

## **Notice**

**The City of Oberlin is accepting 2021 applications from community organizations for possible contracts related to the provision of service(s) to Oberlin residents.**

**Applications are available on the City of Oberlin**

**Website at [www.cityofoberlin.com](http://www.cityofoberlin.com)**

**Submission Deadline is January 22, 2021**

Oberlin Tribune, Cable Co-op: publish: Dec. 14 through Dec. 31



December 9, 2020

Community Organization:

The City of Oberlin is accepting applications from community organizations for possible contracts related to the provision of service(s) to Oberlin residents for fiscal year 2021.

**The deadline for submission is Friday, January 22<sup>nd</sup>.** Applications must be returned to the Finance Office, submission information is noted at the end of the application.

Before your submission, **ensure that the application is complete and that the items listed on page 3 of the application are included with your submission.**

You may also be required to make a presentation to Oberlin City Council and/or to a committee of City Council, and answer any questions, regarding the specifics of your request.

Submission of an application does not guarantee that the City will enter into any contract(s).

Best Regards,

*Oberlin City Council*

**CITY OF OBERLIN COMMUNITY ORGANIZATION  
FUNDING APPLICATION  
Calendar Year 2021**

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Service Address:

Business Address if different from  
Service Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

\*\*\*Is your organization part of a larger Federal,  
State, or Other Agency, Organization, or Group?

YES NO (Circle one)

If YES, what is the name and total annual budget  
of the larger Agency, Organization, or Group?

Name: \_\_\_\_\_

\_\_\_\_\_

Annual Budget: \_\_\_\_\_

What is your local organization's annual budget? \$ \_\_\_\_\_

What amount/percentage  
goes towards Administration \$ \_\_\_\_\_ % \_\_\_\_\_

Prior year (2020) City of Oberlin funding: \$ \_\_\_\_\_

Current year (2021) request: \$ \_\_\_\_\_

Estimated number of individuals you expect to serve: \_\_\_\_\_

How many are Oberlin City residents \_\_\_\_\_ What is the % of total \_\_\_\_\_%

Cost related to serving Oberlin residents: \$ \_\_\_\_\_

If circled "yes" to the above question identified with \*\*\*, what amount of funding is received to serve Oberlin residents from Federal, State or Other agency?

\$ \_\_\_\_\_

Do other Cities, Townships, Villages, or other governmental unit (not already identified above) provide funding to your organization?

YES NO (Circle one)

**If YES, on a separate attachment list all governmental units, including the amount of funding and funding purpose.**

What specific program(s) or service(s) do you intend to provide with the City's funds, if granted, and/or what would be cut or reduced if the City funding was not granted?

**PLEASE ATTACH YOUR RESPONSE, INCLUDING A SUMMARY AND DETAIL DESCRIPTION – please limit to 1 page.**

Did your organization receive City of Oberlin funding in the prior calendar year (2020)?  
YES NO (circle one)

**IF YES, on a separate attachment, indicate how the funding was used, provide indicators of your success as a result of receiving City of Oberlin funding, AND provide an accounting of any funds remaining from your prior award. Also, please include any collaborative measures you have taken over the past year.**

Are these programs or services currently also provided by some other agency, group or organization in Oberlin? YES NO (circle one)

If YES, what program or service, and by what agency, group or organization and how does your organization complement or extend the program or service?

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Other information you would like to provide regarding your request:

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**Include the following documents:**

- Most recent audit and/or annual report
- Most recent financial statements
- Your Organizations proposed budget
- List of your organization's Board Members
- Current Insurance certificate \*
- Detail of any funding remaining from last year's city's award
- Other items as noted in the application

\*Insurance certificate must, 1) be in the name of the applicant organization; 2) list the City of Oberlin as the certificate holder AND as **additional insured**; 3) cover the period of the funding request; and 4) have a minimum \$1,000,000 liability coverage, preferred would be \$2,000,000 or more.

**And return no later than January 22, 2021 to:**

**Finance Director  
City of Oberlin  
69 S. Main St.  
Oberlin, OH 44074**

**Or by Email:  
[stalarico@cityofoberlin.com](mailto:stalarico@cityofoberlin.com)**

## RESOLUTION NO. R00-04 CMS

### A RESOLUTION ESTABLISHING A POLICY AND PROCEDURE RELATING TO THE BUDGETARY AMOUNT THAT MAY BE MADE AVAILABLE EACH YEAR BY OBERLIN CITY COUNCIL IN ORDER TO FUND CONTRACTURAL AGREEMENTS FOR SERVICES TO BE RENDERED TO THE CITY BY VARIOUS COMMUNITY ORGANIZATIONS

BE IT RESOLVED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That the following policy and procedure is hereby established by Oberlin City Council relating to the process for possible budgetary funding of contractual service opportunities for community organizations:

- A. City Council will endeavor to designate up to 1.75% of the General Fund Expenditures of the next year's proposed budget for contractual opportunities for community organizations. This will take place during the normal budget cycle. A new line item will appear as a part of the municipal budget titled "community organization service contracts".
- B. City Council will annually appoint a committee of two (2) of its members to review with the City Auditor the following information received from proposed community organization service providers, meet with those proposed providers, and issue a written recommendation to City Council at its first meeting of January each year:
  1. Each organization's most recent audit and/or annual report.
  2. Each organization's proposed budget.
  3. The proposed amount of contractual service that is being offered.
  4. The specific details of the proposed contractual service.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Resolution shall take effect at the earliest date allowed by law.

PASSED: 1<sup>st</sup> Reading - February 7, 2000 (E)  
2<sup>nd</sup> Reading -  
3<sup>rd</sup> Reading -

ATTEST:

  
CLERK OF COUNCIL

  
CHAIR OF COUNCIL

POSTED: 2/8/2000

EFFECTIVE DATE 2/8/2000:

## **RESOLUTION NO. R04-12 CMS**

**A RESOLUTION SUPPLEMENTING RESOLUTION NO. R00-04 CMS WHICH ESTABLISHED A POLICY AND PROCEDURE RELATING TO THE BUDGETARY AMOUNT THAT MAY BE MADE AVAILABLE EACH YEAR BY OBERLIN CITY COUNCIL IN ORDER TO FUND CONTRACTUAL AGREEMENTS FOR SERVICES TO BE RENDERED TO THE CITY BY VARIOUS COMMUNITY ORGANIZATIONS**

WHEREAS, on February 7, 2000, this Council passed Resolution No. R 00-04 CMS which established a policy and procedure relating to the budgetary amount that may be made available each year by Oberlin City Council in order to fund contractual agreements for services to be rendered to the City by various community organizations; and

WHEREAS, this Council desires to supplement that Resolution to include a Philosophical Statement relating to the funding of local agencies and to establish a four-tiered ranking process for each application received.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That Resolution No. R00-04 CMS is hereby supplemented to include the "Philosophical Statement" attached hereto as Exhibit A and the four-tiered ranking process attached hereto as Exhibit B, both of which are incorporated herein by reference.

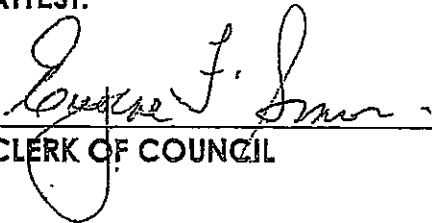
SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

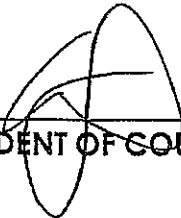
SECTION 3. That this Resolution shall take effect at the earliest date allowed by law.

**PASSED:**      1<sup>st</sup> Reading – December 6, 2004  
                  2<sup>nd</sup> Reading – December 20, 2004 (Amendment to Exhibit A)  
                  3<sup>rd</sup> Reading – January 3, 2005 (Effective In 30 days)



ATTEST:

  
CLERK OF COUNCIL

  
PRESIDENT OF COUNCIL

POSTED: January 4, 2005

EFFECTIVE DATE: February 4, 2005

a:/RES04-12ContractualAgree.Supplement

EXHIBIT A

**PHILOSOPHY STATEMENT:**

**FUNDING LOCAL AGENCIES**

Oberlin City Council believes that local government has a civic obligation to improve the quality of life for its citizens. To achieve that goal, the city provides financial support to a variety of social service agencies, civic activities, and recreational programs. By contracting with local service providers, the city enables them to leverage additional private and public funds to benefit the people of Oberlin.

## Exhibit B

- 1) We establish the decision-making rule that we will not identify a total amount of funds to be divided among the organizations requesting funds (in order to avoid a zero-sum game conflict of interest that might occur when Council Members who serve on the board of one organization vote for or against funding to other organizations)
- 2) Each organization is required to establish indicators of success for the program(s) for which it seeks funding.
- 3) We divide the applicant requests into four tiers:

**Tier One requests** are those which address the most urgent needs in core areas, including direct services in:

Housing/shelter,

Food,

Economic need,

Educational activities

**Tier Two requests** include other services provided to Oberlin residents such as

Transportation

Senior assistance-quality of life

Job training, life-skills training

**Tier Three requests** concern recreation activities for Oberlin residents

**Tier Four requests** include any applications from new organizations that have not been funded by City Council previously. Council will determine the merits of funding these organizations on a case-by-case basis.