

**An Agreement between the Board of Trumbull County Commissioners  
and Community Legal Aid Services, Inc., a Non-Profit Corporation,  
for professional services required to implement a Fair Housing Services Program  
for Trumbull County, Ohio**

This is an Agreement made as of January 1, 2020, between the Board of Trumbull County Commissioners, 160 High Street, N.W., Warren, Ohio, 44481 and Community Legal Aid Services, Inc., 50 South Main Street, Suite 800, Akron, Ohio 44308.

**WHEREAS:** The Board of Trumbull County Commissioners will enter into an Agreement with the Ohio Development Services Agency under the PY19 Community Development Block Grant Program (CDBG), Agreement No. B-F-19-1CS-1.

**WHEREAS:** The Board of Trumbull County Commissioners is required to develop and implement a program to further the requirements of Title VIII of the Civil Rights Act of 1968 and the requirements of the Housing and Community Development Act of 1974; and

**WHEREAS:** Community Legal Aid Services, Inc. has demonstrated the capacity to provide such services;

**NOW, THEREFORE:** The Board of Trumbull County Commissioners, hereinafter called the Board, and Community Legal Aid Services, Inc., hereinafter called Community Legal Aid, in consideration of their mutual covenants herein agree in respect to the performance of professional and technical services by Community Legal Aid and payment for these services by the Board as set forth below.

**SECTION 1 - BASIC SERVICES**

1.1 Community Legal Aid shall consult with the Board and the Trumbull County Planning Commission Staff to develop and implement a program to assure that the objectives of the Housing and Community Development Act of 1974 and the Civil Rights Act of 1968 are met and to further the objectives of the Ohio Civil Rights Act, *Ohio Revised Code* Chapter 4112.

1.2 Community Legal Aid shall submit to the Board for review and approval a finalized and scheduled CY2020 Program Plan by February 1, 2020. Said Program Plan shall meet requirements set forth by the Trumbull County Planning Commission Staff.

1.3 Community Legal Aid shall act as the Board's representative on all matters related to fair housing efforts as directed by the Trumbull County Planning Commission Staff.

1.4 Community Legal Aid shall advise the Board of all program requirements related to fair housing efforts necessary to satisfy requirements outlined in the Ohio Small Cities Community Development Block Grant Program Handbook.

1.5 Community Legal Aid shall perform all elements of the Fair Housing Services Program as further described in Exhibit A “Further Description of Services and Related Matters,” Exhibit A.1 “Elements of Program Plan,” and Exhibit B “PY2019/2020 Program Plan.”

1.6 Community Legal Aid shall establish a system for receiving and processing fair housing complaints and coordinating efforts with the Akron Regional Office of the Ohio Civil Rights Commission. The designated intake period shall be from January 1, 2020, to December 31, 2021 and shall accept complaints from Trumbull County residents excepting those from Warren City and Niles City who maintain their own intake programs.

1.7 Community Legal Aid shall develop a schedule and implement a Fair Housing Training Plan and Fair Housing Outreach Program for Fair Housing Activities in Trumbull County. This contract includes providing fair housing services to all cities, excepting Niles City, as well as all townships and villages within Trumbull County as part of the PY19 Trumbull County Formula Program under Grant No. B-F-19-1CS-1, as per grant agreements between the Board of Trumbull County Commissioners and the Ohio Development Services Agency/Office of Community Development. Warren City is covered under the Fair Housing Training Plan and Fair Housing Outreach Program and provides a pro-rated share of the costs to Trumbull County for said activities.

## **SECTION 2 - BOARD OF COMMISSIONERS' RESPONSIBILITIES**

2.1 The Board shall provide all criteria and full information as to the Board's requirements for the program.

2.2 The Board shall designate in writing a person to act as the Board's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instruction, receive information, interpret and define the Board's policies and decisions with respect to the services called for in this Agreement.

2.3 The Board shall give prompt written notice to Community Legal Aid whenever the Board observes or otherwise becomes aware of any development that affects the scope or timing of the Community Legal Aid's performance of services.

### **SECTION 3 - PERIOD OF SERVICE**

3.1 The provisions of this section and the rates of compensation for the Community Legal Aid's services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the program.

3.2 After acceptance by the Board of the 2019/2020 Program Plan indicating any specific modifications or changes in the extent of the Strategy or 2019 Plan desired by the Board, and upon written authorization from the Board, Community Legal Aid shall proceed with the performance of the services called for in Exhibit A as supplemented by the 2019/2020 Program Plan which shall become Exhibit B to this Agreement.

3.3 This Agreement shall be effective on January 1, 2020, and shall terminate on December 31, 2021, unless it is agreed to extend said Agreement beyond such date by amendment by all parties hereto.

### **SECTION 4 - PAYMENTS TO COMMUNITY LEGAL AID**

4.1 For basic services of Community Legal Aid, the Board shall pay Community Legal Aid a total of \$28,000.00 in monthly installments for the administration of the Community Development Block Grant (CDBG) Community Development Program Fair Housing Activities starting February, 2020, for services rendered during Fiscal Year 2019, as follows:

- A. For implementation of the 2019/2020 Program Plan as provided for in Section 3.2 and further described in Exhibits A and B and subsequent attachments to this Agreement, the sum of one thousand four hundred dollars and zero cents (\$1,400.00) per invoice; twenty in all; beginning February, 2020, and ending in November, 2021.

4.2 Each payment shall be made upon submission, review and approval of a report of activities for the preceding period of time describing the services and activities of Community Legal Aid. Said report of activities shall be prepared and submitted by Community Legal Aid to the Trumbull County Planning Commission Staff and shall be accompanied by an application for payment in such form as described by the Trumbull County Planning Commission Staff.

4.3 In the event of termination by the Board in accordance with provisions of this Agreement and exhibits, Community Legal Aid shall submit an application for payment and report of activities for the period to the effective date of termination and payment shall be made on a pro-rated basis for all such days services were rendered and payment shall constitute payment in full for all services rendered under this Agreement.

## **SECTION 5 - GENERAL CONSIDERATIONS**

### 5.1 Termination (See Exhibit C)

### 5.2 Successors and Assigns

Community Legal Aid and the Board each binds himself and his partners, successors, executors, administrators, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns and legal representatives of such other party in respect to all covenants, agreements and obligations of this Agreement. Neither the Board nor the Community Legal Aid shall assign, sublet or transfer any rights under or interest in this Agreement without the written consent of the other.

## **SECTION 6 - SPECIAL PROVISIONS, EXHIBITS, SCHEDULES, AND ATTACHMENTS**

6.1 The following Exhibits are attached to and made part of this Agreement:

6.1.1 Exhibit A - “Further Description of Services and Related Matters”

6.1.2 Exhibit B - “2019 Program Plan”

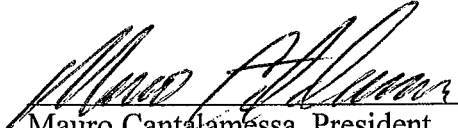
6.1.3 Exhibit C - “Community Development Block Grant Required Contract Provisions for Professional Agreements” - 2 CFR Part 200 - all applicable provisions not included herein are made part of this agreement by reference (reserved)

6.1.4 Exhibit D - “Certifications of County Auditor and County Prosecutor”


6.1.5 Exhibit E - “Resolution of the Board of Commissioners” authorizing the Community Legal Aid Director and the Board to enter into an Agreement.

6.2 This Agreement, together with the Special Provisions, Exhibits and Schedules identified above, constitutes the entire Agreement between the Board and Community Legal Aid and supersedes all prior written or oral understandings. This Agreement and said provisions, exhibits and schedules may only be amended, supplemented, modified, or canceled by a duly written instrument.


BOARD OF TRUMBULL COUNTY COMMISSIONERS

  
Mauro Cantalamessa, President


  
Frank S. Fuda, Member

  
Daniel E. Polivka, Member

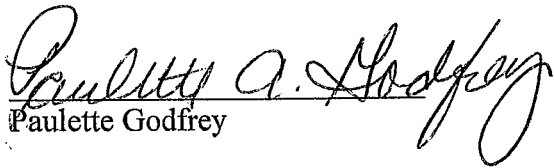
COMMUNITY LEGAL AID

By: 

Name & Title Dionne Dowdy  
Board Chairperson

By:   
Steve McGarrity  
Executive Director

Witness: Clerk of the Board of Trumbull County Commissioners

  
Paulette Godfrey

APPROVED PURSUANT TO AGREEMENT #B-F-19-1CS-1

## EXHIBIT A

### "FURTHER DESCRIPTION OF SERVICES AND RELATED MATTERS"

#### A.1 Development of the PY2019 Program Plan

The PY2019 Program Plan should include a recommended plan for implementing the Fair Housing Training Plan and Fair Housing Outreach Program.

Accomplishing the AI objectives should include, but not necessarily be limited to, a detailed description of each element:

Conduct training regarding fair housing to residents of project areas, or targeted protected populations, in which CDBG or HOME activities funded in a fiscal year are being undertaken, and at least 3 additional civic or social groups and/or schools in the community. There should be at least 1 training event held each quarter. The trainings should include a discussion on how Trumbull County intends to conduct Action Steps over the next year as part of the annual effort to eliminate barriers to fair housing identified in the Trumbull County Analysis of Impediments to Fair Housing. The Analysis of Impediments to Fair Housing Action Steps shall be made available to Community Legal Aid upon request. Trumbull County is requesting that Community Legal Aid undertake training events for ten (10) different venues over the course of the next two years (five per year – two in target areas and three others each year) see attached Fair Housing Education Schedule (Exhibit B) discussed at the 2019 meeting with Community Legal Aid. These target areas/places include Masury in Brookfield Township and Countywide Direct Benefit to LMI households in Braceville, Southington and Farmington Townships. The other three trainings per year are to be conducted for at least three additional civic or social groups and/or schools in Trumbull County. The trainings should be scheduled at least one per quarter with the first one scheduled before the end of April 2020. HUD training materials may be utilized or modified by the consultant for each training event. Community Legal Aid will coordinate with Trumbull County Planning Commission Staff prior to each training event so that staff can review and approve the training materials being used by Community Legal Aid as well as distribute the event location, date and time to as many entities as possible. Community Legal Aid will schedule all training events to be held in 2020 no later than February 1, 2020 to ensure that the required number of training events are held during the required quarter. Training events for 2021 will be scheduled in January 2021.

Design (or obtain) written material on fair housing rights, discriminatory practices, etc. Develop a plan to effectively distribute written materials to a minimum of 10 (ten) different locations or events throughout Trumbull County (e.g. unemployment office, post office, grocery store, county fair, etc.) quarterly from January 1, 2020, to December 31, 2021. Community Legal Aid shall print approximately 1,800 brochures which shall be initially distributed to all locations listed on the attached table each quarter for PY2019/2020. Each quarter the consultant shall call the aforementioned locations to determine whether additional brochures are needed.

On-going evaluation of each project/activity should be maintained as follows: activity description; its goal; the result of the activity; staff assigned and money spent (including date of evaluation, and time lapse into the project -1/4 1/2, 3/4 or complete). Records on number of clients availing themselves of any program or activity should be maintained including number of clients, staff assigned, money spent on which activity. Client use of any service under this contract should be recorded according to race, disability status, female head of household or elderly; number of clients successfully served (with housing, referrals, tours or whatever). All records are to be made available to the Trumbull County Planning Commission Staff upon completion of the contract for final evaluation.

- A.2 This contract includes providing fair housing services to all of the townships, villages and cities located within Trumbull County excepting Niles and Warren (Warren City conducts their own intake independent of this contract) per grant agreements between the Board of Trumbull County Commissioners and the Ohio Development Services Agency/Office of Community Development. Warren City is covered under the Fair Housing Training Plan and Fair Housing Outreach Program and provides a pro-rated share to Trumbull County for said activities.

Fair housing services include, but are not limited, to the intake of complaints related to Fair Housing and Landlord/Tenant Disputes Monday thru Friday during normal business hours for Trumbull County's PY2019/2020 CDBG Community Development Program (January 1, 2020 to December 31, 2021). Community Legal Aid shall have a toll-free number available to Trumbull County residents (and printed on all brochures) and a TDY line available for the hearing impaired. Community Legal Aid shall fill out an intake complaint form which will include the complainant's name, address, city, state, zip code, date complaint was received, telephone number, and nature of complaint - either Fair Housing or Landlord/Tenant Dispute. The client will state their problem including all pertinent information as it relates to their housing issue. Community Legal Aid shall determine whether or not the complaint is a legitimate violation of the Fair Housing Act. Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability). If appropriate, Community Legal Aid will assist the client in filling out the housing discrimination form required by the Ohio Civil Rights Commission (OCRC) and forward said form for processing. Community Legal Aid shall follow up with the OCRC Regional Office on behalf of the client to inquire on the status of said complaint until the OCRC closes said case. Cases not forwarded to OCRC will be followed up by Community Legal Aid staff who shall consult with the client to seek a resolution regarding the case in order to close out said case.

**EXHIBIT B**

**"2019 PROGRAM PLAN"**



# Community

## LEGAL AID

*Seeking justice, changing lives.*

Akron Centre Plaza  
50 South Main Street, Suite 800  
Akron, Ohio 44308-1828

330-535-4191  
Toll Free 866-584-2350  
Fax 330-535-0728

Legal Aid Helpline: 800-998-9454  
[www.CommunityLegalAid.org](http://www.CommunityLegalAid.org)

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Attorney at Law

**Deputy Director**

Jennifer J. van Dulmen  
Attorney at Law

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Erin L. Spencer  
Holly K. Torres  
Michelle A. Wrona Fox

**Director of Development  
and Communications**

Maria C. Duvuvuei

**Chief Financial Officer**

Lisa E. Carley

May 30, 2019

Julie Marie Green, Grants Manager  
Trumbull County Commissioner's Office  
106 High Street NW, 4th Floor  
Warren, OH 44481

Dear Ms. Green:

Please find attached Community Legal Aid's application for funding through the Community Development Block Grant Trumbull County Fair Housing Program. Our application consists of:

- Application Cost Proposal
- Project Narrative
- Attachment: Community Legal Organization Chart

Please do not hesitate to call me at my direct line 330-983-2518 or email me at [smcgarrity@communitylegalaid.org](mailto:smcgarrity@communitylegalaid.org) with any questions.

Sincerely,



Steven McGarrity  
Executive Director

Enclosures



*Columbiana · Mahoning · Medina · Portage  
Stark · Summit · Trumbull · Wayne*



# Cost Proposal Form with Detailed Scope of Services for the Trumbull County and the City of Warren's Fair Housing Program

## **1. Complaint Intake Process**

The consultant shall intake complaints related to Fair Housing and Landlord/Tenant Disputes Monday through Friday during normal business (January 1, 2020 – December 31, 2021). This includes all of Trumbull County excluding the City of Niles. Please list the cost for Complaint Intake separately for Warren City and Trumbull County below as the City of Warren will contract with CLA directly for these services. The consultant shall have a toll-free number available to Trumbull County residents (and printed on all brochures) and a TDY line available for the hearing impaired. The consultant shall fill out an intake complaint form which will include the complainant's name, address, city, state, zip code, date complaint was received, telephone number, and nature of complaint - either Fair Housing or Landlord/Tenant Dispute. The client will state their problem including all pertinent information as it relates to their housing issue. The consultant shall determine whether or not the complaint is a legitimate violation of the Fair Housing Act. Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability) and/or the Ohio Revised Code Section 4112 which also includes military status and ancestry as additional protected classes. If appropriate, the consultant will assist the client in filling out the housing discrimination form required by the Ohio Civil Rights Commission (OCRC) and forward said form for processing. The consultant shall follow up with the OCRC Regional Office on behalf of the client to inquire on the status of said complaint until the OCRC closes said case. Cases not forwarded to OCRC will be followed up by consultant staff who shall consult with the client to seek a resolution regarding the case in order to close out said case. The selected consultant shall forward a copy of the complaint intake log along with a description of training or outreach activities conducted during the month with each invoice submitted for payment.

Cost Proposal for the City of Warren

\$ 10,000.00

( Ten Thousand dollars )

Cost Proposal for Trumbull County (excluding Niles City)

\$ 21,400.00

( Twenty one thousand and four hundred dollars )

Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern. The award shall be conveyed to the lowest price proposal.

## **2. Fair Housing Training Plan**

Annually, CDBG grantees are required to conduct training regarding fair housing to residents of project areas, or targeted protected populations, in which CDBG or HOME activities funded in a fiscal year are being undertaken, and at least, three additional civic or social groups and/or schools in the community. There should be at least one training event held each quarter. The training should include a discussion on how Trumbull County intends to conduct Action Steps over the next year as part of the annual effort to eliminate barriers to fair housing identified in the Trumbull County Analysis of Impediments to Fair Housing.

Listed in the attached Fair Housing Education Schedule are training events for ten different venues over the course of the next two years. Ten (five per year – two in target areas and three others each year) training events are a requirement for Trumbull County's CDBG Program. HUD training materials may be utilized or modified by the

consultant for each training event. Please coordinate with our office prior to each training event so that staff can review and approve the training materials being used by CLA. Enclosed is a list of the ten locations where CLA must conduct the training events and the quarter during which the training must be held. Please schedule all training events no later than October 31, 2019 to ensure that the required number of training events are held during the required quarter. Please submit your final confirmation to the local fair housing contact via e-mail or mail on or before the deadline.

Cost Proposal CDBG

\$ 3,000.00

( Three thousand dollars )

Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern. The award shall be conveyed to the lowest price proposal.

### **3. Fair Housing Outreach Program**

Grantees are required to develop fair housing information and materials. Trumbull County recently updated the brochures and will provide an electronic copy to Community Legal Aid for distribution. Materials must be distributed to a minimum of 10 public events, agencies or organizations each quarter throughout the grant program period. The local fair housing contact will also distribute brochures at the Trumbull County fair in July 2020 and 2021 respectively. The selected consultant may utilize the existing fair housing brochures or the HUD generated templates to create new brochures with the selected consultant's contact information included therein. The local government fair housing contact information must also be included on all distributed materials. The consultant shall print approximately 500 brochures which shall be initially distributed to all locations listed on the enclosed table each quarter for PY2019 and PY2020.

Each quarter the consultant shall call the aforementioned locations to determine whether additional brochures are needed. Consultant shall maintain a record of persons contacted (including name, title, agency, address, phone and e-mail) for each location and document the dates of distribution and the date and time each person is contacted per quarter. This information is to be included in the monthly fair housing report at the end of each quarter.

Cost Proposal CDBG

\$ 3,600.00

( Three thousand six hundred dollars )

Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words shall govern. The award shall be conveyed to the lowest price proposal.

Authorized Signatory for Company Date  5/30/2019

Please Print Name for Authorized Signatory Steven McGarrity, Executive Director

Name of Non-Profit: Community Legal Aid Services, Inc.

Address: 50 South Main St. Suite 800, Akron, OH 44308

Contact Person: Steven McGarrity

Phone Number: 330-983-2518

Date Proposal Submitted: 5/30/2019

OHIO PY 2019

COMMUNITY DEVELOPMENT ALLOCATION GRANT

STANDARD FAIR HOUSING PROGRAM

January 1, 2020 to December 31, 2021

The Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, disability, and familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18). As a recipient of CDBG funds, the grantee is required to certify that it will affirmatively further fair housing and implement the minimum requirements of the state's Standard Fair Housing Program. A description of Standard Fair Housing Program requirements is included in the instructions below.

**GRANTEE:** Trumbull County, Ohio

1. LOCAL FAIR HOUSING CONTACT AND INTAKE PROCESS

A. LOCAL FAIR HOUSING CONTACT

Appoint a local fair housing coordinator who: a) is an employee of the unit of local government; b) is generally accessible Monday through Friday; and c) will be responsible for the initial intake of fair housing complaints and concerns. The person's name, address, and phone number must appear in all fair housing materials and on the grantee's official website. A qualified consultant or local agency may serve as the local fair housing coordinator, subject to OCD approval (see Consultant Services, below).

Name:	<b>Julie Marie Green</b>	Phone (Local):	<b>330-675-6620</b>
Title:	<b>Grants Manager</b>	Phone (Toll Free):	<b>1-855-837-8867</b>
Address:	<b>106 High Street NW, 4<sup>th</sup> Floor</b>	E-mail Address:	<b>cegreen@co.trumbull.oh.us</b>
City:	<b>Warren</b>	Website:	<b>www.co.trumbull.oh.us</b>
State:	<b>Ohio</b>	TTY Service is available through Ohio Relay Service at 7-1-1 or 1-800-750-0750	
Zip:	<b>44481</b>		

B. FAIR HOUSING CONSULTANT SERVICES

A qualified consultant or agency may be used to carry out Standard Fair Housing Program requirements. If the Grantee plans to use consultant services, attach a copy of the Request for Proposals (RFP). If the consultant has been selected, provide contact information (below), and attach evaluation sheets for the proposal and the contract for fair housing services.

- Grantee does not plan to use consultant services for any aspect of the SFHP.
- Grantee plans to use consultant services for the following components of the SFHP:
  - Local fair housing coordinator/complaint intake and processing
  - Training Program
  - Outreach
  - Analysis of Impediments to Fair Housing Choice

Agency:	<b>Community Legal Aid</b>	Phone (Local):	<b>330-983-2518</b>
Contact Name:	<b>Steven McGarrity, Attorney at Law</b>	Phone (Toll Free):	<b>1-855-837-8867</b>
Contact Title:	<b>Associate Director</b>	E-mail Address:	<b>smcgarrity@communitylegalaid.org</b>
Address:	<b>Akron Centre Plaza, 50 South Main Street, Suite 800</b>	Website:	<b>https://www.communitylegalaid.org/</b>
City:	<b>Akron</b>		

State:	Ohio
Zip:	44308-1828

### C. COMPLAINT PROCESS

Each Grantee must establish a system for receiving and processing fair housing complaints and coordinating efforts with the appropriate regional office of the [Ohio Civil Rights Commission](#) (OCRC). Attach a description of your system for receiving, processing, and documenting fair housing complaints, the method by which complaints will be forwarded to OCRC, and a process for following up on complaint status.

List the number of complaints received between January 1, 2018 and December 31, 2018:

Housing Discrimination:      52      Landlord-Tenant:      1

Indicate the OCRC Office with which you will coordinate (visit the links, below, for regional maps and contact information):

- |   |  |
|---|--|
| <input type="checkbox"/> <a href="#">Columbus Regional Office</a>         | <input type="checkbox"/> <a href="#">Cleveland Regional Office</a>   |
| <input type="checkbox"/> <a href="#">Dayton Regional Office</a>           | <input type="checkbox"/> <a href="#">Toledo Regional Office</a>      |
| <input checked="" type="checkbox"/> <a href="#">Akron Regional Office</a> | <input type="checkbox"/> <a href="#">Cincinnati Satellite Office</a> |

### 2. ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE (AI)

All Community Development Allocation grantees must submit a new, comprehensive Analysis of Impediments to Fair Housing Choice (AI) - or a substantial reevaluation and update of the PY 2016 AI - on July 1, 2019. OCD will provide guidance regarding submission procedures in a separate communication. Do not attach the AI document to the Community Development Allocation application.

The AI should identify policies, actions, omissions, or decisions that restrict housing choice based on race, color, religion, sex, national origin, disability, familial status, ancestry and military status. The AI must describe impediments to fair housing choice and include, at a minimum, jurisdictional background data and maps, a summary of fair housing complaints within the jurisdiction, and a plan of action – with a timetable – to address identified impediments.

### 3. TRAINING PROGRAM - January 1, 2020 through December 31, 2021

Grantees are required to design a fair housing training program that includes presentations to: a) residents of project areas targeted for CDBG assistance; b) special populations affected by CDBG-assisted projects (if applicable); and c) six additional schools, organizations, or civic groups (three per calendar year during the grant period).

Develop a training strategy, and list proposed training events associated with specific Community Development Allocation Program activity areas or target audiences (special population, school, organization, or civic group) in the following tables. If the grantee is also applying for a PY 2019 Neighborhood Revitalization grant, include proposed training events in each jurisdiction targeted for assistance (Note: the grantee will only be required to perform training associated with funded grants). Add additional rows to the tables, as needed. Indicate which training will be conducted as part of your annual effort to eliminate barriers to fair housing identified in your local Analysis of Impediments. Following OCD approval of the Fair Housing Training Plan, grantees must submit any proposed modifications to OCD for review.

**Community Development Program Fair Housing Training Plan**

Target Area/Target Population Strategy  
(Schedule no earlier than Jan 1, 2020 and no later than Dec 31, 2021)

<b>CDBG Target Area or Target Population</b>	<b>Associated Program<sup>1</sup></b>	<b>Associated CDBG Activity or Activities</b>	<b>Training Location</b>	<b>AI<sup>2</sup></b>	<b>Description of Training</b>	<b>Approximate Date &amp; Time</b>
<i>Example: Oak Township</i>	CDA	<i>Maple Street Improvements, Oak Township</i>	<i>Township Hall</i>	<input type="checkbox"/>	<i>Fair Housing Rights and Complaint Process</i>	<i>Feb. 10. 2020- 1:00 P.M.</i>
Masury SE, Brookfield Township	CDA & NRG	Short Street Improvements – Addt'l Streets if NRG is awarded	Brookfield Township Library	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	September 2020 Evening
Countywide Direct Benefit Activity LMI	CDA	Household Connections to Waterline	Farmington Senior Center	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process for Elderly and Disabled Populations	October 2020 Evening
Masury SE, Brookfield Township	CDA & NRG	Short Street Improvements – Addt'l Streets if NRG is awarded	TBD	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process	August 2021 Evening
Countywide Direct Benefit Activity LMI	CDA	Household Connections to Waterline	TBD	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process for Elderly and Disabled Populations	November 2021 Evening

<sup>1</sup>Associated Program: Community Development Allocation (CDA); Neighborhood Revitalization (NR)

<sup>2</sup> Activities to address Analysis of Impediments Issues

**Community Development Program Fair Housing Training Plan**

Schools, organizations, and civic groups  
(Schedule no earlier than Jan 1, 2020 and no later than Dec 31, 2021)

School, organization, or civic group		Training Location	AI <sup>1</sup>	Description of Training	Approximate Date & Time
Year 1:	Warren Area Board of Realtors	TBD	<input checked="" type="checkbox"/>	CEU Seminar for Realtors	March 2020 Day
Year 1:	Girard Multi-Generational Center	443 Trumbull Avenue, Girard, Ohio 44420	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process for Elderly and Disabled Populations	April 2020 Day
Year 1:	Trumbull County Zoning Inspectors Association	TBD	<input checked="" type="checkbox"/>	Overview of Federal, State & Local Fair Housing Laws	October 2020 Day
Year 2:	Warren Area Board of Realtors	TBD	<input checked="" type="checkbox"/>	Fair Housing CEU for Realtors	March 2021 Day
Year 2:	Girard Multi-Generational Center	443 Trumbull Avenue, Girard, Ohio 44420	<input checked="" type="checkbox"/>	Fair Housing Rights and Complaint Process for Elderly and Disabled Populations	April 2021 Day
Year 2:	Mahoning Valley Real Estate Investors (MVREI)	TBD	<input checked="" type="checkbox"/>	Landlords Responsibilities and Tenants Rights related to the Fair Housing Act	October 2021 Evening

<sup>1</sup> Activities to address Analysis of Impediments Issues

**4. OUTREACH PROGRAM - January 1, 2020 through December 31, 2021**

Grantees are required to develop fair housing educational materials. Materials must be distributed to a minimum of 10 public events, agencies or organizations each quarter throughout the grant program period. The local fair housing contact's name, address, and phone number must be listed on all materials distributed. In addition, communities must provide fair housing contact information and outreach materials on their official website.

Printed fair housing educational materials must include, at a minimum:

- Local fair housing contact information
- What is covered by the Fair Housing Act
- What is prohibited by the Fair Housing Act
- Examples of housing discrimination
- How to file a fair housing complaint

Attach a copy of the fair housing educational materials that will be distributed during PY 2019. Enter the grantee website that provides fair housing contact information and outreach materials:

Website:	<a href="http://www.co.trumbull.oh.us">www.co.trumbull.oh.us</a>
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Outline the distribution strategy in the table below (add additional rows to the table, as needed):

**FAIR HOUSING OUTREACH PROGRAM**

Agency, Organization, or Public Event	List of Materials to be Distributed	AI <sup>1</sup>	# to be distributed per Quarter	Approximate Dates of Distribution							
				1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	5 <sup>th</sup> Qtr.	6 <sup>th</sup> Qtr.	7 <sup>th</sup> Qtr.	8 <sup>th</sup> Qtr.
<i>Example:</i> County Human Resources Office	<i>Fair Housing "It's Your Right" &amp; Ohio Fair Housing Law brochures</i>	<input type="checkbox"/>	<i>50 of each brochure</i>	<i>1/1/20</i>	<i>4/1/20</i>	<i>7/1/20</i>	<i>10/1/20</i>	<i>1/1/21</i>	<i>4/1/21</i>	<i>7/1/21</i>	<i>10/1/21</i>
Apprisen	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/2020	4/1/2020	7/1/2020	10/1/2020	1/1/2021	4/1/2021	7/1/2021	10/1/2021
Beatitude House	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/2020	4/1/2020	7/1/2020	10/1/2020	1/1/2021	4/1/2021	7/1/2021	10/1/2021



Agency, Organization, or Public Event	List of Materials to be Distributed	AI <sup>1</sup>	# to be distributed per Quarter	Approximate Dates of Distribution							
				1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	5 <sup>th</sup> Qtr.	6 <sup>th</sup> Qtr.	7 <sup>th</sup> Qtr.	8 <sup>th</sup> Qtr.
Catholic Charities Regional Agency	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/2020	4/1/2020	7/1/2020	10/1/2020	1/1/2021	4/1/2021	7/1/2021	10/1/2021
Coleman Behavioral Health	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/2020	4/1/2020	7/1/2020	10/1/2020	1/1/2021	4/1/2021	7/1/2021	10/1/2021
Emmanuel Community Care Center	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/2020	4/1/2020	7/1/2020	10/1/2020	1/1/2021	4/1/2021	7/1/2021	10/1/2021
Someplace Safe	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/2020	4/1/2020	7/1/2020	10/1/2020	1/1/2021	4/1/2021	7/1/2021	10/1/2021
Trumbull County Children's Services	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/2020	4/1/2020	7/1/2020	10/1/2020	1/1/2021	4/1/2021	7/1/2021	10/1/2021
Veteran's Services Office	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/2020	4/1/2020	7/1/2020	10/1/2020	1/1/2021	4/1/2021	7/1/2021	10/1/2021
Valley Counseling	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/2020	4/1/2020	7/1/2020	10/1/2020	1/1/2021	4/1/2021	7/1/2021	10/1/2021

Agency, Organization, or Public Event	List of Materials to be Distributed	AI <sup>1</sup>	# to be distributed per Quarter	Approximate Dates of Distribution							
				1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	5 <sup>th</sup> Qtr.	6 <sup>th</sup> Qtr.	7 <sup>th</sup> Qtr.	8 <sup>th</sup> Qtr.
Warren Family Mission	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	50 of each brochure	1/1/2020	4/1/2020	7/1/2020	10/1/2020	1/1/2021	4/1/2021	7/1/2021	10/1/2021
Trumbull County Fair	Fair Housing "It's Your Right" & Ohio Fair Housing Law brochures	<input checked="" type="checkbox"/>	250 of each brochure	1/1/2020	4/1/2020	7/1/2020	10/1/2020	1/1/2021	4/1/2021	7/1/2021	10/1/2021

<sup>1</sup> Outreach to address Analysis of Impediments Issues

**5. LOCAL FAIR HOUSING ORDINANCE OR RESOLUTION (OPTIONAL)**

Attach a copy of the grantee jurisdiction’s current local fair housing ordinance or resolution, if applicable.

- Grantee has a local fair housing resolution or ordinance (attached).
- Grantee does not have a local fair housing resolution or ordinance.

**6. BUDGET**

Enter a budget for implementation of the Standard Fair Housing Program. List all funding sources, including local resources, as applicable. These budget items should also be reflected on the CD budget summary form.

**SOURCE OF FUNDS AND USE OF FUNDS**

January 1, 2020 through December 31, 2021

Outcome/Activity	PY 2019 CD Allocation Funds	Other Funds	Total Budget	Source of Other Funds
Fair Housing Coordinator	\$0	\$2,500	\$2,500	Local
Fair Housing Complaint System	\$21,400	\$0	\$21,400	PY19 CDBG
Fair Housing Training Program	\$2,200	\$600	\$2,800	City of Warren
Fair Housing Education/Outreach	\$4,400	\$700	\$5,100	City of Warren
Analysis of Impediments to Fair Housing Choice	\$0	\$1,500	\$1,500	Local
<b>Total 24-month Budget</b>	<b>\$28,000</b>	<b>\$5,300</b>	<b>\$33,300</b>	

**7. SUMMARY OF ATTACHMENTS**

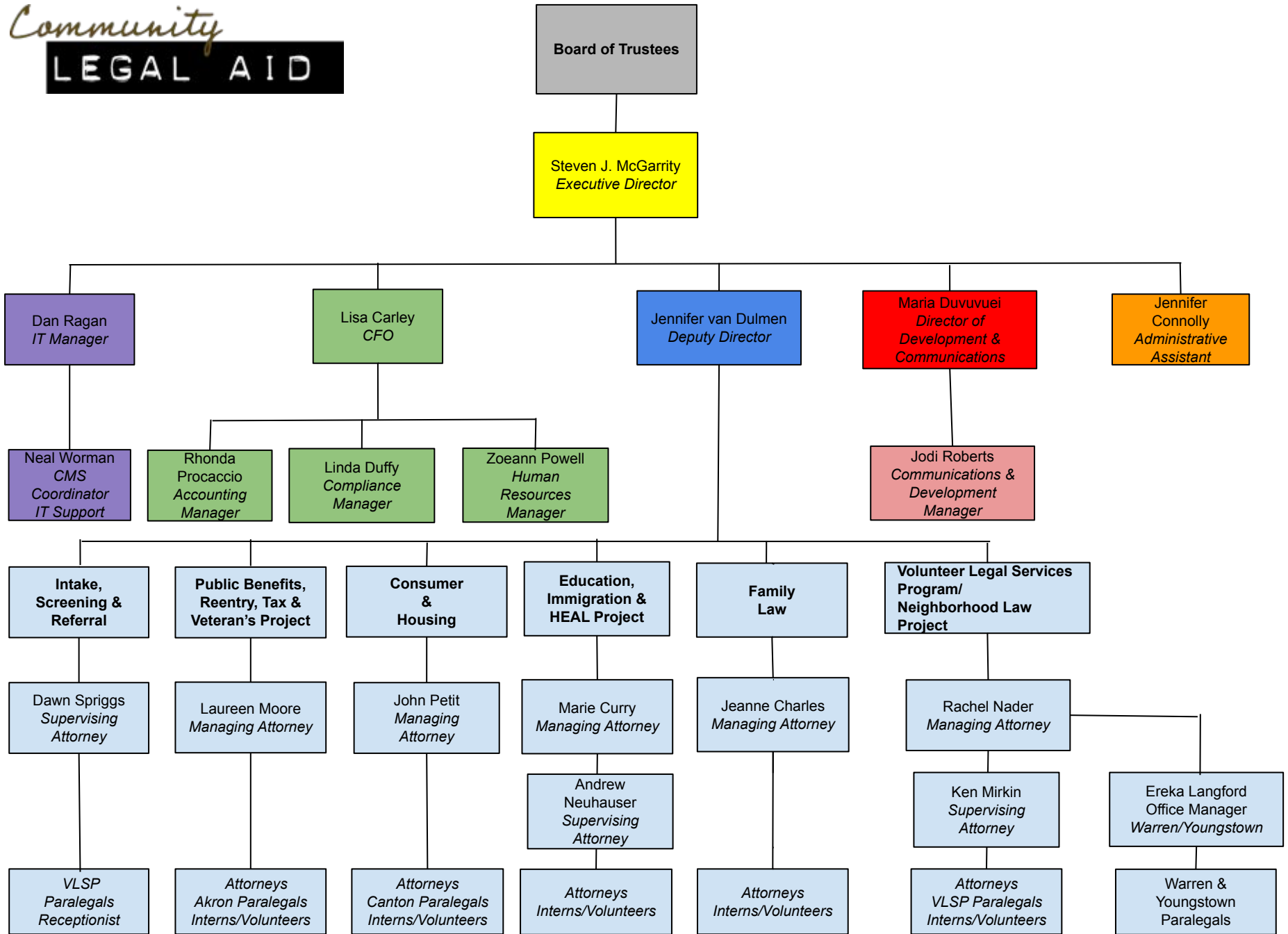
A. **Required:**

- Complaint Process (Description of complaint intake, method of referral to Civil Rights Commission, and method of complaint follow-up)
- Fair Housing Educational Materials

B. **If Applicable:**

- Request for Proposals (RFP) for Fair Housing Consultant Services
- RFP Evaluation Forms for Fair Housing Consultant Services
- Contract for Fair Housing Consultant Services
- Current local fair housing ordinance or resolution

Guidance regarding the Standard Fair Housing Program is available on OCD's [Civil Rights and Fair Housing webpage](#). For additional fair housing technical assistance, contact Sheilah Bradshaw, Compliance Specialist, at (614) 466-2617 or [sheilah.bradshaw@development.ohio.gov](mailto:sheilah.bradshaw@development.ohio.gov).



**EXHIBIT C**

**"2 CFR Part 200 Contract Provisions"**

early notification about the requirements allows the potential applicant to decide not to apply or to take needed actions before receiving the Federal award. The announcement need not include all of the terms and conditions of the Federal award, but may refer to a document (with information about how to obtain it) or Internet site where applicants can see the terms and conditions. If this funding opportunity will lead to Federal awards with some special terms and conditions that differ from the Federal awarding agency's usual (sometimes called "general") terms and conditions, this section should highlight those special terms and conditions. Doing so will alert applicants that have received Federal awards from the Federal awarding agency previously and might not otherwise expect different terms and conditions. For the same reason, the announcement should inform potential applicants about special requirements that could apply to particular Federal awards after the review of applications and other information, based on the particular circumstances of the effort to be supported (e.g., if human subjects were to be involved or if some situations may justify special terms on intellectual property, data sharing or security requirements).

3. *Reporting—Required.* This section must include general information about the type (e.g., financial or performance), frequency, and means of submission (paper or electronic) of post-Federal award reporting requirements. Highlight any special reporting requirements for Federal awards under this funding opportunity that differ (e.g., by report type, frequency, form/format, or circumstances for use) from what the Federal awarding agency's Federal awards usually require.

#### G. FEDERAL AWARDING AGENCY CONTACT(S)—REQUIRED

The announcement must give potential applicants a point(s) of contact for answering questions or helping with problems while the funding opportunity is open. The intent of this requirement is to be as helpful as possible to potential applicants, so the Federal awarding agency should consider approaches such as giving:

- i. Points of contact who may be reached in multiple ways (e.g., by telephone, FAX, and/or email, as well as regular mail).
- ii. A fax or email address that multiple people access, so that someone will respond even if others are unexpectedly absent during critical periods.
- iii. Different contacts for distinct kinds of help (e.g., one for questions of programmatic content and a second for administrative questions).

#### H. OTHER INFORMATION—OPTIONAL

This section may include any additional information that will assist a potential applicant. For example, the section might:

- i. Indicate whether this is a new program or a one-time initiative.
- ii. Mention related programs or other upcoming or ongoing Federal awarding agency funding opportunities for similar activities.
- iii. Include current Internet addresses for Federal awarding agency Web sites that may be useful to an applicant in understanding the program.
- iv. Alert applicants to the need to identify proprietary information and inform them about the way the Federal awarding agency will handle it.
- v. Include certain routine notices to applicants (e.g., that the Federal government is not obligated to make any Federal award as a result of the announcement or that only grants officers can bind the Federal government to the expenditure of funds).

#### APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141–3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or

materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any

other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(K) See §200.322 Procurement of recovered materials.

APPENDIX III TO PART 200—INDIRECT (F&A) COSTS IDENTIFICATION AND ASSIGNMENT, AND RATE DETERMINATION FOR INSTITUTIONS OF HIGHER EDUCATION (IHES)

A. GENERAL

This appendix provides criteria for identifying and computing indirect (or indirect (F&A)) rates at IHES (institutions). Indirect (F&A) costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. See subsection B.1, Definition of Facilities and Administration, for a discussion of the components of indirect (F&A) costs.

1. *Major Functions of an Institution*

Refers to instruction, organized research, other sponsored activities and other institutional activities as defined in this section:

a. *Instruction* means the teaching and training activities of an institution. Except for research training as provided in subsection b, this term includes all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions, such as a summer school division or an extension division. Also considered part of this major function are departmental research, and, where agreed to, university research.

(1) *Sponsored instruction and training* means specific instructional or training activity established by grant, contract, or cooperative agreement. For purposes of the cost principles, this activity may be considered a major function even though an institution's accounting treatment may include it in the instruction function.

(2) *Departmental research* means research, development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for. Departmental research, for purposes of this document, is not considered as a major function, but as a part of the instruction function of the institution.

b. *Organized research* means all research and development activities of an institution that are separately budgeted and accounted for. It includes:

(1) *Sponsored research* means all research and development activities that are sponsored by Federal and non-Federal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.

(2) *University research* means all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds. University research, for purposes of this document, must be combined with sponsored research under the function of organized research.

c. *Other sponsored activities* means programs and projects financed by Federal and non-Federal agencies and organizations which involve the performance of work other than instruction and organized research. Examples of such programs and projects are health service projects and community service programs. However, when any of these activities are undertaken by the institution without outside support, they may be classified as other institutional activities.

d. *Other institutional activities* means all activities of an institution except for instruction, departmental research, organized research, and other sponsored activities, as defined in this section; indirect (F&A) cost activities identified in this Appendix paragraph B, Identification and assignment of indirect (F&A) costs; and specialized services facilities described in §200.468 Specialized service facilities of this Part.

Examples of other institutional activities include operation of residence halls, dining halls, hospitals and clinics, student unions, intercollegiate athletics, bookstores, faculty housing, student apartments, guest houses, chapels, theaters, public museums, and other similar auxiliary enterprises. This definition also includes any other categories of activities, costs of which are "unallowable" to Federal awards, unless otherwise indicated in an award.

2. *Criteria for Distribution*

a. *Base period*. A base period for distribution of indirect (F&A) costs is the period during which the costs are incurred. The base period normally should coincide with the fiscal year established by the institution, but in any event the base period should be so selected as to avoid inequities in the distribution of costs.

b. *Need for cost groupings*. The overall objective of the indirect (F&A) cost allocation process is to distribute the indirect (F&A) costs described in Section B, Identification and assignment of indirect (F&A) costs, to

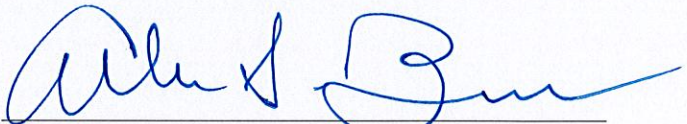


**EXHIBIT D**

**"CERTIFICATIONS OF COUNTY AUDITOR AND COUNTY PROSECUTOR"**

**FISCAL OFFICER'S CERTIFICATE**


As Fiscal Officer of Trumbull County, Ohio, I hereby verify that sufficient funds have been lawfully appropriated for meeting the obligation of the Contract with Legal Aid Services, Inc., 50 South Main Street, Suite 800, Akron, OH 44308 for professional services required to implement a Community Development Block Grant (CDBG) Fair Housing Services Program for Trumbull County in the amount of Twenty Eight Thousand Dollars (\$28,000.00) authorized by the Motion passed by the Board of Trumbull County Commissioners on December 30, 2019, are in the Treasury or in the process of collection from Fund No. 225-030-5119-5104-1-505607.

  
ADRIAN S. BIVIANO, COUNTY AUDITOR

Dated: Jan 21, 2020

**CERTIFICATE OF LEGAL COUNSEL**

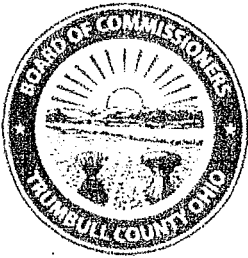
I hereby approve the legal form and correctness of the within Contract and other required bonds and documents.

  
WILLIAM J. DANSO, ESQ.  
ASSISTANT PROSECUTOR  
TRUMBULL COUNTY PROSECUTOR'S OFFICE

DATE: Jan 23, 2020

**EXHIBIT E**

**"RESOLUTION OF THE BOARD OF COMMISSIONERS"**



# TRUMBULL COUNTY COMMISSIONERS

160 HIGH STREET, N.W.  
WARREN, OHIO 44481-1093  
330-675-2451  
Fax: 330-675-2462

Commissioners  
Mauro Cantalamessa  
Frank S. Fuda  
Daniel E. Polivka

Clerk  
Paulette A. Godfrey

December 30, 2019

The following action was taken by the Board of Trumbull County Commissioners on December 30, 2019, and duly recorded in the Journal Volume 150, Page(s) 22911:

\*\*\*\*\*

**RE: APPROVE AGREEMENT BETWEEN COMMISSIONERS AND COMMUNITY LEGAL AID SERVICES, INC. FOR PROFESSIONAL SERVICES REQUIRED TO IMPLEMENT COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FAIR HOUSING PROGRAM FOR TRUMBULL COUNTY-PLANNING COMMISSION**

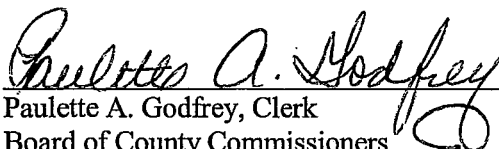
**MOTION:** Made by Mr. Polivka, seconded by Mr. Fuda, to approve an Agreement by and between the BOARD OF TRUMBULL COUNTY COMMISSIONERS and COMMUNITY LEGAL AID SERVICES, INC., 50 South Main Street, Suite 800, Akron, OH 44308 for professional services required to implement a COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FAIR HOUSING SERVICES PROGRAM FOR TRUMBULL COUNTY for a two (2) year term commencing January 1, 2020 and ending December 31, 2021. Trumbull County agrees to pay Community Legal Aid Services, Inc. an amount of \$28,000.00—to be paid for from PY2019 Community Development CDBG Program Grant Fund No. 225-030-5119-5104-1-505607. COMMUNITY LEGAL AID SERVICES, INC. will continue to provide fair housing referrals, counseling, training and outreach in low-and-moderate income neighborhoods; this action per the recommendation of the Trumbull County Planning Commission and is subject to review and approval of the Prosecutor's Office.

**NOTE:** Trumbull County is required to fund a Fair Housing Program as part of the State's Community Development Block Grant Program to ensure that all county residents have access to affordable and fair housing opportunities.

Yeas: Polivka, Fuda, Cantalamessa  
Nays: None

### CERTIFICATION

I, Paulette A. Godfrey, Clerk of the Board of County Commissioners, Trumbull County, Ohio, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Trumbull County Commissioners on December 30, 2019, and is duly recorded in their Journal Volume 150, Page(s) 22911.

  
Paulette A. Godfrey, Clerk  
Board of County Commissioners

/ldb

cc: Community Legal Aid Services, Inc.  
Planning Commission

**AGREEMENT**

**Between**

**THE BOARD OF TRUMBULL COUNTY COMMISSIONERS**

**and**

**COMMUNITY LEGAL AID**

**for**

**PROFESSIONAL SERVICES REQUIRED TO IMPLEMENT A  
"FAIR HOUSING SERVICES PROGRAM FOR TRUMBULL COUNTY"**

**Program Year 2019/2020**