

CITY OF CLEVELAND
DEPARTMENT OF COMMUNITY DEVELOPMENT
Community Engagement Healthy Home Program
LEGISLATIVE REQUEST - EXECUTIVE SUMMARY
ORDINANCE NO. XXX-2023

Description:

Authorizing the Director of Community Development to enter into one or more contracts with various Community Development Corporations for the purpose of hiring Community Engagement Specialists, by neighborhood, to improve the quality of life for residents and the City's housing stock for a period of one year. The goal of the initiative is to improve the quality of life of residents and the City's housing stock by hiring community engagement specialists to work in neighborhoods across the city. The program focuses on healthy homes, linking residents and landlords to resources, education, and training once trust is established.

Purpose:

Under the oversight of the Community Engagement Specialists Manager (Program Manager), the Community Engagement Specialists (CES) work out of Community Development Corporations (CDC) offices and report to the CDC Executive Director or their designee so that they can benefit from the knowledge and network of the CDCs.

The main roles and responsibilities of the CES include:

- Work with the Department of Community Development (CD), Department of Building and Housing (B&H), Program Manager, CDC team, and Council member to determine which areas of neighborhood have the most need.
- Conduct property condition surveys to identify external and internal housing issues.
- Research properties, develop property specific engagement, and outreach plans.
- Build trust with residents and landlords, and provide technical assistance.

Connect residents and landlords with internal and external housing resources, as well as other programs and services relevant to their needs. Administer paint program in the field with support from the Home Maintenance Program Administrator.

Project Description *(cont'd)*

- Conduct classes and forums for homeowners and landlords, with support of Program Manager.

The Program Manager supports the CES' in the field and creates a cohort for the CES' to learn from and support each other. The Program Manager is also to be the liaison to the CDC Executive Directors and other departments like Aging and B&H in City Hall. The Program Manager administers and monitors the contract that CD has with the CDC each month to reimburse the CDC for the CES' work.

Contracting: Community Development develops a grant agreement that will outline the responsibilities of each CE Specialist, reporting requirements and process for monthly payment. The City will contract with the CDC for the services of the CES and equipment needs identified. The City will reimburse the CDC on a monthly basis for the CES' work contingent upon the review and approval of the Program Manager.

Training & Equipment: The initiative will require authorization to purchase equipment and supplies required to administer the program. While most training, systems support, etc. will be administered through City departments or other grant sources, authorization is requested to contract for professional services, if required.

- Applicants are required to attend a Lead Safe Practices Training or become Lead Renovation, Repair and Painting (RRP) certified as described in EPA's RRP Rule.
- The CES will conduct property inspections for program compliance.
- RRP Training will be conducted by an approved trainer paid by the program.

Grantee: Community Engagement Specialists *(Healthy Home Program)*

Ward: N/A

Amount: \$1,060,000

Funding Source: General Fund

RL Number: N/A

Ordinance No. 504-2023

**By Council Members Hairston and Griffin
(by departmental request)**

AN EMERGENCY ORDINANCE

Authorizing the Director of Community Development to administer the Community Engagement Healthy Home Initiative; to enter into one or more contracts with various Community Development Corporations for the purpose of hiring Community Engagement Specialists by neighborhood to improve the quality of life for residents and the City's housing stock; to enter into professional services contracts for acquisition of software and training to conduct the Initiative; and to make purchases of materials, equipment, supplies, and services needed to conduct the Initiative.

WHEREAS, the Housing Advisory Board of the City of Cleveland, received a description of the Community Engagement Healthy Home Initiative over a period in excess of fifteen (15) days and approved the Initiative on May 12, 2020; and

WHEREAS, this ordinance constitutes an emergency measure providing for the usual daily operation of a municipal department; now, therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CLEVELAND:

Section 1. That the Director of Community Development is authorized to enter into one or more contracts with various Community Development Corporations for the purpose of hiring Community Engagement Specialists by neighborhood to improve the quality of life for residents and the City's housing stock.

Section 2. That the Director of Community Development is authorized to employ by contract or contracts one or more consultants or one or more firms of consultants for the purpose of supplementing the regularly employed staff of the several departments of the City of Cleveland in order to provide professional services necessary to acquire software necessary to enable the Community Engagement Specialists to, among other things, input data on the City's housing stock and report that information to the Department of Community Development, and for maintenance and support of the software.

The selection of the consultant or consultants for the services shall be made by the Board of Control on the nomination of the Director of Community Development from a list of qualified consultants available for employment as may be determined after a full and complete canvass by the Director of Community Development for the purpose of compiling a list. The compensation to be paid for the services shall be fixed by the

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Board of Control. The contract or contracts authorized shall be prepared by the Director of Law, approved by the Director of Community Development, and certified by the Director of Finance.

Section 3. That the Director of Community Development is authorized to employ by contract or contracts one or more consultants or one or more firms of consultants for the purpose of supplementing the regularly employed staff of the several departments of the City of Cleveland in order to provide professional services necessary to provide training to Community Development staff and the Community Engagement Specialists in housing related areas necessary to enable the staff and Community Engagement Specialists to fully assist City of Cleveland residents in housing related areas.

The selection of the consultant or consultants for the services shall be made by the Board of Control on the nomination of the Director of Community Development from a list of qualified consultants available for employment as may be determined after a full and complete canvass by the Director of Community Development for the purpose of compiling a list. The compensation to be paid for the services shall be fixed by the Board of Control. The contract or contracts authorized shall be prepared by the Director of Law, approved by the Director of Community Development, and certified by the Director of Finance.

Section 4. That the Director of Community Development is authorized to make one or more written standard purchase and/or written requirement purchase contracts under the Charter and the Codified Ordinances of Cleveland, Ohio, 1976, for each or all of the following items: materials, equipment, supplies, and services needed to implement the Community Engagement Healthy Home Initiative and for the rental of equipment including, if needed, to be purchased by the Commissioner of Purchases and Supplies on a unit basis, for the Department of Community Development. Bids may be taken in a manner that permits an award to be made for all items as a single contract, or

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by separate contract for each or any combination of the items as the Board of Control determines.

Section 5. That the costs of the purchase and/or requirement contract or contracts shall be charged against the proper appropriation accounts and the Director of Finance shall certify the amount of any purchase under the contract, each of which purchases shall be made on order of the Commissioner of Purchases and Supplies by a delivery order issued against the contract or contracts and certified by the Director of Finance.

Section 6. That the contracts and other appropriate documents needed to complete the transactions authorized by this legislation shall be prepared by the Director of Law.

Section 7. That the cost of the contracts are not to exceed \$1,060,000 and shall be paid from Fund No. 01-8006-6320, RQS 8006, RL 2023-39.

Section 8. That this ordinance is declared to be an emergency measure and, provided it receives the affirmative vote of two-thirds of all the members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

GEP:uo
4-24-2023
FOR: Director Hernandez

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**REPORT
after second Reading**

By Council Members Hairston and Griffin (by departmental request)

AN EMERGENCY ORDINANCE

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READ FIRST TIME on APRIL 24, 2023 **REPORTS**
and referred to DIRECTORS of Community Development, Finance, Law;
COMMITTEES on Development Planning and Sustainability,
Finance Diversity Equity and Inclusion

CITY CLERK

READ SECOND TIME

CITY CLERK

READ THIRD TIME

PRESIDENT

CITY CLERK

APPROVED

MAYOR

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Published in the City Record _____

PASSAGE RECOMMENDED BY
COMMITTEE ON
**DEVELOPMENT, PLANNING AND
SUSTAINABILITY**

FILED WITH COMMITTEE

PASSAGE RECOMMENDED BY
COMMITTEE ON
**FINANCE, DIVERSITY, EQUITY
and INCLUSION**

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