraStar ambulance from Horton Emergency Vehicles, Inc., at a cost not to exceed \$193,769.05.

Section 3. The Board hereby declares that the purchase shall be in accordance with Program, pursuant to the contract and terms and conditions set forth in State of Ohio Index # STS233X Schedule # 7723300408, which is, by this reference, fully incorporated herein and of which the purchase order approved herein shall be made a part.

Section 4. The Board hereby approves a purchase order in the amount of \$192,055.05 to Horton Emergency Vehicles, Inc.

Section 5: The Board hereby approves the purchase and accompanying purchase order for the necessary lettering and safety striping from Columbus Signworks, LLC, at a cost not to exceed \$2,530.00, and the purchase and accompanying purchase order for the installation of electronics from Public Safety Concepts at a cost not to exceed \$1225.95.00.

Section 6. This Resolution shall take immediate effect upon passage.

Vote on Motion Mr. Thompson Aye Mr. O'Brien Aye Mr. Stapleton Aye

RESOLUTION NO. 12-315

IN THE MATTER OF AMENDING THE AGREEMENT BETWEEN THE DELAWARE COUNTY BOARD OF COMMISSIONERS; DEPARTMENT OF JOB AND FAMILY SERVICES AND NANCY AXLINE FOR PUBLIC ASSISTANCE CASE REVIEWER:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

Whereas, the Director of Job & Family Services recommends approval of the following contract amendment;

Now Therefore Be It Resolved that the Delaware County Board of Commissioners approve the following contract amendment For Public Assistance Case Reviewer:

**AMENDMENT TO AGREEMENT FOR PUBLIC ASSISTANCE CASE REVIEWER
AMENDMENT NO. 1**

This amendment, effective April 1, 2012, is to amend the Agreement for Public Assistance Case Reviewer between the Delaware County Department of Job and Family Services and Nancy Axline entered into on the 9th day of January, 2012.

TERM: Change end date from March 31, 2012 to June 30, 2012

REMUNERATION: The total amount of services to be reimbursed under this contract is increased from **\$5,000 to \$12,000.**

This agreement signed on the 9th day of January, 2012.

Vote on Motion Mr. Stapleton Aye Mr. O'Brien Aye Mr. Thompson Aye

RESOLUTION NO. 12-316

SETTING DATE AND TIME FOR REQUEST FOR PROPOSALS FOR WORKFORCE INVESTMENT ACT SERVICES FOR ADULTS, AND DISLOCATED WORKERS FOR BASIC SKILLS, WORK READINESS, JOB SEARCH, AND ASSESSMENT SERVICES AND TRAINING FOR DELAWARE COUNTY, OHIO:

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It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

Whereas, The Director Of Jobs & Family Services recommends approval of the request for proposals for Workforce Investment Act Services For Adults, and Dislocated Workers For Basic Skills, Work Readiness, Job Search, and Assessment Services and Training;

Now Therefore Be It Resolved, That The Delaware County Board Of Commissioners approve the request for proposals for Workforce Investment Act Services For Adults, and Dislocated Workers for Basic Skills, Work Readiness, Job Search, and Assessment Services and Training.

**PUBLIC NOTICE
REQUEST FOR PROPOSALS
Workforce Investment Act (WIA) Services and Programs
For
Basic Skills, Work Readiness, Job Search, and Assessment Services and Training
BOARD OF COMMISSIONERS
DELAWARE COUNTY, OHIO**

The complete WIA Request for Proposals is posted on the internet and may be viewed on Delaware County's web page at <http://www.co.delaware.oh.us> under the heading "Current Bids."

The Delaware County Commissioners wish to receive sealed proposals from providers of Basic Skills, Work Readiness, Job Search, and Assessment Services and Training for Delaware County.

Any proposals submitted to Delaware County, Ohio are to be prepared at the submitter's expense. Delaware County reserves the right to reject any and all proposals in whole or in part. Acceptance of a proposal shall not constitute an agreement between the submitter and Delaware County. Delaware County shall have no liability whatsoever to any submitter whose proposal is not accepted.

Two Public Information Sessions regarding proposal interest or questions will be held. The first session will be on April 9, 2012 at 10:00am at the Rutherford B. Hayes Administration Building, 140 N. Sandusky Street, Second Floor, Conference Room 214, Delaware, Ohio. The second will be on April 12, 2012 at 2:00pm at the Rutherford B. Hayes Administration Building, 140 N. Sandusky Street, Second Floor, Conference Room 214, Delaware, Ohio.

Request For Proposal packets can be obtained by post mail request to: Mr. Steve Ehrle, Delaware County JFS, 140 N. Sandusky Street, Delaware, Ohio 43015, by email to ehrls@odjfs.state.oh.us, or may be viewed and downloaded from Delaware County's web page at <http://www.co.delaware.oh.us> under the heading "Current Bids."

Proposals will be received at the Delaware County Commissioners' Office, Attention: Mr. Steve Ehrle, Contracts Administrator, 101 North Sandusky Street, Delaware, Ohio 43015 until 2:00 p.m. on Tuesday, May 1, 2012. The outside of the sealed package should also include the title of this Request For Proposals.

Submittals must include one (1) printed original, two (2) printed photocopies and one (1) electronic copy (MS Word Format) on a CD. Submittals pursuant to this invitation will not be accepted after the hour and date stated above.

**Request For Proposals
Workforce Investment Act (WIA) Services For Adults, and Dislocated Workers
Under Contract
For Service Provision
July 01, 2012 to December 31, 2013
Offered by
The Delaware County Board Of Commissioners
Deadline for submission of sealed Proposals is:
Proposals must be received by Delaware County Board of Commissioners
by 2:00pm, May 1, 2012
ABSOLUTELY NO EXCEPTIONS**

Delaware County Job & Family Services shall have the option, upon thirty (30) days' written notice, to renew this agreement for up to an additional 18 months through June 30, 2015, based on successful performance outcomes from the current agreement period, proposed program priorities, and the availability of funds for the projected year. The total amount to be paid for the renewal period January 01, 2014 through June 30, 2015 may allow for either an increase based upon the consumer price index or four percent (4%), whichever is less.

Proposers are informed that any contract awarded as a result this RFP is subject to contract monitoring and compliance with the following applicable U.S. Office of Management and Budget policies and regulations: OMB Circular A-21, OMB Circular A-87, OMB Circular A-102, OMB Circular A-110, OMB Circular A-122, and OMB Circular A-133.; and applicable Code of Federal Regulations 29CFR parts 95, 96, 97, and 98 and 48CFR

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part 31.

Proposals will be received at the Delaware County Commissioners' Office, Attention: Mr. Steve Ehrle, Contracts Administrator, 101 North Sandusky Street, Delaware, Ohio 43015 until 2:00 p.m. on Tuesday, May 1, 2012.

I. PURPOSE

Delaware County Job and Family Services (DCJFS), on behalf of the Delaware County Board of Commissioners, issues this Request For Proposals (RFP) to solicit innovative development programs to increase employment, improve job retention, increase earnings, and increase occupational skills of Workforce Investment Act eligible adults and dislocated workers.

Respondents to this solicitation must be qualified workforce development organizations that are able to demonstrate their ability and previous experience to administer to the needs of individuals, businesses, and employers as they relate to workforce and economic development.

Respondents must provide all services in Delaware County to minimize transportation needs to the service population.

Proposals should address one or more of the following priority employment, training, and work readiness priorities:

- Basic Skills, Work Readiness, and Occupational Skills Training
- Job Search, Job Entry, Job Retention, and Job Enhancement Assistance
- Ex-Offender Coaching, Advocacy, and Transition Assistance
- Barriers to Employment Assessment and Removal
- Work Experience and Subsidized Internship Facilitation and Coordination
- Payroll Administration for Work Experience, Paid Internships, and On the Job Training
- One Stop Employment Center (Resource Room) Services

DCJFS is most interested in proposals demonstrating cost effective, innovative, comprehensive programs and services needed to transition participants to self-sufficiency.

The awarded contract(s) will run for a period from July 01, 2012 through December 31, 2013, with an option for an 18 month renewal at the discretion of Delaware County.

Representative services appropriate for bidding may include, but not be limited to, the following example list:

Training

- Career / Job Planning
- Budgeting
- Credit Management
- Surviving a Layoff
- "Portable" training – classroom, PC based, or web based
- Job Search and Job Readiness
- Job Specific / Occupational skills leading towards industry recognized certification
- Basic Skills / GED
- Interpersonal skills
- Communication skills
- Computer skills – entry level and advanced
- Post high school 1 and 2 year education programs

Assessment Tools

- Job / Career
- Aptitude
- Academic Skills
- Learning Disabilities
- Interpersonal
- Work Readiness
- Life Skills
- Drug / Alcohol
- Barriers
- Employment Pre-Screens

Employment

- Direct job placement / follow-up
- Indirect job placement / follow-up

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- Employment for Ex-Offenders/follow-up
- Work Experience and Subsidized Internship Facilitation and Coordination
- Job retention
- Outplacement

Counseling / Advocacy

- Employment layoff
- Life skills
- Domestic violence
- Mental health
- Drug and alcohol
- Medical health
- Felony/Ex-Offender

Case Management

- Client contact / follow-up
- Referrals tracking / follow-up
- Case management WIA Cases
- Tracking and general assistance with WIA cases.
- File maintenance and data entry
- Barrier removal

II. Proposal Guidelines

In order for DCJFS to evaluate all submittals on an equal and timely basis, all **Proposers** are required to respond to this RFP exactly as follows:

- A. Cover Page
- B. Services Narrative
 - i. Specific services to be provided to participants and/or DCJFS.
 - ii. Dates and times services will be unavailable.
 - Note: Dates and times not specifically excluded by Provider will be presumed to be available for scheduling by DCJFS.
 - iii. Numbers and types of individuals to be served.
 - iv. Tangible and measurable deliverables and objectives.
 - v. Interface with DCJFS.
 - vi. Location(s) services will be provided and any restrictions.
 - Note: DCJFS may define the location(s) to best serve participants and programs.
- C. Units of Delivery and/or Costs
 - i. Definition of units of compensation (i.e.. labor rate / hour , costs / participant, costs / day, costs / program event, etc.)
- D. Costs
 - i. Summary of costs (estimated amounts and line item description) to be absorbed by the **Proposer**
- E. Excluded Costs
 - i. Summary of costs **Proposer** will ask DCJFS to absorb or share.
 - Note: All costs not specifically excluded in the submittal will be presumed to be absorbed by the Provider.
- F. Experience Overview
 - i. Summary of organization's and staff's experience in the areas the **Proposer** desires to provide service.

III. Contract Requirements

If a contract is awarded by the Board of Commissioners, the selected vendor will be required to adhere to contract terms that will include the following:

The successful person/firm cannot assign the contract. Each prospective person/firm shall be an equal opportunity employer.

To be eligible for consideration of award, a person/firm must not have a disqualifying unresolved finding for recovery, as provided in Ohio Revised Code Section 9.24.

Per Ohio Revised Code Section 2909.33, the successful person/firm will be required to certify that it does not provide material assistance to any organization on the United States Department of State Terrorist Exclusion List, which list may be found on the Ohio Homeland Security web site at: <http://www.homelandsecurity.ohio.gov/>. Certification shall be made by completing a "Declaration Regarding Material Assistance/No Assistance to a Terrorist Organization" form.

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The successful person/firm will also be required to certify compliance with Ohio Revised Code Section 3517.13 (contributions to office holders and/or campaign committee.) Certification shall be made by completing a "Certification/Affidavit in Compliance with O.R.C. Section 3517.13."

The Board reserves the right to select the person/firm deemed to be the best as determined by the Board and/or its representative(s), to reject any and/or all proposals, or any portion of any and/or all proposals, to waive informalities or irregularities that do not affect the substance of the specifications and contents of the RFP and to award the contract in the manner deemed to be in the best interest of Concord Township and the Board.

IV. Evaluation Criteria

DCJFS will review all proposals for completeness and compliance. Proposals received after the due date and time shall be rejected and returned unopened to the **Proposer**. Each proposal will be evaluated according to the rating system below. Proposals inconsistent with the RFP requirements will be eliminated from consideration.

Costs (50 points)

- Are the compensation unit(s) cost effective?
- Are total costs (included and excluded) cost effective?
- Are the deliverables clearly defined?
- Are costs comparable to costs generally charged to the public?
- Minimum charges?

Performance Outcomes and Measures (20 points)

- Are deliverables identified, measurable, pertinent, and attainable?

Service Delivery (15 points)

- How and where will services be delivered?
- Does process minimize barriers to participant accessibility?
- Are services compatible with DCJFS processes and needs?

Expertise (15 points)

- Does the organization and its staff have the experience and expertise needed for the project?

IV. PROPOSAL REQUIREMENTS

A. Proposal Costs

This RFP is not in itself an offer of work nor does it commit DCJFS or the Delaware County Board of Commissioners to fund any submittals. DCJFS or the Delaware County Board of Commissioners are not liable for any costs incurred in the preparation or research of the proposals.

B. Confidentiality & Ownership of Proposals

All proposals and associated materials become the property of DCJFS (on behalf of the Delaware County Board of Commissioners). The content of all proposals and associated materials will be held confidential to the fullest extent permitted public agencies under Ohio law, until an award of a contract is made.

C. Proposal Acceptance / Rejection

DCJFS (on behalf of the Delaware County Board of Commissioners) reserves the right to reject any or all proposals, to accept any or all items within any or all proposals, to waive any informality in the proposals received, and to award the contract in whole or in part if it is deemed to be in the interest of the parties issuing this RFP.

D. Protests

Any potential or actual **Proposer** objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract or any other matter relating to the process of soliciting the proposals. Protests must include the name, address, and telephone number of the protestor along with a detailed statement of legal and factual grounds for the protest, including copies of any relevant documents. Protests must be filed no later than 12:00 noon on May 21, 2012. All protests must be filed in writing via post mail or express courier service with:

Steve Ehrle
Contracts Administrator
Delaware County Job and Family Services
140 North Sandusky Street
Delaware, Ohio 43015

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V. RFP Timelines and Information

A. Request For Proposals Issued

The RFP will be available to proposers from April 4, 2012 to May 1, 2012. Copies of the RFP may be requested from:

Steve Ehrle
Contracts Administrator
Delaware County Job and Family Services
140 North Sandusky Street
Delaware, Ohio 43015
Phone: (740)833-2337
Fax: (740)833-2395
Email: ehrles@odjfs.state.oh.us

Copies of the RFP may be downloaded from the Delaware County website:
<http://www.co.delaware.oh.us/>

B. Request For Proposals Due

Sealed proposals must be received by 2:00pm on May 1, 2012, addressed to:

Steve Ehrle
Contracts Administrator
Delaware County Job and Family Services
RE: WIA Workforce Development RFP
Rutherford B. Hayes Administration Building
101 North Sandusky Street
Delaware, Ohio 43015

Proposers are requested to submit one (1) printed original, two (2) printed photocopies, and one (1) computer disk file on a CD in MS-Word format.

C. Proposal Questions and Answers

Two Public Information Sessions regarding proposal interest or questions will be held. The first session will be on April 9, 2012 at 10:00am at the Rutherford B. Hayes Administration Building, 140 N. Sandusky Street, Second Floor, Conference Room 214, Delaware, Ohio. The second will be on April 12, 2012 at 2:00pm at the Rutherford B. Hayes Administration Building, 140 N. Sandusky Street, Second Floor, Conference Room 214, Delaware, Ohio.

Proposers may also submit questions regarding the RFP via email at the following email address:
ehrles@odjfs.state.oh.us

Questions may be submitted thru April 20, 2012.

No phone calls please.

Questions and answers to RFP questions will be posted anonymously and publicly on the Delaware County website under the heading "Current Bids."
<http://www.co.delaware.oh.us/>

D. Review of Proposals

Proposals will be reviewed by designated representatives of the Delaware County Job & Family Services. If deemed necessary, interviews will be scheduled with **Proposers** and designated reviewers to clarify RFP content.

E. Contract Award

Pending the selection of a proposal, authorization to enter into a contract will be requested from the Delaware County Board of Commissioners thereafter. The contract maximum dollar amounts represent a ceiling for purchasing of services.

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Service Period : July 1, 2012 (through): December 31, 2013
Month/Date/Year Month/Date/Year

Proposed Contract Amount \$ _____ Unit of Service _____ Total of Units _____

Date of Application: _____

Address: _____

Telephone / Daytime: _____ Evening: _____ Fax: _____

Contact Person: _____

Address: _____

Telephone: _____ E-Mail: _____

Organization/Agency Name: _____

Non Profit Not for Profit Private, for Profit

Business Name: _____

Sole Proprietor LLC Corporation
 Other _____

Other Contributing Organizations:

NAME	ADDRESS	CONTACT	PHONE

Certification: This application has been authorized by the appropriate governing body of the applicant agency/organization.

Authorized Representative: _____
(please print or type)

Title/Position: _____

(Signature)

Vote on Motion Mr. O'Brien Aye Mr. Thompson Aye Mr. Stapleton Aye

RESOLUTION NO. 12-317

IN THE MATTER OF ADOPTING THE TRIENNIAL DELAWARE COUNTY REVOLVING LOAN FUND PLAN AND USE OF FUNDS:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

WHEREAS, Delaware County manages a federal funds Community Block Grant (CDBG) Revolving Loan Fund (RLF), per the Ohio Department of Development, Office of Community Development (OCD), RLF Administration Agreement, approved per Resolution 11-1363, and

WHEREAS, Delaware County adopted guidelines, or an RLF Plan and Use of Funds, to govern administration of the RLF funds, per Resolution 09-151 (last triennial update), with amendments per Resolutions 09-970 and 09-971 (made the Port Authority the RLF Committee), and

WHEREAS, this Resolution replaces Resolutions 09-151, 09-970 and 09-971, and

NOW THEREFORE BE IT RESOLVED, that the Delaware County Board of Commissioners do hereby approve the following Revolving Loan Fund Plan and Use of Funds, also known as the RLF Guidelines.

DELAWARE COUNTY

REVOLVING LOAN FUND PLAN AND USE OF FUNDS, OR RLF GUIDELINES

PART I PROGRAM ELEMENTS

- A. Statement of Program Goals and Objectives.
 - 1. The goal of the RLF is to stimulate private sector investment through public partnerships and to create jobs that will:

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- a. Stimulate new investment in Delaware County businesses.
 - b. Increase employment opportunities for low to moderate income persons.
2. To meet these goals the RLF will address the following objectives:
- a. Private sector capital formation.
 - b. Loan packaging strategies, which use private and public sector resources.
 - c. Employment opportunities for under-employed and unemployed low and moderate income residents.
 - d. Coordination with other local and regional economic development groups and organizations to the greatest extent possible, including the Ohio Department of Development, Columbus2020, the Community Improvement Corporation, Port Authority, Chambers of Commerce, and banking institutions.

B. Identification of Financing Issues.

The RLF is designed to address financing issues faced by the local business community. These issues are:

1. Reluctance of area lenders to participate in high-risk ventures.
2. Financial institutions not being familiar with the role they could take in a private-public partnership venture using Federal and State financial incentives.

The RLF will not be used to compete with or replace private lending institutions. The RLF will provide only the minimum “gap” financing, or the portion of the project financing that is necessary or appropriate to make the project go forward. The RLF provides only the amount necessary, in the form of a direct loan at favorable and flexible terms, to induce the local financial institutions to complete the financing package of an otherwise financially unfeasible, worthwhile project.

C. Targeting Criteria.

All private, for-profit commercial businesses located and operating, or willing to locate and operate, within Delaware County are eligible for participation in this RLF program. However, loans shall not be made to any business which has a principal who is:

1. An elected official in Delaware County, or a member of their administrative staffs; or
2. A voting member of the Loan Review Committee for the Delaware County RLF.

D. Standards for the RLF Portfolio.

This section of the RLF Guidelines defines standards to be achieved by the cumulative impact of the RLF portfolio, and individual loans will generally conform to these standards, but may vary depending on the economic benefits to be achieved by each. The following standards, together with the targeting criteria, will determine the RLF Program’s effectiveness as a tool for economic development, and serve to distinguish the program from other conventional lending sources.

1. Project should produce at least one (1) new or retained Full Time Equivalent (FTE=37.5 hours per week average over one year) job for each \$25,000 of RLF investment, but it is not required that each project meet this criteria. However, all projects will be judged against these criteria and to the maximum extent feasible, only those projects that meet or exceed these criteria should be funded. This ratio is flexible based on the project’s merit and may be increased above the one job per \$25,000 maximum in cases where women or minority businesses are involved or 100% of the new jobs are for low/moderate income persons. Job creation attributable to RLF funds allows a company one year to complete the project, then an additional two years for job creation. So, it is essentially a three-year time period from the date of the RLF approval to create jobs.
2. At a minimum, at least 51% of the employment opportunities created or retained must be made available to persons from low/moderate income households.
3. For every dollar of RLF program funds included as part of the financing package, at least one (1) other dollar must be leveraged (1:1). Private sector, as well as public sector dollars may be included. At least 15% of the project’s fixed costs must be financed by a conventional lender.

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4. The RLF program must be assured that required financing is not available through other sources, and that, without RLF program involvement, the project will not proceed and employment opportunities will not be created/retained as planned. This assurance will be obtained through credit analysis of the applicant's financial capacity and through obtaining one or both of the following items:
 - a. Written certification by the applicant of financial need, and/or,
 - b. Written lender certification of the applicant's financial need.
5. No applicant will be denied a loan on the basis of race, color, national origin, religion, age, handicap, or sex.
6. Eligible applicants for financial assistance will include any person, partnership, cooperative or corporation engaged in manufacturing, servicing or retail for profit. Such concerns may be:
 - a. Existing businesses/industries, or businesses/industries willing to locate into the Delaware County area.
 - b. New businesses, expansions, or retentions.
 - c. Traditional or new technology.
7. Standards to achieve other benefits.

Special consideration will be given to businesses/industries which meet one or more of the following criteria:

- a. Minority business enterprise.
 - b. Women's business enterprise.
 - c. Low/moderate income enterprise.
 - d. High degree of linkage within the area's economy.
 - e. Introduction of new goods/services to the area.
 - f. Prevention of loss of significant number of employment opportunities, but for the involvement of RLF program.
 - g. Redevelopment of blighted/vacant land/facilities for productive use.
 - h. Significant employment criteria.
 - i. Significant generation of additional tax revenue.
 - j. Significant growth potential.
- E. Financing Policies and Techniques.
1. A maximum of \$500,000 is available to a single borrower. As funds are recaptured and new loan funds are made available, no more than 50% of the anticipated annual program income will be made available to any single borrower. This policy for present and future loans may be waived if the success of the project is determined to significantly benefit the area and to clearly meet and exceed underwriting standards.
 2. Eligible types of loans include the following.
 - a. Fixed asset loans for the acquisition and improvement of land, buildings, plant facilities and equipment (new or improved equipment must have at least a five (5) year life), including new construction or renovation of existing facilities, modernization, demolition and site preparation; and /or
 - b. Working capital (not to exceed 30% of anticipated annual program income).
 3. Projects that will not be considered for financing assistance by the RLF if the following exist.
 - a. Attempt to finance and implement historically uncompetitive or unsuccessful ventures.

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- b. Franchise business (will be considered in special situations).
 - c. Highly commercial ventures that offer little in the way of community/economic benefits or employment opportunities.
 - d. Land banking, or renovation/construction of buildings for speculative purposes.
 - e. Projects that involve the relocation of a business/industry from one area of the State of Ohio to another. Exceptions may be made upon approval by Delaware County and OCD only if:
 - 1. Relocation of the business/ industry will demonstrate additional long term job creation; and /or
 - 2. The business is able to demonstrate, to the satisfaction of Delaware County and OCD that the operation of such business/industry cannot be continued in the existing location.
 - f. Not willing to offer equal opportunity in the employment of women and minorities.
 - g. Cannot demonstrate the ability to repay the loan.
 - h. Do not conform to civil rights legislation and /or are likely to be involved in unfair labor practices.
 - i. Do not have proper certifications, licenses, patent rights, permits, etc. in advance of operations.
 - j. Projects requiring 100% financing by the RLF program.
 - k. Projects not current with local, state, or federal taxes.
 - l. Projects not current with other loans.
 - m. Projects with inherent environmental problems.
 - n. Projects with owner cash or equity less than five (5) percent of project costs.
 - o. Projects with the capacity to borrow funds from conventional sources on acceptable terms.
4. All applicants requesting assistance from this RLF program will be required to file a formal application with the Loan Review Committee (LRC). The LRC will require sufficient information to assure that the project is feasible, that RLF financing is necessary, and that the project will go forward if assistance is provided.
 5. Typically, at least five (5) percent of the total project costs must be furnished by the business as equity infusion. Additional equity may be required. (e.g., 15%-20% for a business start-ups).
 6. Each loan will be secured by appropriate collateral, mortgages or liens, in addition to a promissory note. Delaware County may take a subordinate position on mortgages and liens, if necessary, in order for a project to proceed. Also, loans will be secured by personal guarantees, to the greatest extent feasible.
 7. The interest rate charged by the RLF loan will be negotiated.
 8. The RLF program financing will not be offered for a term longer than the life of the asset financed. A typical term for financing will be five (5) to fifteen (15) years. This term will, however, vary dependent upon the life of the asset(s) involved and the financing needs of the business for the project. A business may be offered a term up to 20 years for real estate and up to ten (10) years for machinery and equipment, with the maximum term not to exceed the life of the asset.
 9. An equal monthly repayment schedule for the term of the loan will normally be required by the RLF loan. Alternative loan repayment schedules may be developed where circumstances warrant.
 10. To meet the credit needs of a business, the special financing techniques offered to the borrower may include, but not limited to, the following:

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- a. Balloon or lump sum payments at the end of a shortened term, thereby requiring a re-evaluation of the borrower's financing needs.
 - b. Deferral of interest or principal.
 - c. Subordination of loans to primary and secondary lenders.
11. The Loan Review Committee (LRC) may consider a borrower's request to restructure a loan or modify the loan terms after the first calendar year following the loan closing. Any modification or restructuring shall be based on a thorough analysis of the financial capacity of the borrower and a recertification of financial need. The LRC and the Loan Administrator must adhere to the same policies and procedures established for the initial approval of loan applicants.
 12. The loan agreement between Delaware County and the borrower will specify that the loan shall be called and the borrower found in default if the borrower should move its operations or assets from the geographic boundaries of Delaware County during the term of the loan.
 13. This RLF program requires that any business receiving assistance will provide Delaware County with access to whatever records and information needed in order to determine that funds have been properly expended and that the projected accomplishments have been achieved.
 14. The borrower will bear the costs of all accounting services, appraisals, legal counsel, surveys, environmental reviews, and any other fees associated with the preparation and filing of the application.
 15. Delaware County will provide the necessary administrative services for implementation of the RLF program. Administrative costs may be reimbursed from program income, subject to OCD policy limitations.

F. Time Schedule for Loan Closing and Recapitalization Strategy.

Upon approval of a loan application, a loan closing will be schedule for closing within 45 days

- G. Technical assistance will be provided by the Delaware County Economic Development Department.
- H. Conflict of Interest.

No member, official or employee of Delaware County or a voting member of the LRC, or any consultant shall have any personal interest, direct or indirect, in loans, issued by Delaware County. Nor shall any such member, official, or employee participate in any decisions relating to loans which affect his/her personal interests of any corporation, partnership or association in which he/she is, directly or indirectly, interested.

I. Necessary or Appropriate Test.

RLF financial participation in any project shall be limited to gap financing, i.e., only that amount of financing necessary to make the project go forward. RLF assistance must be documented to fill one of three gaps:

1. Capital: Necessary funds to complete the financing package are not available from any other source.
2. Feasibility: Conventional financing does not allow for an acceptable return on investment for the business to go forward.
3. Locational: Excessive or unusual site costs necessitate RLF assistance to make said site competitive and suitable for development.

Within two weeks of LRC approval of any loan request, the Delaware County shall submit to OCD a summary of the LRC's review of the loan, including documentation meeting this "necessary or appropriate" test.

PART II ADMINISTRATIVE ELEMENTS

A. Revolving Loan Committee.

The Loan Review Committee (LRC) shall be Delaware County Port Authority board members.

The screening, recommendations for approval, and monitoring of loans will be the responsibility of the

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Loan Administrator. The Delaware County Board of Commissioners shall make the final approval on all loans.

B. Staff Capacity.

The Delaware County Economic Development Director shall serve as the Loan Administrator.

The Loan Administrator shall be responsible for: intake of applications; preliminary analysis of loans based on program criteria and potential economic benefits to the project area; joint financial/credit analysis with the applicant's financial institution; and working with special staff and consultants, i.e., attorneys, accountants, engineers, architects, and others, as required to process or document applications.

1. The Loan Administrator, at a semi-annual meeting, will provide the LRC the following information:
 - a. Current status of the RLF Program.
 1. Funds available for loan.
 2. Accounts receivable.
 3. Program income available for administrative expenses.
 4. Financial report of administrative income/expenditures.
2. The Loan Administrator shall also submit this semi-annual report to OCD after Board of County Commissioner approval.

C. Loan Review.

1. The LRC will meet as necessary to review loan applications presented by the Loan Administrator. The LRC will review each application and financial and credit analysis of the project to determine:
 - a. Number and type of jobs created/retained.
 - b. Minimum amount of participation necessary.
 - c. Ability of applicant to repay the loan.
 - d. Collateral or security available.
 - e. Trends from business history or market.
 - f. Environmental concerns (positive or negative).
 - g. Hiring practices.
 - h. Willingness of applicant to offer new jobs to long term unemployed and low to moderate income eligible persons.
 - i. Willingness of applicant to establish or participate in job training programs.
 - j. Development benefits and special considerations.

D. The assistance of outside consultants may be required as determined by the Loan Administrator.

1. Financial and Credit Analysis – The business or industry's local financial institution will be required to prepare a joint financial and credit analysis. The financial institution will be requested to share information, including credit reports, creditors, trade accounts, preliminary title and chattel reports. The Loan Administrator will be responsible for assuring that the financial institution's commitment is for the maximum funding level.
 - a. Legal Counsel- Preparation of appropriate documents including, but not limited to mortgage insurance, loan closing documents and review/preparation of legal documents related to loans, delinquencies and defaults, as needed. This will be the Port Authority's legal counsel.
 - b. Loan Servicing – The loan shall be serviced by staff of the Delaware County Commissioners.

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E. Loan Selection and Approval Process.

1. Marketing – The marketing outreach program will ensure that all potential applicants may be given the opportunity to share in the RLF program’s resources. As funds are made available to the RLF program, the Loan Administrator and LRC will advertise the program via the following methods.
 - a. News articles and advertisements in newspapers and the chambers of commerce newsletters.
 - b. Site visits with area businesses.
 - c. Presentation made by the Loan Administrator to various communities and business related groups and organizations.

2. Application Process and Review.

Applications for revolving loan funds are made to Delaware County using an application form provided at the initial loan conference along with a copy of the revolving loan fund guidelines. The application provides a brief description of the project including the following information.

 - a. Current financial statements including balance sheets and income statements for the applicant’s three (3) most recent fiscal years. If statements are not externally generated the last three federal income tax returns must be furnished.
 - b. Current interim financial statements (within 60 days) of the applicant and where applicable, of its parent company certified by the officers of the respective companies and maintained current during loan processing.
 - c. Pro forma (projections of income and expenses) for the next three years of operation following project completion. The projected income should reflect the applicant’s ability to repay debt out of earnings.
 - d. Such non-financial information as the review committee deems necessary, including, but not limited to:
 - 1, Estimates or firm quotations, receipts, contract orders, invoices, leases, or equivalent documentation from architects, engineers, contractors, sub-contractors, lessors, or others involved in the sale, lease of construction of the fixed assets, if any, for the applicant’s project, including schedules of implementation.
 2. Back-up information regarding the applicants operating costs including projected employment by job category and applicable wage rates.
 3. General information about management capability, including resumes for top management and marketing plans.
 4. Such additional back-up information as the review committee may require regarding collateral, such as appraisals and valuation of non-project assets and guarantees.
 5. Information on how the applicant proposes to meet applicable environmental regulations, standards, or conditions.

3. The loan administrator will provide, upon request, technical assistance and loan packaging assistance in the preparation of this documentation in cooperation with the participating financial institution.
 - a. On eligible loan requests, a copy of applications are submitted to members of the LRC.
 - b. The LRC will have seven (7) days minimum notice of a loan request prior to the meeting. All eligible loans will be reviewed, and then taken before the Board of Commissioners for approval or disapproval. All decisions of the Board are final.

4. Final RLF Loan Approval.
 - a. The Delaware County Board of Commissioners shall have the final authority to

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approve/disapprove any RLF loan. At the time of final consideration by the Board, evidence of conventional lender commitment for participation must be included in the overall package.

- F. Loan Servicing and Monitoring.
1. General Procedures.
 - a. Loan Closing
 1. Once all parties have approved a loan commitment, the Loan Administrator will take action to ensure that all-necessary closing and filing documents are prepared and the necessary review and discussion with the borrower and legal counsel are accomplished.
 2. The LRC Loan Administrator will contact the borrower and the participating financial institution to schedule and prepare for the loan closing. The County will prepare the information and documentation for the closing, which will include:
 - a. RLF loan agreement.
 - b. Promissory or mortgage notes.
 - c. The check for Delaware County's RLF participation will be issued by Delaware County from funds available in the RLF account.
 2. The borrower shall be responsible for all closing costs, if applicable.
 3. When a loan closing is completed and funds disbursed, the Loan Administrator will establish a loan-servicing file to contain:
 - a. All closing documents, per OCD guidelines.
 - b. Loan service checklist.
 - c. A log of all loan related conversations and LRC minutes.
 - d. Amortization schedule.
 - e. Once loan proceeds have been disbursed and an amortization schedule provided to the business, payback shall commence in accordance with the terms and conditions of the Promissory Note. Checks shall be made payable to Delaware County and submitted to the Commissioners Office. Personnel in this office will record all incoming checks against the amortization schedule and advise the Loan Administrator of any delinquencies.
 4. Loan Servicing.
 - a. Once loan proceeds have been distributed, the Loan Administrator shall provide an amortization schedule to the County and the business. The business shall make all loan repayment checks payable to Delaware County and submit these checks to the Commissioners Office. Personnel in this office shall track all incoming checks against the amortization schedule, keep the Loan Administrators advised of any loan delinquencies, and submit all checks to the County Auditor for processing and crediting to the RLF fund.
 5. Monitoring – The loan will be recorded in a master follow-up file to ensure loan monitoring functions are performed on a timely basis.
 6. Specific Procedures – The Loan Administrator will prepare an annual RLF program management report which describes loans as either current or delinquent and any actions taken during the course of the year as follows:
 - a. Current loan servicing, as required in the loan agreements.
 - b. Delinquent account – defined as a loan that is thirty (30) days past due. In such cases, the actions to be taken are the following:
 1. Delaware County staff shall send a certified letter to the borrower informing

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them of their delinquency and requesting that they contact the Loan Administrator within five (5) working days.

2. If the borrower contacts the Loan Administrator within five (5) working days, a meeting will be held to discuss the problem, possible remedies, and promised actions, all of which will be documented by the Loan Administrator.
3. If the borrower does not respond within (5) working days, the Loan Administrator will re-contact the borrower and hold a meeting to discuss the problem and possible remedies, and to obtain a written listing of promised actions.
4. The Loan Administrator will conduct a timely follow-up (dependent upon the time frame of the promised actions) to ensure that they occur.
5. In the event the promised actions do not occur, the loan administrator will continue to pursue efforts to remedy the situation and provide a full report to the members of the LRC. If the situation is not remedied within ten (10) working days after the promised actions are not being completed, the Loan Administrator will schedule a meeting with the LRC. At the meeting, the Loan Administrator will provide an up-to-date report of the situation and request the LRC's guidance and direction regarding the matter.
6. Finally, the Loan Administrator will consult with the Prosecuting Attorney's Office.
7. Compliance with Loan Conditions – The Loan Administrator will be responsible for the collection and maintenance of evidence of ongoing compliance with the requirements of all RLF program loans, including progress in meeting of job creation or retention commitments, mandatory insurance, financial reporting, and any other special conditions. An RLF loan servicing/monitoring checklist will be used for review of compliance on a semi-annual basis.

G. Sources of Funding to Cover Administrative Costs.

1. RLF program income will be utilized for administration costs, including legal fees and any consulting fees. These fees shall be approved by the Board of Commissioners prior to commitment and shall be paid by Delaware County from the RLF account.
2. Members of the LRC will donate their time.

H. Recapitalization Strategy.

The impact of the RLF program is directly related to its level of total capitalization. Potential sources for additional RLF capitalization include:

1. Community Development Block Grant funds available to Delaware County through the State Economic Development CDBG program and/or the Formula program.
2. Area foundations, corporations and individuals.
3. Use of loan provisions that encourage loan refinancing.

The loan repayment funds will be maintained in a separate RLF account with a separate ledger to identify the interest and principal for each loan repayment, to be maintained to monitor the account.

I. Other Requirements.

As discussed above, compliance with applicable Federal and State requirements will be dealt with via borrower commitments and /or loan closing documents, along with monitoring activities, as follows:

1. Assurance regarding compliance with:
 - a. Environmental
 1. The National Environmental Policy Act of 1969, as amended;
 2. The National Historic Preservation Act of 1966;

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3. The Clean Air Act, as amended;
 4. The Federal Water Pollution Control Act, as amended;
 5. The Wild and Scenic Rivers Act;
 6. The Endangered Species Act of 1973;
 7. The Historical and Archaeological Data Preservation Act, as amended; and
 8. The Safe Drinking Water Act.
- b. Construction
1. Davis-Bacon Act, "Land Use Near Federal Airfield" and Public Law 13CFR 309.1 "Certification as to Waste Treatment"
 2. 13CFR 309.3 "Non-Relocation"
 3. 13CFR 209.15 "The National Flood Insurance Program and Requirements Regarding Flood Hazards"
 4. Davis-Bacon Act, as amended (40 USC 276a-276 a5) labor standards and prevailing wage schedules..
- c. Civil Rights
1. 13CFR Sub-title A, Part 8, "Civil Rights and Title VI of the Civil Rights Act of 1964".
 2. 13CFR art 311, Sub-part D, Nondiscrimination on the Grounds of Sex
- d. Access for the Handicapped
- All loan projects involving construction of new facilities will provide for accessibility to the handicapped.
2. Description of employment practices and other civil rights information (E.O. certifications) with loan applications.
 3. Current and projected employment data will be requested in loan applications.
 4. The preliminary project review will identify any potential areas of concern relative to Civil Rights, environmental, relocation, handicapped access or Davis-Bacon labor standards and prevailing wage rate requirements. OCD will be contacted regarding steps to be taken for compliance and the environmental review process will be completed prior to final approval of the project.
 5. For each RLF project funded with program income, the Economic Development Department, will prepare an environmental review. For any project with adverse impacts, special conditions to mitigate such impacts will be required as part of the loan closing conditions.
 6. The Ohio Historic Preservation Office will be contacted in writing, as part of the environmental review process, by the Loan Administrator prior to approval of any project with a potential effect on historic or archaeologically significant properties.
 7. Upon loan approval, the Loan Administrator will request the assistance of the County's Labor compliance Officer to assure compliance with labor standards and prevailing wage determinations during construction of projects.
 8. Borrower commitments will include stipulations that the borrower will:
 - a. Cooperate with the Loan Administrator, LRC and Delaware County in efforts to obtain monitoring and compliance information and documentation.
 - b. Provide documentation to verify employment creation/retention commitments are met, including number hired and percent low and moderate income.
 - c. Provide evidence of continued required insurance.

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- d. If working capital funds are included in the loan, submit a quarterly status report to the Loan Administrator.
 - e. Provide annual financial statements (if requested per the loan documents); and,
 - f. Provide documentation of payment of all local, State a Federal taxes due, (if requested per the loan documents).
- J. Corrective action may be instituted on the basis of monitoring site visits and/or complaints received, dependent upon the area of required compliance.
- K. Conflict of Interest.
- 1. Elected officials and their families, employees of CDBG recipients, and contractors are those responsible for administering the CDBG program and are also responsible for administering the CDBG program and are also responsible for maintaining the integrity of the CDBG and RLF programs.
 - 2. CDBG regulations (24CGR, Part 570.611) prohibit conflicts of interest. For any CDBG activities under a person's control of influence, that person may not:
 - a. Obtain personal or financial interest or benefits, including money, favors, gratuities, entertainment or anything of value that might be interpreted as conflict of interest;
 - b. Obtain a direct or indirect interest in any contract, subcontract or agreement for any CDBG activity. This prohibition extends to contracts in which the person's spouse, minor child, dependent or business associate may have personal or financial interest. This prohibition extends for a period of one (1) year after the person leaves his/her position with a CDBG activity, such as RLF, or program.

The OCD may grant an exception to this conflict or interest provision if it determines that such an exception will enhance the effectiveness of the CDBG Project.

The above-stated measures also apply to RLF staff, LRC and governing body members and RLF applicants. If waivers are granted by OCD, the applicant cannot vote or otherwise influence the final decision.
- L. A project which is funded and fails to comply with any of the above items, after the date of loan closing, must be brought into compliance within a time frame to be established by the LRC in conjunction with the loan recipient and the appropriate Federal and/or State authorities. If the loan recipient fails to comply with these requirements within the established time frame, the loan may immediately be recalled in full.
- M. A LRC and Loan Administrator will assure that loans are available on a non-discriminatory basis by advertising via the methods discussed in Part III, Section III above.

PART III RLF INFRASTRUCTURE GRANT PROGRAM

- A. Communities with large RLF balances or no activity (within 1 year) will be required to use their RLF on CDBG eligible activities unless a Plan of Action is provided outlining its use.
- B. The RLF can be used for any CDBG eligible activity as long as it meets a National Objective.
- E. Should Delaware County wish to do a project that is not during the Formula Program timeline, a request in writing for a waiver and the associated Delaware County Resolution must be submitted by the County's Chief Elected Official (CEO) to the RLF Coordinator explaining the project activity, \$ amount, and National Objective.
- F. All CDBG rules and regulations must be adhered to when using the RLF funds; i.e., environmental review, proper procurement procedures, labor standards, etc.
- G. When RLF is used with another program (i.e., Water & Sewer, Downtown Revitalization, etc.) those program guidelines apply to the RLF.
- H. When communities use RLF funds, once approved, the communities CEO must allocate those funds by resolution/or ordinance and submit a copy to OCD.
- I. The most important thing to remember is that an RLF activity CANNOT move forward until all rules and regulations are met.

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- J. Any outstanding questions regarding the RLF should be directed to the OCD RLF Program Income Coordinator at (614) 466-2285 or by email-address Matthew.LaMantia@development.ohio.gov.

**DELAWARE COUNTY, OHIO
REVOLVING LOAN FUND (RLF) APPLICATION**

1. APPLICANT COMPANY
- _____
- Company Name
- _____
- Name of Borrower to Company
- _____
- Relationship of Borrower to Company
- _____
- Street Address
- _____
- City State Zip
- _____
- Contact Person
- _____
- Title
- _____
- Telephone
2. PRINCIPAL OFFICERS
(10% or more ownership)
- | | |
|-------------|-------|
| _____ | _____ |
| Name | Title |
| _____ | _____ |
| % Ownership | SS# |
| _____ | _____ |
| Name | Title |
| _____ | _____ |
| % Ownership | SS# |
| _____ | _____ |
| Name | Title |
3. INFORMATION ON EXISTING BUILDING
- Type of Business:
- [] Manufacturing
- [] Distribution
- [] Retail
- [] Service
- _____
- Principal Product/Service
- _____
- Date Established
4. DESCRIPTION OF PROPOSED PROJECT
- _____
- Location
- _____
- Street Address
- _____
- City/Village/Township
- _____
- County
- _____
- If relocation, indicate from where
- Project Description:
- _____
5. TYPE OF PROJECT
- [] Retention
- [] Expansion
- [] Start Up *
- *Provide a Business Plan and Resumes of Principal/Officers with the completed RLF Application
6. BUSINESS DESCRIPTION
- A. Check if:
- [] Minority Business Enterprise
- [] Woman Business Enterprise
- B. Organizational Structure:

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Public Corporation _____ Sole Proprietorship _____
 Closely Held Corporation _____ Limited Partnership _____
 Chapter S Corporation _____ General Partnership _____

Federal Tax Identification Number: _____

C. Describe operational and/or financial relationships with any parent and/or subsidiaries. _____

D. Describe the business' existing location(s), activities, history, and products/services. Attach company and/or product line brochures if available. _____

E. Is the company or any officers currently involved in bankruptcy or any other business-related lawsuits, or are there any contingent liabilities included in the company financial statements? Yes _____
 No _____

If Yes, explain. _____

7. PROJECT OVERVIEW

a. Describe the general scope and purpose of the project. Highlight in particular how RLF funds will be used:

Site is/will be:

owned leased purchased on land contract
 optioned for purchase optioned for lease optioned for purchase on land contract

Attach general location map and site map, and provide evidence of site control.

C. What is the current zoning for the project site? _____
 Is the zoning appropriate for the proposed project? Yes No

If no, what is the target date for the required zoning change? _____

8. TIMEFRAME

Project Startup: _____ Construction Complete: _____
 Project Complete: _____ Job Creation Start: _____
 Job Creation Complete: _____

9. PROJECT SOURCES AND USES

	Total	RLF	Cash Equity	Private Lender	Other Public
Acquisition Land/Bldg	_____	_____	_____	_____	_____
Construction	_____	_____	_____	_____	_____
Renovation	_____	_____	_____	_____	_____
Leasehold Improvements	_____	_____	_____	_____	_____
Machinery/Equipment	_____	_____	_____	_____	_____
Moving Costs	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Total Fixed Costs	_____	_____	_____	_____	_____
Working Capital	_____	_____	_____	_____	_____
Non-Capital Equip.	_____	_____	_____	_____	_____
Total Project Costs	_____	_____	_____	_____	_____

Note: Third-party cost estimates are to be attached for all line item costs included in the project budget above.

10. FINANCING/COLLATERAL

Holder	Principal Rate	Term	Annual D/S	Real Estate	Security Position M&E
--------	----------------	------	------------	-------------	-----------------------

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Note: Attach signed commitment letters for all non-RLF financing sources listed above. All letters are to include the dollar amount of the loan, rate and term, and any special conditions if applicable.

11. EMPLOYMENT

Total Existing	_____	#New:	_____
# Women Current:	_____	# Women Projected:	_____
# Minority Current:	_____	# Minority Projected:	_____
# Retained:	_____	# Total LMI:	_____
		Total % LMI	_____

Fulltime employee is one employee working a 40-hour week, year around; if the company's normal workweek is not 40 hours, certify the hours in a fulltime employee's workweek on company letterhead. Part-time employees are to be adjusted to FTE (fulltime equivalents). Fifty-one percent (51%) of the jobs to be created or retained in conjunction with the proposed project must be taken by, or made available to, persons from low and moderate-income households.

12. PROJECT IMPACT (Projections)

Expected Results of the Project

	Year One _____	Year Two _____	Year Three _____
Annual Sales Revenue	_____	_____	_____
Employment Level	_____	_____	_____
For New Jobs Created			
Indicate Annual Pay			
Pre FTE Employee	_____	_____	_____
Annual Payroll	_____	_____	_____

A Complete Profit & Loss Performance Must Accompany This Application

13. HISTORICAL FINANCIAL INFORMATION

Note: Company must provide complete year-ending financial statements for the last three years; if these statements are not available, tax returns for the same period may be submitted instead.

	20_____	20_____	Most Current Year
Annual Sales Revenue	_____	_____	_____
COGS	_____	_____	_____
Earning Before Tax	_____	_____	_____
Profit After Tax	_____	_____	_____

14. Please submit a copy of the most recent Business Plan for the business, incorporating the proposed RLF Project into this Plan.

15. Please describe briefly the need for RLF funds, including a description as to the appropriateness of using the RLF funds for this project. Include a description of how the financing gap was calculated.

As an authorized agent of the Applicant Company, I hereby submit this Application for Revolving Loan Fund assistance. I understand that any false statement in this Application may subject the Applicant Company and signer to criminal prosecution. I further understand that Delaware County may request additional information as set forth in the RLF Guidelines, during the review of this Application.

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Signature _____

Typed Name and Title

Date

National Objective Checklist

- a. The National Objective for this project is to benefit persons of LMI households.
- b. LMI Benefit
 - A. Total existing jobs _____.
 - B. Number of jobs to be created _____ retained _____.
 - C. Number of jobs for persons of Low-to-Moderate Income households to be created _____ retained _____.
 - D. % of jobs created/retained for persons of LMI households _____.
 - E. Number of minority jobs existing _____; to be created _____.
 - F. Number of female jobs existing _____; to be created _____.
- 3. The Project meets the 51% LMI Benefit requirement? Yes ____ No ____

**Office of Housing and Community Partnerships
Ohio Small Cities Community Development Block Grant Program
Job Certification Summary**

Project Name:

A. As per grant agreement number _____ and the subsequent agreement between _____ (community) and _____ (business), _____ full-time equivalent (FTE) jobs were to be created and _____ jobs were to be retained. Of these jobs, _____ were to be taken by or made available to persons from low- and moderate-income households (LMI).

The company's current level of employment is: _____ The project was completed on:

The company's level of employment prior to _____ The job creation period extended through: _____ receiving assistance was: _____

INCOME SUMMARY

B. As of this date, _____ FTE jobs were created and _____ FTE were retained. Of the jobs created and retained, _____ jobs were taken by persons from low- and moderate-income households (attach copies of job benefit verification forms). Of the _____ LMI jobs, _____ qualify at the 80% level, _____ qualify at the 50% level, and _____ qualify at the 30% level. _____ of the jobs created were taken by persons who were unemployed at the time of hire.

ETHNICITY AND RACE SUMMARY:

C. _____/____ White/Hispanic, _____/____ Black-African American/Hispanic, _____/____ American Indian-Alaska Native/Hispanic, _____/____ Asian/Hispanic, Native Hawaiian-Other Pacific Islander/Hispanic, _____/____ American Indian-Alaska Native & White/Hispanic, _____/____ Black-African American & White/Hispanic, _____/____ American Indian-Alaska Native & Black-African American/Hispanic, _____/____ Asian & White/Hispanic, _____/____ Other Multi-Racial/Hispanic.

GENDER AND DISABILITY SUMMARY:

D. Female heads of household filled _____ of these jobs. Disabled individuals filled _____ of these jobs.

JOB CLASSIFICATION SUMMARY:

E. Of the _____ jobs created and/or retained, _____ of these jobs are classified as manager or professional, _____ of these jobs are classified as sales, _____ of these jobs are classified as office/clerical, _____ of these jobs are classified as service, _____ of these jobs are classified as technicians, and _____ of these jobs are classified as other.

A narrative explanation must be attached to this form to justify a difference between the projected and actual job creation figures.

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The undersigned community and business representatives certify that this is an accurate accounting of the job creation resulting from the _____ project.

Business C.E.O.: _____ Community C.E.O.: _____

Date: _____ Date: _____

**Office of Housing and Community Partnerships
Ohio Small Cities Community Development Block Grant Program
Job Benefit Verification Employee Certification**

Your current/perspective employer, which appears below, is the recipient of financial assistance through the federally funded Ohio Community Development Block Grant (CDBG) Small Cities Program. As a result of the assistance received, the business must provide data on job creation and/or retention. **This information is not part of the interview process and will not be considered for hiring purposes.** This information is, however, subject to verification by authorized government officials.

- A. Name of Employer: _____ (print)
Address of Employer: _____ (print)
Name of Employee: _____ (print)

- B. Race, Ethnicity, Gender and Disability Status.
Please mark **only one** of the following race classifications:
 White Multi-Racial:
 Black/African American Black/African American & White
 American Indian/Alaska Native American Indian/Alaska Native & White
 Asian Asian & White
 Native Hawaiian/Other Pacific Islander American Indian/Alaska Native & Black/African American
 Other Multi-Racial

Please check **“Yes” or “No”**:
Hispanic or Latino: Yes: _____ No: _____
 Please check **all that apply**:
 Male: _____ Female: _____ Female Head of Household: _____
 Disabled: _____ Unemployed: _____

- C. Circle your household size & one income range in the corresponding row that represents your household income for the prior 12 months:

Household Size	Income Range (30%)	Income Range (50%)	Income Range (80%)	Income Range (NL)
1 person				
2 person				
3 person				
4 person				
5 person				
6 person				
7 person				
8 persons or more				

- D. Employee Signature: _____ Date: ___/___/___

===== Do Not Write Below This Line – To Be Completed By Employer After Hire =====

Job Description (check one): Manager/Professional:___ Sales:___ Office/Clerical:___ Service:___
 Technician:___ Other:___ Date Employed (mo./day/yr.): ___/___/___
 one: Full-Time: ___ Part-Time (less than 35 hrs/wk): ___

===== Do Not Write Below This Line – To Be Completed By Grant Administrator =====

County: _____ FY: _____ LMI Qualified Y: ___ N: ___

Vote on Motion Mr. Thompson Aye Mr. O'Brien Nay Mr. Stapleton Aye

RESOLUTION NO. 12-318

RESOLUTION OF NECESSITY FOR PURCHASE OR LEASE OF AUTOMOBILE FOR THE USE OF THE COUNTY SHERIFF OR HIS EMPLOYEES:

COMMISSIONERS JOURNAL NO. 57 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD APRIL 2, 2012

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") is required by section 307.41 of the Revised Code, to find, by resolution of necessity, that it is necessary to expend county monies for the purchase or lease of a new automobile to be used by the County Commissioners, by any county department, board, commission, office or agency, or by any elected county official or his or her employees; and

WHEREAS, the Board has before it a request from the Sheriff's Office to expend county monies for the purchase of a prisoner transport van;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY, OHIO:

Section 1. The Board hereby declares that it is necessary to expend county monies for the purchase of a prisoner transport van to be used by the County Sheriff or his employees for the following reasons: (1) existing vehicles have reached the end of their useful service lives; (2) a prisoner transport van is necessary to provide safe and reliable transportation for the County Sheriff and his employees; and (3) the prisoner transport van will ensure optimal service, safety, and security for the citizens of Delaware County.

Section 2. The Board hereby approves the purchase of one (1) 2006 Ford E-250 Cargo Van at a cost of \$13,900.00 per vehicle.

Section 3. The Clerk of the Board is hereby directed to certify a copy of this Resolution to the County Sheriff and the County Auditor.

Vote on Motion Mr. Stapleton Aye Mr. Thompson Aye Mr. O'Brien Nay

RESOLUTION NO. 12-319

IN THE MATTER OF APPROVING SUPPLEMENTAL APPROPRIATIONS FOR THE SHERIFF'S OFFICE:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

Supplemental Appropriation			
10031328-5450	Federal Prisoners/Equipment	\$	22,900.00

Vote on Motion Mr. O'Brien Nay Mr. Thompson Aye Mr. Stapleton Aye

RESOLUTION NO. 12-320

IN THE MATTER OF ACCEPTING RECYCLING CONTAINERS FROM THE DKMM JOINT SOLID WASTE MANAGEMENT DISTRICT:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

WHEREAS, Delaware County is a member of the DKMM Joint Solid Waste Management District ("DKMM"); and

WHEREAS, DKMM has purchased roll-off recycling containers for use by its member counties in furthering DKMM's recycling programs; and

WHEREAS, pursuant to DKMM Resolution #07-022 and Resolution #11-018, DKMM has transferred ownership of the recycling containers to the individual member counties, including eight containers--D8 421 12-01; D3 431 1-02; D11 423 12-01; D19 150 9-08; 14 102 1-06; D13 422 12-01; D7 420 12-01; and D18 149 9-08--to Delaware County;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio, as follows:

Section 1. The Board hereby accepts ownership of the recycling containers transferred from DKMM.

Section 2. The Clerk of the Board is hereby directed to provide a copy of this Resolution to DKMM.

Vote on Motion Mr. Thompson Aye Mr. Stapleton Aye Mr. O'Brien Nay

RESOLUTION NO. 12-321

IN THE MATTER OF SELLING PERSONAL PROPERTY NOT NEEDED FOR PUBLIC USE TO OHIO MULCH, INC.:

**COMMISSIONERS JOURNAL NO. 57 - DELAWARE COUNTY
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It was moved by Mr. Thompson, seconded by Mr. Stapleton to approve the following:

WHEREAS, the Delaware County Board of Commissioners (the "Board") currently owns eight (8) forty-yard roll-off recycling containers; and

WHEREAS, pursuant to section 307.12 of the Revised Code, when the Board finds by resolution that the county has personal property that is not needed for public use and the market value of the property is, in the opinion of the Board, two thousand five hundred dollars or less, the Board may sell the property by private sale, without advertisement or public notification; and

WHEREAS, Ohio Mulch, Inc. has applied for and been awarded a recycling grant through the DKMM Joint Solid Waste Management District; and

WHEREAS, Ohio Mulch, Inc. is in need of recycling containers to conduct its grant activities; and

WHEREAS, utilization of the containers by Ohio Mulch, Inc. will further the grant purposes and the interests of DKMM and Delaware County;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio, as follows:

Section 1. The Board hereby determines that eight (8) forty-yard roll-off recycling containers currently owned by the Board are not needed for public use and that the value of the containers is Five Hundred Dollars (\$500.00) per container for a total of Four Thousand Dollars (\$4000.00).

Section 2. The Board hereby approves the sale of the eight (8) forty-yard roll-off recycling containers to Ohio Mulch, Inc.

Vote on Motion Mr. Stapleton Aye Mr. Thompson Aye Mr. O'Brien Nay

COMMISSIONERS' COMMITTEES REPORTS

Commissioner O'Brien

-No Meetings

Commissioner Thompson

-This Friday Is First Friday For Mainstreet Delaware-Mascot Madness

Commissioner Stapleton

-“Columbus Pets Publication” Article On Dog And Kennel

RESOLUTION NO. 12-322

IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR CONSIDERATION OF COMPENSATION OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL; FOR PENDING OR IMMINENT LITIGATION AND TO CONSIDER THE PURCHASE OF PROPERTY FOR PUBLIC PURPOSES:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to adjourn into Executive Session at 10:17AM.

Vote on Motion Mr. O'Brien Aye Mr. Thompson Aye Mr. Stapleton Aye

RESOLUTION NO. 12-323

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. Thompson, seconded by Mr. Stapleton to adjourn out of Executive Session at 11:05AM.

Vote on Motion Mr. Thompson Aye Mr. O'Brien Aye Mr. Stapleton Aye

There being no further business, the meeting adjourned.

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Ken O'Brien

Dennis Stapleton

Tommy Thompson

Jennifer Walraven, Clerk to the Commissioners