



Round 3: Application Form

Local Government Innovation Fund

Step One: Fill out this Application Form in its entirety.

Step Two: Fill out the online submission form and submit your application materials. All supplemental application materials should be combined into one file for submission.

LGIF: Applicant Profile

Lead Applicant	
Project Name	
Type of Request	
Funding Request	
JobsOhio Region	
Number of Collaborative Partners	

Office of Redevelopment

Website: <http://development.ohio.gov/Urban/LGIF.htm>

Email: LGIF@development.ohio.gov

Phone: 614 | 995 2292

Lead Applicant		Round 3	
Project Name		Type of Request	

Lead Applicant				
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
City, Township or Village			Population (2010)	
County			Population (2010)	
Did the lead applicant provide a resolution of support?		Yes (Attached)	No (In Process)	

Project Contact				
Complete the section below with information for the individual to be contacted on matters involving this application.				
	Project Contact		Title	
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
Email Address			Phone Number	

Fiscal Officer				
Complete the section below with information for the entity and individual serving as the fiscal agent for the project.				
	Fiscal Officer		Title	
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
Email Address			Phone Number	
Is your organization registered in OAKS as a vendor?		Yes	No	

Section 1
Contacts

Lead Applicant		Round 3	
Project Name		Type of	

Single Applicant		
Is your organization applying as a single entity?	Yes	No
Participating Entity: (1 point) for single applicants		

Collaborative Partners		
Does the proposal involve other entities acting as collaborative partners?	Yes	No
<p>Applicants applying with a collaborative partner are required to show proof of the partnership with a partnership agreement signed by each partner and resolutions of support from the governing entities. If the collaborative partner does not have a governing entity, a letter of support from the partnering organization is sufficient. Include these documents in the supporting documents section of the application.</p> <p>In the section below, applicants are required to identify population information and the nature of the partnership.</p> <p>Each collaborative partner should also be clearly and separately identified on pages 4-5.</p>		
Number of Collaborative Partners who signed the partnership agreement, and provided resolutions of support.		
Participating Entity: (5 points) allocated to projects with collaborative partners.		

Population		
The applicant is required to provide information from the 2010 U.S. Census information, available at: http://factfinder2.census.gov/		
Does the applicant (or collaborative partner) represent a city, township or village with a population of less than 20,000 residents?	Yes	No
	List Entity	
	Municipality/Township	Population
Does the applicant (or collaborative partner) represent a county with a population of less than 235,000 residents?	Yes	No
	List Entity	
	County	Population
Population: (3-5 points) determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.		

Section 2 Collaborative Partners

Lead Applicant		Round 3	
Project Name		Type of Request	

Nature of Partnership (2000 character limit)

As agreed upon in the partnership agreement, please identify the nature of the partnership, and explain how the main applicant and the partners will work together on the proposed project.

Section 2 Collaborative Partners

List of Partners

The applicant applying with collaborative partners (defined in §1.03 of the LGIF Policies) must include the following information for each applicant:

- **Name of collaborative partners**
- **Contact Information**
- **Population data (derived from the 2010 U.S. Census)**

If the project involves more than 12 collaborative partners, additional forms are available on the LGIF website.

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 1					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 2					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 3					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 4					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 5					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 6					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 7					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 8					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 9					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 10					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 11					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 12					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3	
Project Name		Type of Request	

Identification of the Type of Award	
Targeted Approach	

Project Description (4000 character limit)

Please provide a general description of the project. The information provided will be used for council briefings, program, and marketing materials.

Section 3
Project Information

Lead Applicant		Round 3	
Project Name		Type of Request	

Past Success	Yes	No
Past Success (5 points)		
Provide a summary of past efforts to implement a project to improve efficiency, implement shared services, coproduction, or a merger. (1000 character limit)		

Scalable/Replicable Proposal	Scalable	Replicable	Both
Scalable/Replicable (10 points)			
Provide a summary of how the applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments. (1000 character limit)			

Section 3
Project Information

Probability of Success	Yes	No
Probability of Success (5 points)		
Provide a summary of the likelihood of the grant study recommendations being implemented. Applicants requesting a loan should provide a summary of the probability of savings from the loan request. (1000 character limit)		

Lead Applicant		Round 3	
Project Name		Type of Request	

Performance Audit Implementation/Cost Benchmarking	Yes	No
Performance Audit/Benchmarking (5 points)		
<p>If the project is the result of recommendations from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or a cost benchmarking study, please attach a copy with the supporting documents. In the section below, provide a summary of the performance audit or cost benchmarking study. (1000 character limit)</p>		

Economic Impact	Yes	No
Economic Impact (5 points)		
<p>Provide a summary of how the proposal will promote a business environment (through a private business relationship) and/or provide for community attraction. (1000 character limit)</p>		

Section 3
Project Information

Response to Economic Demand	Yes	No
Response to Economic Demand (5 points)		
<p>Provide a summary of how the project responds to substantial changes in economic demand for local or regional government services. The narrative should include a description of the current service level. (1000 character limit)</p>		

Budget Information

General Instructions

- Both the Project Budget and Program Budgets are required to be filled out in this form.
- Consolidate budget information to fit in the form. Additional budget detail may be provided in the budget narrative or in an attachment in Section 5: Supplemental Information.

Project Budget:

- The Project Budget justification must be explained in the Project Budget Narrative section of the application. This section is also used to explain the reasoning behind any items on the budget that are not self explanatory, and provide additional detail about project expenses.
- The Project Budget should be for the period that covers the entire project. The look-back period for in-kind contributions is two (2) years. These contributions are considered a part of the total project costs.
- For the Project Budget, indicate which entity and revenue source will be used to fund each expense. This information will be used to help determine eligible project expenses.
- Please provide documentation of all in-kind match contributions in the supporting documents section. For future in-kind match contributions, supporting documentation will be provided at a later date.

Program Budget:

- Six (6) years of Program Budgets should be provided. The standard submission should include three years previous budgets (actual), and three years of projections including implementation of the proposed project. A second set of three years of projections (one set including implementation of this program, and one set where no shared services occurred) may be provided in lieu of three years previous if this does not apply to the proposed project.
- Please use the Program Budget Narrative section to explain any unusual activities or expenses, and to defend the budget projections. If the budget requires the combining of costs on the budget template, please explain this in the narrative.

Return on Investment:

- A Return on Investment calculation is required, and should reference cost savings, cost avoidance and/or increased revenues indicated in the budget projection sections of the application. Use the space designated for narrative to justify this calculation, using references when appropriate.

For Loan Applications only:

- Using the space provided, outline a loan repayment structure.
- Attach three years prior financial documents related to the financial health of the lead applicant (balance sheet, income statement, and a statement of cash flows).

Lead Applicant		Round 3	
Project Name		Type of Request	

Project Budget

Sources of Funds

LGIF Request:

Cash Match (List Sources Below):

Source:	<input style="width: 100%;" type="text"/>

In-Kind Match (List Sources Below):

Source:	<input style="width: 100%;" type="text"/>
Source:	<input style="width: 100%;" type="text"/>
Source:	<input style="width: 100%;" type="text"/>

Total Match:
Total Sources:

Uses of Funds

	<u>Amount</u>	<u>Revenue Source</u>
Consultant Fees:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Legal Fees:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Total Uses:
Local Match Percentage:

* Please note that this match percentage will be included in your grant/loan agreement and cannot be changed after awards are made.

Local Match Percentage = (Match Amount/Project Cost) * 100 (10% match required)
10-39.99% (1 point) 40-69.99% (3 points) 70% or greater (5 points)

Project Budget Narrative: Use this space to justify any expenses that are not self-explanatory.

Section 4 Financial Information

Lead Applicant		Round 3	
Project Name		Type of Request	

Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Amount	Amount	Amount
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training and Professional Development			
Insurance			
Travel			
Capital and Equipment Expenses			
Supplies, Printing, Copying, and Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
TOTAL EXPENSES			
Revenues	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, and Earned Revenue			
Local Government: _____			
Local Government: _____			
Local Government: _____			
State Government			
Federal Government			
*Other - _____			
*Other - _____			
*Other - _____			
Membership Income			
Program Service Fees			
Investment Income			
TOTAL REVENUES			

Lead Applicant		Round 3	
Project Name		Type of Request	

Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Amount	Amount	Amount
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training and Professional Development			
Insurance			
Travel			
Capital and Equipment Expenses			
Supplies, Printing, Copying, and Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
TOTAL EXPENSES			
Revenues	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, and Earned Revenue			
Local Government: _____			
Local Government: _____			
Local Government: _____			
State Government			
Federal Government			
*Other - _____			
*Other - _____			
*Other - _____			
Membership Income			
Program Service Fees			
Investment Income			
TOTAL REVENUES			

Lead Applicant		Round 3
Project Name		Type of Request

Program Budget

Use this space to justify the program budget and/or explain any usual revenues or expenses (6000 characters max).

Section 4: Financial Information Scoring

- (5 points) Applicant provided complete and accurate budget information and narrative justification for a total of six fiscal years.
- (3 points) Applicant provided complete and accurate budget information and for at least three fiscal years.
- (1 point) Applicant provided complete and accurate budget information for less than three fiscal years.

Lead Applicant		Round 3	
Project Name		Type of Request	

Return On Investment

Return on Investment is a performance measure used to evaluate the efficiency of an investment. To derive the expected return on investment, divide the net gains of the project by the net costs. For these calculations, please use the implementation gains and costs, NOT the project costs (the cost of the feasibility, planning, or management study)--unless the results of this study will lead to direct savings without additional implementation costs. The gains from this project should be derived from the prior and future program budgets provided, and should be justified in the return on investment narrative.

Return on Investment Formulas:

Consider the following questions when determining the appropriate ROI formula for the project. Check the box of the formula used to determine the ROI for the project. These numbers should refer to savings/revenues illustrated in projected budgets.

Do you expect cost savings from efficiency from the project?

Use this formula:
$$\frac{\text{Total \$ Saved}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect cost avoidance from the implementation of the project/program?

Use this formula:
$$\frac{\text{Total Cost Avoided}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect increased revenues as a result of the project/program?

Use this formula:
$$\frac{\text{Total New Revenue}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Expected Return on Investment = _____ * 100 =

Return on Investment Justification Narrative: In the space below, briefly describe the nature of the expected return on investment, using references when appropriate. (1300 character limit)

Expected Return on Investment is:

Less than 25% (10 points)
25%-74.99% (20 points)
Greater than 75% (30 points)

Questions about how to calculate ROI? Please contact the Office of Redevelopment at 614-995-2292 or lgif@development.ohio.gov

Section 4
Financial Information

Lead Applicant		Round 3	
Project Name		Type of Request	

Loan Repayment Structure

Please outline the preferred loan repayment structure. At a minimum, please include the following: the entities responsible for repayment of the loan, all parties responsible for providing match amounts, and an alternative funding source (in lieu of collateral). Applicants will have two years to complete the project upon execution of the loan agreement, and the repayment period will begin upon the final disbursement of the loan funds. A description of expected savings over the term of the loan may be used as a repayment source.

Section 4
Financial Information

Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e. emergency, rainy day, or contingency fund, etc).

Applicant clearly demonstrates a secondary repayment source (5 points)	Applicant does not have a secondary repayment source (0 points)
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Lead Applicant		Round 3	
Project Name		Type of Request	

Scoring Overview

Section 1: Collaborative Measures

Collaborative Measures	Description	Max Points		Applicant Self Score
Population	Applicant's population (or the population of the area(s) served) falls within one of the listed categories as determined by the U.S. Census Bureau. Population scoring will be determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.	5		
Participating Entities	Applicant has executed partnership agreements outlining all collaborative partners and participation agreements and has resolutions of support. (Note: Sole applicants only need to provide a resolution of support from its governing entity.	5		

Section 2: Success Measures

Past Success	Applicant has successfully implemented, or is following project guidance from a shared services model, for an efficiency, shared service, coproduction or merger project in the past.	5		
Scalable/Replicable Proposal	Applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments.	10		
Probability of Success	Applicant provides a documented need for the project and clearly outlines the likelihood of the need being met.	5		

Section 3: Significance Measures

Performance Audit Implementation/Cost Benchmarking	The project implements a single recommendation from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or is informed by cost benchmarking.	5		
Economic Impact	Applicant demonstrates the project will a promote business environment (i.e., demonstrates a business relationship resulting from the project) and will provide for community attraction (i.e., cost avoidance with respect to taxes)	5		
Response to Economic Demand	The project responds to current substantial changes in economic demand for local or regional government services.	5		

Section 4: Financial Measures

Financial Information	Applicant includes financial information (i.e., service related operating budgets) for the most recent three years and the three year period following the project. The financial information must be directly related to the scope of the project and will be used as the cost basis for determining any savings resulting from the project.	5		
Local Match	Percentage of local matching funds being contributed to the project. This may include in-kind contributions.	5		
Expected Return	Applicant demonstrates as a percentage of savings (i.e., actual savings, increased revenue, or cost avoidance) an expected return. The return must be derived from the applicant's cost basis.	30		
Repayment Structure (Loan Only)	Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e., emergency fund, rainy day fund, contingency fund, etc.).	5		

Total Points

Supporting Documents

- I. Project Budget Narrative**
- II. References**
- III. Resolutions of Support**
 - **Portage County Board of Health**
 - **Ravenna City Council**
- IV. Memorandum of Understanding**
- V. Cash Match - Agreement for Kent State University Services**
- VI. Task Force Minutes Excerpts**
- VII. Letters of Support**
 - **Gene Nixon, Summit County Public Health**
 - **Robert Howard, Task Force to Improve Public Health in Portage County**
 - **Jeff Neistadt and Chris Woolverton, Kent Health Department**
 - **John Hoornbeek, Josh Filla, Ken Slenkovich, Kent State University**
- VIII. Resumes**
 - **Joseph Fisher**
 - **Kelly Engelhart**
 - **Joseph Bica**
 - **DuWayne Porter**
 - **John Hoornbeek**
 - **Ken Slenkovich**
 - **Josh Filla**

Project Budget Narrative

The project budget requests \$82,000 in LGIF monies and describes matching fund contributions totaling \$57,253, for a total project cost of \$139,253. Matching funds account for 41.11% of the total project cost. This \$57,253 in matching funds includes \$21,796 in cash contributions and \$35,457 in the form of in kind assistance.

The project partners – RHD and PCHD -- are contributing \$21,796 through PCHD and RHD contributions to a contract with KSU that was put in place during the summer of 2012 to carry out activities relating to collaborative public health services and public health needs in Portage County. This contract between Ravenna and KSU grew from the work of the Task Force mentioned previously in this application, and recognizes the need for more information on public health needs and continued efforts to understand current service mixes and collaborative public health service options and to develop a plan of action for future efforts. The cash match achieved through this contract is documented in the supporting attachments. These attachments reveal that PCHD is contributing \$13,350 to the project through this contract and Ravenna is contributing \$8,446, for a total cash contribution from the project partners of \$21,796 (Kent Health Department, KHD, is contributing the remaining funds for the \$25,000 contract, but they are currently a supporter – not a partner -- to this proposal focusing on consolidation).

The revenues in the project also include \$34,192 in the form of future in kind contributions from RHD and PCHD, with \$12,614 being contributed by PCHD and \$21,578 being contributed by the City of Ravenna. The PCHD contribution comes in the form of a commitment of 5% of PCHD Commissioner DuWayne (Chip) Porter's time during the course of the project, which equates to a \$12,614 contribution ($\$100,940 \text{ salary} + \$25,200 \text{ benefits} = \$126,140 * 2 \text{ years} = \$252,280 * .05 = \$12,614$). The \$21,578 Ravenna in kind contribution comes in the form of in kind assistance from Service Director Engelhart and Health Commissioner Fisher. Service Director Engelhart will contribute 5% of her time, for an in kind contribution of \$10,770 over the course of the project ($\$77,313 \text{ salary} + \$30,387 \text{ benefits} = \$107,700 * 2 \text{ years} = \$215,400 * .05 = \$10,770$). RHD Commissioner Fisher, who is a part time Health Commissioner (1040 hours per year, or one-half time) will contribute 15% of his RHD service time to the project for a total of \$10,808 in assistance ($\$29,744 \text{ salary} + \$6,284 \text{ benefits} = \$36,028 * 2 \text{ years} = \$72,056 * .15 = \$10,808$).

Officials from Ravenna and PCHD also contributed a total of \$1265 in documented in kind assistance through their past attendance at Portage Public Health Task Force meetings. A total of \$530 of this amount is traceable to PCHD Commissioner DuWayne Porter's participation in Task Force meetings since 2011, and the remaining \$735 is attributable to participation in that Task Force by Mayor Bica and Ms. Engelhart within that same time period. Documentation of the participation of these individuals in the Task Force can be found in the excerpts from the Task Force meeting minutes that are included in the supplemental materials.

In addition to this past work, the vast major of project funds will be used to support the efforts of the project team, enable KSU's current foundational work, and fund the preparation of a feasibility study and action plan for transforming public health services provided by RHD and PCHD. A total of \$34,192 of project funds will be used to support the work of PCHD and RHD during the project. The PCHD Health Commissioner, Mr. Porter, will assist RHD in guiding KSU's work, participating in project related meetings, facilitating access to needed information from PCHD staff, reviewing work products as needed, reviewing KSU's final report, and working with RHD staff to determine next steps in building support for a consolidated health department and/or more extensive collaborations among key

decision-makers in Portage County. The total cost of his future assistance is \$12,614, and – as noted above – this is being contributed as an in kind match to the project.

Ravenna Health Commissioner Fisher will serve as Principal Investigator (PI) for the project. As PI, he will carry out administrative functions relating to the project and provide substantive guidance to KSU on the development of the feasibility study and action plan. He will also coordinate with all of the project partners and provide day to day oversight on the work that is being done. In carrying out these responsibilities, he will participate in project related meetings, facilitate access to needed information from RHD staff, review work products as needed, review the final report, and work with PCHD staff to determine next steps in building support for a consolidated health department and/or more extensive collaborations among key decision-makers in Ravenna and Portage County. The total cost of his future assistance is \$10,808.

As Ravenna Service Director, Ms. Engelhart has responsibility for all aspects of service provision in the City of Ravenna, including public health. She also has spent much of her career in the public health arena, so she is in a position to provide expert guidance to all members of the project team as they carry out their responsibilities. Because of her experience, we view her as a key part of the project team. In carrying out her project related responsibilities, she will participate in project related meetings, facilitate access to needed information relating to public health and public health services, review work products as needed, review the final report, and work with RHD and PCHD staff to determine next steps in building support for a consolidated health department and/or more extensive collaborations among key decision-makers in Ravenna and Portage County. The total cost of her future assistance is \$10,770.

The remaining \$103,796 in project funds will be provided to KSU to enable its expert assistance. This amount of funding includes \$21,796 that has already been provided by RHD and PCHD to support KSU's current contract for foundational work on Portage County public health needs and other efforts relevant to transforming public health services in Portage County. The remaining \$82,000 will support costs associated with conducting the feasibility study and action plan development activities described in this proposal. These activities are likely to include investigating public health needs in greater depth, researching current services, working with the project partners and the Portage County Public Health Task Force to solicit their input, evaluating the feasibility of consolidating RHD and PCHD, identifying and assessing collaborative options, and developing an action plan for transforming public health services in Ravenna and Portage County. The specific costs to be covered by this contract are envisioned to include personnel costs for contributions by Mr. Slenkovich, Mr. Filla, Dr. Hoornbeek, and others, as well as supplies and other costs.

References

Hornbeek, John; Budnik, Aimee; Beechey, Tegan; Filla, Josh. 2012. "Consolidating Health Departments in Summit County, Ohio: A One Year Retrospective", College of Public Health and Center for Public Administration and Public Policy, KSU, for Summit County Public Health (SCPH)

Libbey, Patrick and Miyahara, Bruce. 2011. "Cross Jurisdictional Relationships in Local Public Health: An Environmental Scan."

Slenkovich, Kenneth; Budnick, Aimee; Boulter, JoAnne. 2012 "Report to the Task Force to Improve Public Health in Portage County", College of Public Health, KSU, for The Task Force for Improving Public Health in Portage County

Summit County Public Health (SCPH). 2012. Summit County Combined General Health District: Post Consolidation Financial Analysis, SCPH: Summit County, April.

Resolution #12-43

August 21, 2012

The Portage County Board of Health
Acceptance to Enter into a
Memorandum of Understanding Between the
Portage County Combined General Health District
and the City of Ravenna, Ohio Health District

R E S O L U T I O N

NO. 12-43

Page 1

BY: THE PORTAGE COUNTY BOARD OF HEALTH OF THE PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

RE: The Portage County Board of Health Acceptance to Enter into a Memorandum of Understanding Between the Portage County Combined General Health District and the City of Ravenna, Ohio Health District.

WHEREAS, the City of Ravenna, Ohio, Health District and the Portage County Combined General Health District have agreed to participate in a joint Local Government Innovations Fund Grant (LGIF) to explore the advantages of consolidation or collaboration of health services and enter into a Memorandum of Understanding (MOU); and

WHEREAS, a Memorandum of Understanding (MOU) between the parties will clarify the roles of the parties and how the Grant funds will be utilized; and

WHEREAS, the Board of Health of the Portage County Combined General Health District authorize the Health Commissioner to finalize a written Memorandum of Understanding (MOU) document and to execute said document; and

WHEREAS, the Ravenna City Health Department and Portage County Combined General Health District agree that the Memorandum of Understanding (MOU) will allow us to work together to improve health delivery and the ability to deliver the 10 Essential Health Services.

RESOLVED, that the Board of Health authorizes acceptance of this Agreement and permits Health Commissioner, DuWayne Porter, and Board President, Robert Palmer, to sign the Agreement and the Board of Health to enter into the Agreement.

Section 1. If any section, sentence, or provision of this resolution shall be held or deemed to be invalid for any reason, that invalidity shall not affect the validity of any other part of this resolution which can be given effect without such invalid part or parts;

R E S O L U T I O N

Section 2. The Board of Health finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Revised Code.

It was moved by Board Member Howard, seconded by Board Member Bierlair that this resolution be adopted.

Upon call of the roll, vote was as follows:

ROLL CALL:

Robert Palmer, yes
Robert Palmer, President

Dale Miller, yes
Dale Miller, Vice-President

Bonnie Bailey, yes
Bonnie Bailey, Member

Howard Minott, M.D., Member

Robert Howard, yes
Robert Howard, Member

James Bierlair, yes
James Bierlair, Member

Amy Hammar, yes
Amy Hammar, Member

I, DuWayne Porter, M.P.H., R.S., Secretary of the Board of Health of the Portage County Combined General Health District do hereby certify that the foregoing is a true and correct copy of a Resolution of the Board of Health of Portage County, duly adopted August 21, 2012 and appearing in the Board minutes of August 21, 2012.

DuWayne Porter
DuWayne Porter, M.P.H., R.S.
Secretary, Board of Health

Date: August 21, 2012

ORDINANCE NO. 2012-171

AN ORDINANCE AUTHORIZING THE MAYOR OR HIS DESIGNEE, TO APPROVE AND EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE HEALTH DEPARTMENT FOR THE CITY OF RAVENNA, OHIO, THE HEALTH DEPARTMENT FOR THE CITY OF KENT, OHIO AND PORTAGE COUNTY BOARD OF HEALTH FOR THE PURPOSES OF ESTABLISHING PROCEDURES, DEVELOPING AN IMPLEMENTATION PLAN, AND THE DEFINING OF PARTNERSHIP ROLES FOR THE "PORTAGE COORDINATED PUBLIC HEALTH INITIATIVE (A WORKING TITLE)" AND TO ALLOW FOR THE SUBMISSION OF A PROPOSAL APPLYING FOR LOCAL GOVERNMENT INNOVATION FUND (LGIF) GRANT FUNDS FOR THE INITIATIVE AND CALLING FOR COOPERATION BETWEEN THE COMMUNITIES, AND DECLARING AN EMERGENCY.

WHEREAS, the Health Departments for the City of Ravenna, Ohio, the City of Kent, Ohio and the Portage County Board of Health have agreed to participate in a joint Local Government Innovations Fund Grant (LGIF); and

WHEREAS, a Memorandum of Understanding (MOU) between the parties will clarify the roles of the parties and how the grant funds will be utilized; and

WHEREAS, the Ravenna City Council wants to grant the Mayor the authority to finalize a written MOU document and to execute said document; and

WHEREAS, due to time deadlines in the Grant process, time is of the essence in drafting and signing the MOU.

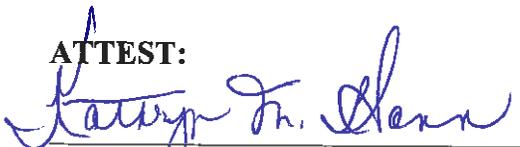
NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Ravenna of Portage County, Ohio, at least three-fourths (3/4) of all members elected thereto concurring:

SECTION I: That Mayor or his designee, be and hereby are authorized to submit a grant application seeking LGIF grant funding and to finalize and execute a written MOU with the Health Boards for the City of Ravenna, Ohio, the City of Kent, Ohio and the Portage County Board of Health for purposes of furthering the Grant process for LGIF funding, and determining the procedures, implementation plan and use of said Grant funding among the parties to the MOU.

SECTION II: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance 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 of Section 121.22 of the Ohio Revised Code.

SECTION III: That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

ATTEST:


CLERK OF COUNCIL


PRESIDENT OF COUNCIL

Sponsored by:
Public Health & Safety Committee
Finance Committee

PASSED: 8/6, 2012


MAYOR

APPROVED: 8-7, 2012

I hereby certify that Ordinance No. 2012-171 was duly published on 8/10/2012 and on 8/17/2012 in the Record-Courier, Ravenna, Ohio.

Kathryn M. Hann
CLERK OF COUNCIL

_____ 1st Reading	_____ Waive Rules
_____ 2nd Reading	_____ Adopt Emergency Clause
_____ 3rd Reading	_____ Adopted
	_____ Assigned Committee

I, Kathryn M. Hann, Clerk of Council of the City of Ravenna, State of Ohio, and in whose custody the files, records and journals of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that the within Ordinance No. 2012-171 was taken and copies from the original minutes now on file with said Council, and the within Ordinance No. 2012-171 has been compared by me with the said original and the same are true and correct copies thereof.

IN WITNESS WHEREOF, I hereunto set my hand this 7th day of August, 2012

Kathryn M. Hann
Kathryn M. Hann
Clerk of Council

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
THE HEALTH DEPARTMENT FOR THE CITY OF RAVENNA
AND
PORTAGE COUNTY BOARD OF HEALTH

A. Introduction

Pursuant to Ohio Revised Code, Sections 189.01 through 189.10, as created by House Bill 153 and as amended by House Bill 371, the State of Ohio established the Local Government Innovations Fund (LGIF), which designated funding for the provision of financial assistance to Ohio political subdivisions for the planning and implementation of collaboration projects that will create efficient and effective service delivery through shared services, coproduction and/or merger. The Ohio Department of Development (ODOD) is responsible for administering the Local Government Innovation Fund for the State of Ohio.

B. Purpose of the MOU

This memorandum of Understanding summarized the agreement between the signing parties to collaborate and examine ways to improve public health services in the respective communities. This collaboration, known as the “Portage Coordinated Public Health Initiative”, to allow for the submission of a proposal applying for Local Government Innovation Fund (LGIF) grant funds for the initiative and calling for cooperation between the communities, and declaring an emergency.

C. Terms of the MOU

The Health Departments for the City of Ravenna, Ohio and Portage County Board of Health hereby agree as follows; the designated partner communities/agencies will submit a single grant application to the Ohio Department of Development (ODOD) requesting LGIF grant funding for the development and implementation of the proposed “Portage Coordinated Public Health Initiative”.

The Ohio Department of Development requires one (1) of the partner communities to be designated as the lead community solely for the purposes of submission of the application and for the execution of a grant

agreement if LGIF grant funding is awarded for the proposed project. The Health Department of Ravenna City will serve as the lead agency only for the purposes stated by the Ohio Department of Development.

The designated partner agencies agree to collaborate on the development and implementation of the “Portage Coordinated Public Health Initiative” for purposes of:

- Improving the efficacy of service delivery,
- Decreasing duplication of services,
- Providing for coordinated, multi-agency cooperation within the jurisdictions of the participating agencies;
- Establishing a pilot project that will allow for the incorporation of additional communities interested in participating in the program;
- Generating significant cost savings through collaborative efforts.

The partner communities/agencies agree to share any data and information required to successfully complete the LGIF grant proposal submission and if funds are awarded, to commit the resources and time needed to support the development and implementation of the proposed project.

The partner communities/agencies agree to act in a timely manner to ensure the submission of the LGIF grant proposal on or before September 4, 2012.

Should LGIF grant funds be awarded, the designated partner communities/agencies agree to continue all necessary collaboration to ensure the development and implementation of the “Portage Coordinated Public Health Initiative” within the grant period specified in the grant agreement. Each of the partner communities/agencies will assign a committed staff member to the PCPHI Board. The PCPHI Board will work closely with the consultant hired on the guidance and decisions that impact the success of the project.

D. Period of MOU

The designated partner agencies agree that this Memorandum of Understanding will remain in effect from the date of its signing through the end of the grant period as specified in the grant agreement to be issued by the Ohio Department of Development, if grant funding is awarded.

E. Modification of the MOU

This Memorandum of Understanding may be modified or amended by written agreement of the designated partner communities/agencies. A request for an amendment to the Memorandum of Understanding may be initiated by any of the designated partner communities/agencies through written notification to the other collaborative partners.

Any of the designated partner communities/agencies may withdraw its participation in this Memorandum of Understanding by sending written notification to the other designated partner communities/agencies covered by this Memorandum of Understanding.

Now therefore, the Health Departments of the City of Ravenna, Ohio, ~~City~~ of Kent, Ohio, and Portage County Board of Health, Ohio do hereby agree to the aforementioned terms of this Memorandum of Understanding as of August 29, 2012, as evidenced by the following signatures:

The City of Ravenna

By: Joseph Bica, Jr.
Mayor Joseph Bica, Jr.

Approved as to Form: Frank Cimino
Law Director

The Portage County Health Department

By: DuWayne Porter
DuWayne Porter, Health Commissioner

Approved as to Form: County Prosecutor
County Prosecutor

AGREEMENT

This Agreement made this 29 day of August, 2012, by and between the City of Ravenna on behalf of its Health Department, hereinafter referenced as the "City of Ravenna", and the Portage County Health Department, hereinafter referred to as the "Portage County Health Department".

WHEREAS, the City of Ravenna has entered into a contract with the Kent State University College of Public Health for a Community Health Needs Assessment; and

WHEREAS, the City of Ravenna has committed the sum of Twenty-Five Thousand Dollars (\$25,000.00) as payment for the Community Health Needs Assessment to be performed by the Kent State University College of Public Health; and

WHEREAS, it is the goal of the Community Health Needs Assessment to encompass the entire county in relation to the health needs of Portage County; and

WHEREAS, the Portage County Health Department has agreed to pay a portion of said contract entered into between the City of Ravenna and the Kent State University College of Public Health in relation to its share of the population of Portage County excluding the City of Ravenna and the City of Kent; and

WHEREAS, it has been determined that the City of Ravenna's obligation toward the payment of the total fee of Twenty-Five Thousand Dollars (\$25,000.00) shall be Eight Thousand Four Hundred Forty-Six Dollars (\$8,446.00); and

WHEREAS, the City of Kent Health Department based upon its share of the population for Portage County shall pay to the City of Ravenna toward the total contract between the City of

Ravenna and the Kent State University College of Public Health the sum of Three Thousand Two Hundred Four Dollars (\$3,204.00); and

WHEREAS, the Portage County Health Department shall pay toward the fees required for the Community Health Needs Assessment the sum of Thirteen Thousand Three Hundred Fifty Dollars (\$13,350.00) representing its share of the population for Portage County determined to be seventy-five percent (75%) of said population.

NOW, THEREFORE, it is hereby agreed between the parties aforesaid as follows:

1. The scope of the work shall be set forth on the attached Exhibit "A".
2. The Portage County Health Department agrees to pay to the City of Ravenna toward its share of the Community Health Needs Assessment the sum of \$13,350.00 upon receipt of an invoice for the services provided by the Kent State University College of Public Health.
3. The City of Ravenna agrees that it will invoice the Portage County Health Department the sum of \$13,350.00 upon the conclusion of the Community Health Needs Assessment project and further upon satisfactory completion of the agreed upon scope of the work as set forth on Exhibit "A".
4. The City of Ravenna shall further assure the Portage County Health Department that it will monitor the Kent State University College of Health progress on the Community Health Needs Assessment and insure that the university is meeting the timelines and complying with the scope of the work set forth in the scope of work attached hereto as Exhibit A.
5. It is mutually agreed between the parties that either party can terminate the current contract with thirty (30) days written notice.

This Agreement shall be effective on the 29 day of August, 2012.

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed on this

29 day of August, 2012.

PORTAGE COUNTY PROSECUTOR

PORTAGE COUNTY HEALTH
DEPARTMENT

By: see below

Printed Name _____

By: DuWayne O. Porter

Printed Name DuWayne O. Porter

CITY OF RAVENNA

By: Joseph Bica

Printed Name JOSEPH BICA

Approved as to form:

Frank J. Cimino
Frank J. Cimino
Law Director

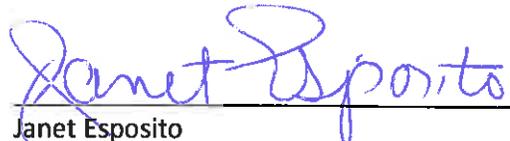
Approved as to form:

John Jared Smiley
John Jared Smiley
Assistant Prosecuting Attorney
Portage County Prosecutor's Office

Auditor's Certificate 2012

I hereby certify that the amount of \$13,350.00 required to meet the obligation for the above contract has lawfully been appropriated for 2012 for such purposes and is in the treasury to the credit of Org No. 89009104, Object 420000 Professional Services free from any obligation or certificate now outstanding.

Date: 8-29-12



Janet Esposito
Portage County Auditor

C. Community Needs/CDC Community Assessment - Board Member Howard shared background information on the proposed joint Community Assessment. Kent City, Ravenna City and Portage County Health Departments would all participate in this project required by the CDC. The costs would be divided by percentage of population and Ravenna City will be responsible for the billing. The Portage County share of the cost would be 75% or approximately \$18,000.

At the May 17, 2011 Board meeting, \$10,000 was allocated to proceed with a community assessment. Board Member Miller presented a motion to increase the amount for the Community Assessment from \$10,000 to a maximum of \$18,000, seconded by Board Member Minott. An "aye" vote was cast by all, motion carried.

D. Nelson Township Rat Bait Update - Mrs. Ferraro reported that Mr. Porter had attended the Nelson Township meeting and distributed rat bait. The remaining bait will be distributed by the Township Trustees.

Nelson Township Trustee, Joe Leonard, informed Mrs. Ferraro that it took 80 dump truck loads to remove the items from the U.S. Liquids location. The building will be steamed cleaned and bleached.

VI. OLD BUSINESS: None

VII. NEW BUSINESS:

A. Resolution #12-28 - Declaring a Public Nuisance and Ordering Abatement of that Nuisance and Approving the Civil Prosecution for Violation of Ohio Administrative Code Section 3745-27-05(C), Open Dumping and Title 5, Chapter 17, Premises Maintenance, of the Sanitary Code of the Portage County General Health District - It was the consensus of the Board to take no action at this time on this matter.

Task Force to Improve Public Health in Portage County Meeting Minutes Excerpts¹

Meeting Minutes, April 12, 2011

Attendance:

Task Force Members: S. Templeton, R. Palmer, A. Hammar, R. Howard, R. Kletzien, K. Engelhart, A. Petranic, J. Gwinn, D. Wagener, D. Jones, L. Ribelin

Others: Mayor Bica, D. Porter, L. Blaisman, J. Ferlito, K. Slenkovich

- I. Meeting began at 6:00 pm.
- II. Meeting was adjourned at 8:00 pm. NEXT Meeting was scheduled for Tues. May 3rd.

DRAFT Meeting Minutes, May 3, 2011

Attendance:

Task Force Members present: R. Kletzien, K. Englehart, A. Petranic, D. Jones, S. Templeton, L. Ribelin, R. Palmer, A. Hammer, J. Hammer, and B. Howard

Task Force Members absent: J. Gwinn and D. Wagener

Others: Mayor Bica, L. Blasiman, R. Ferraro, J. Ferlito, A. Budnik and K. Slenkovich

- I. **Welcome and Introductions.** Meeting began at 6:00pm.
- II. **Adjournment.** The meeting was adjourned at 6:59pm.
The next meeting will be on June 7, 2011 from 6:00 to 8:00pm at Ravenna City Council Chambers.

Meeting Minutes, June 7, 2011

Attendance:

Task Force Members present: R. Kletzien, K. Englehart, A. Petranic, D. Jones, S. Templeton, L. Ribelin, R. Palmer, J. Hammer, B. Howard, J. Gwinn, B. Raum, and D. Wagener

Task Force Members absent: A. Hammer, D. Derreberry

Others: Mayor Bica, L. Blasiman, J. Ferlito, J. Bradshaw, D. Porter, J. Boulter, A. Budnik and K. Slenkovich

- I. **Welcome and Introductions.** Meeting began at 6:02pm.

¹Excerpts of Task Force meeting minutes were taken from: Slenkovich, Kenneth, Budnick, Aimee and Boulter, JoAnne. "Report to the Task Force to Improve Public Health in Portage County", January 2012.

- II. **Adjournment.** The meeting was adjourned at 7:50pm.
The next meeting will be on July 5, 2011 from 6:00 to 8:00pm at Ravenna City Council Chambers

July 5, 2011 meeting

Attendance:

Task Force Members: R. Howard, R. Kletzein, D. Derreberry, J. Gwinn, D. Jones, R. Palmer, A. Petranic, B. Raum, L. Ribelin, and D. Wagener.

Task Force Members absent: K. Englehart, A. Hammer, J. Hammer, and S. Templeton.

Others: J. Bradshaw, A. Budnik, J. Ferlito, D. Porter, and K. Slenkovich.

- I. **Introductions and Welcome.** Meeting began at 6:10pm due to the location change.
- II. **Adjournment.** The meeting was adjourned at 7:58pm.
The next meeting is August 2, 2011 at Ravenna City Council Chambers.

September 6, 2011 Meeting

Attendance:

Task Force Members: R. Howard, R. Kletzien, D. Derreberry, J. Hammer, D. Jones, R. Palmer, A. Petranic, B. Raum, L. Ribelin, A. Costa, P. Freeman, S. Templeton and D. Wagener.

Task Force Members absent: A. Hammer, J. Gwinn and A. Petranic

Others: J. Bradshaw, A. Budnik, J. Boulter, D. Porter, K. Englehart and K. Slenkovich.

- I. **Welcome and Introductions.** Meeting began at 6:03pm.
- II. **Adjournment.**

Next meeting is October 4, 2011 at 6pm at the Portage Foundation. Meeting was adjourned at 8:01pm.

October 4, 2011 Meeting

Attendance:

Task Force Members: R. Howard, R. Kletzien, D. Derreberry, K. Englehart, J. Gwinn, J. Hammer, D. Jones, R. Palmer, A. Petranic, B. Raum, L. Ribelin, S. Templeton and D. Wagener.

Task Force Members absent: A. Hammer, and A. Costa

Others: J. Bica, J. Bradshaw, A. Budnik, J. Boulter, R. Ferraro, J. Neistadt, T. Quade, and K. Slenkovich.

I. Welcome and Introductions. Meeting began at 6:01pm.

II. Adjournment.

Next meeting is December 6, 2011 at 6pm at the Portage Foundation. Meeting was adjourned at 8:40pm.

December 6, 2011 Meeting

Attendance:

Task Force Members: R. Howard, R. Kletzien, D. Derreberry, K. Englehart, J. Hammer, D. Jones, R. Palmer, A. Petranic, B. Raum, L. Ribelin, S. Templeton and D. Wagener.

Task Force Members absent: A. Hammer, and A. Costa

Others Present: J. Bica, J. Bradshaw, A. Budnik, J. Boulter, J. Neistadt, C. Porter, M. Bobbs, P. Freeman, J. Gwinn and K. Slenkovich.

I. Welcome and Introductions. Meeting began at 6:00pm.

II. Adjournment. Meeting adjourned at 7:35pm. Next meeting tentatively scheduled for March 6, 2012 at 6pm at the Portage Foundation.



Summit County Health District

1100 Graham Road Circle ♦ Stow, OH 44224-2992
Phone: (330) 923-4891 ♦ Toll-free: 1-877-0002 ♦ Fax: (330) 923-7558
www.schd.org

August 31, 2012

Dear Mr. Fisher and Ms. Engelhart,

On behalf of the Summit County Board of Health, I would like to extend my support to the efforts of health districts in Portage County to assess the feasibility of health department consolidation and efforts to improve Portage County, Ohio's public health system through further cross jurisdictional sharing arrangements. By becoming a supportive partner in this endeavor, Summit County Public Health will share with Portage County officials our insights on the challenges and opportunities associated with our recent consolidation and other collaborative efforts. We also remain interested in exploring further cross-county shared services opportunities between our communities.

Portage County and Summit County are facing similar challenges, including an ever tightening fiscal climate and a paradigm shift in the field of public health towards addressing social determinants of health and aligning with health care to coordinate access to health and social services. Health departments in the two counties also share an interest in assuring the capacity to meet the Public Health Accreditation Board (PHAB) accreditation standards and in assuring the delivery of the 10 Essential Public Health Services outlined by the Institute of Medicine (IOM), the National Association of City and County Health Officials (NACCHO), and others.

Portage County's health officials are working towards the same goal that we are here in Summit County: to improve the efficiency and effectiveness of the local public health system. I am happy to work with and support you, Chip Porter, and others in your efforts to deliver public health services more efficiently and effectively in Portage County.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gene Nixon".

Gene Nixon, R.S., M.P.A.
Summit County Health Commissioner

September 4, 2012

Mayor Joseph Bica
City of Ravenna
210 Park Way
Ravenna, Ohio 44266

Dear Mayor Bica,

The Task Force to Improve Public Health in Portage County is pleased to submit this letter of support for your application to the Local Government Innovation Fund (LGIF). As you know, we have worked diligently to assess the feasibility of the health departments consolidating. Your decision to move forward with this grant application is a strong indication that you and the other health departments have taken our recommendations seriously.

As co-chair of the Task Force, I can assure you that we will continue to work with the health departments and advocate for strengthening and improving the public health system in Portage County. Our goal, like yours, is to ensure that our citizens have access to needed public health services and that the system is as efficient and effective as possible.

It is our sincere hope that your LGIF application will be reviewed favorably and that you will receive the needed funds to move this effort forward. We are confident that these funds will result in real improvement at the local level.

Thank you for taking the leadership role in bringing all the parties together for this important initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Howard". The signature is written in a cursive, flowing style.

Robert Howard
Co-chair, Task Force to Improve Public Health in Portage County



DEPARTMENT OF PUBLIC HEALTH

325 SOUTH DEPEYSTER ST., KENT, OHIO 44240 (330) 678-8109 FAX (330) 678-2082

HEALTH COMMISSIONER
Jeff Neistadt

September 4, 2012

Mr. Joseph Fisher, Health Commissioner
Ms. Kelly Engelhart, Service Director
City of Ravenna
530 N. Freedom Street
Ravenna, OH 44266

Dear Mr. Fisher and Ms. Engelhart:

On behalf of the City of Kent Health Department, please accept this letter of support for your Local Government Innovation Fund (LGIF) grant proposal, which we understand you are submitting with the Portage County Health Department (PCHD). By seeking needed additional resources to assess the feasibility of consolidating the Ravenna Health Department (RHD) and PCHD and to explore more extensive collaborative efforts among health departments in Portage County and northeast Ohio, you are taking steps which will serve the citizens and taxpayers of Portage County well in the coming years.

As you know, while we are not ready to commit to consolidating the Kent Health Department (KHD) with other surrounding health departments, we are interested in exploring further collaborations with you and/or other public health partners in northeast Ohio. We understand that the proposal referred to above – in addition to assessing the feasibility of consolidating the PCHD and the RHD – will enable additional exploration of ways in which we can use collaborative efforts to improve the efficiency and effectiveness of public health services in Portage County.

If this proposed project is funded, we look forward to working with you, PCHD, KSU, and others to define ways in which greater collaboration can assist the provision of more efficient and effective services in our county. In the meantime, if we can be of assistance in any way, please do contact us.

Sincerely,

A handwritten signature in black ink that reads "Jeff Neistadt".

Jeff Neistadt, MS, RS
Health Commissioner
City of Kent

A handwritten signature in black ink that reads "Chris J. Woolverton".

Christopher Woolverton, Ph.D
President
City of Kent Board of Health



September 3, 2012

Ravenna Health Department
530 N Freedom Street
Ravenna, Ohio 44266

Dear Mr. Fisher and Ms. Engelhart:

We are writing to support the application of the City of Ravenna and the Portage County Health Department (PCHD) for a Local Government Innovation Fund (LGIF) grant to assess the feasibility of consolidating the Ravenna Health Department (RHD) and the PCHD and to develop an action plan for more efficient, effective, and collaborative public health services in Portage County.

Since March, 2011, we and/or members of our Kent State University (KSU) staffs have participated in the work of a Portage County Task Force for Improving Public Health, which was created at the prompting of Mayor Joseph Bica of Ravenna and has sought to achieve more efficient and effective public health services in Portage County. Until recently, the work of the members of this Task Force – including those from KSU - has been conducted on a voluntary basis, and the work accomplished has been of great significance. This Task Force has built energy and enthusiasm around the idea of streamlining and unifying Portage County's public health system, which has the potential to transform the county's currently fragmented system to achieve greater efficiency, collaboration, and effectiveness.

The proposal submitted by the RHD and the PCHD to the LGIF program seeks to provide the resources needed to enable this effort to take major steps toward realizing its potential. These steps include investigating current public health needs and services in greater depth, determining the feasibility of consolidating the RHD and PCHD, and identifying additional collaborative public health efforts that may involve other health departments, area universities, and the private and non-profit sectors.

We look forward to contributing to these important tasks and to continuing our work to transform public health services in Portage County and Ohio through more collaborative efforts involving the private, non-profit, and public sectors.

Sincerely,

Handwritten signature of John Hoornbeek in black ink.

John Hoornbeek
Associate Professor

Handwritten signature of Josh Filla in black ink.

Josh Filla
Outreach Officer

Handwritten signature of Ken Slenkovich in black ink.

Ken Slenkovich
Assistant Dean
College of Public Health

Curriculum Vitae

Name: Joseph D. Fisher, R.N., MSN, FNP, BC

Address: Portage Hills Family Medicine
754 S. Cleveland Ave.
Mogadore, Ohio 44260

Date & Place of Birth November 21, 1967, Youngstown, Ohio

Citizenship: United States

Education: 1992: Bachelors of Science Degree in Nursing, Kent State University,
Kent, Ohio
1998: Masters Degree in Nursing-Adult Nurse Practitioner,
Kent State University, Kent, Ohio
2000: Post Masters Degree in Nursing-Family Nurse Practitioner,
Kent State University, Kent, Ohio

Medical Experience:

2012-Present	Health Commissioner- City of Ravenna
2011-Present	Director, Outpatient Clinical Services-Akron General Medical Center
2010-Present	Professor, Kent State University School of Nursing
2010-Present	Family Nurse Practitioner-Portage Hills Family Medicine
2008-2010	Family Nurse Practitioner- Dr. Dennis McCluskey and Assoc.
2003-2008	Family Nurse Practitioner- Dr. John Given, M.D.
1998-2003	Family Nurse Practitioner and Study Coordinator- Dr. Dennis McCluskey and Assoc.

Certification & Licensure:

Licensure: State of Ohio RN 244228
State of Ohio NP 04950

Certification: 2010 ANCC Family Nurse Practitioner, Board Certified

Professional and Academic Appointments:

Health Educator for the health curriculum in Youngstown Diocesan School
Director of Mobile Health Services
Professor- Kent State University School of Nursing

Clinical Research: Available upon request

Kelly A. Engelhart, R.N., B.S.N., M.P.H

4899 Canada Road
Mantua, Ohio 44255
330-274-0256 home
330-389-0887 cell
kelengelhart@gmail.com

Professional focus: Community health care through public health nursing, health education and promotion, advocacy and healthcare policy with an emphasis on community health assessment and health informatics. Develop and promote public health systems to provide healthier communities through collaboration and partnerships.

Education:

Graduate of Crestwood High School Mantua, Ohio

Graduate of Kent State University School of Nursing
Bachelors of Science Degree in Nursing

Licensed Registered Nurse RN-229157

Graduate of University of Akron, Consortium of Northeastern Ohio Masters of Public Health (CEOMPH) Masters in Public Health

Work Experience:

2011- Present **City of Ravenna, Ohio**

Director of Public Service: responsibilities include management and oversight of six departments that provide public services and infrastructure to the City. Departments include; Water Plant, Wastewater Plant, Street Department, Building/Engineering Department, Utility Billing Department and the Health Department.

Interim Health Commissioner: August 2011 – May 2012 responsibilities included oversight and management of the health department daily operations, leadership regarding intergovernmental collaboration with adjacent health departments.

2010- June 2011 **Kent State University Center for Public Administration and Public Policy in Kent, Ohio**

Senior Research Associate: responsibilities included project management, grant writing and research on intergovernmental collaboration.

1994- 2010 **Portage County Health Department in Ravenna, Ohio**

1994-2003 Public Health Nurse responsibilities include: Communicable Disease investigations, Immunization, Grant writing and Bio-terrorism preparedness

2003-2010 Director of Nursing responsibilities include: Management of Nursing Division programs and activities. Supervision of public health nurses, administrative support staff, health educators, BCMH nurses and school nurses. Writing and management of grants administered through the Ohio Department of Health. Public health emergency response planning, preparedness and response. Building of community partnerships and collaborations to improve public health nursing of infants, children, adults and senior citizens.

1990-1994 **Summa Health Systems in Akron, Ohio**
Geriatric Nursing on Medical- Surgical Floor

Professional Organizations and Memberships:

2003- 2010: Member of Ohio Public Health Association; Directors of Nursing Section
2005 Chairman of NE Directors of Nursing Section of OPHA
2008 –Present Co-Chairman of Workforce Development Sub-committee

2005- Present: Member of Association of State and Territorial Directors of Nursing (ASTDN)

2006- Present: Member of American Public Health Association (APHA)

2005 member of ODH Advisory Committee Revising Public Health Nursing Orientation course

2006 Chairman of Northeast Central Ohio (NECO) Regional Public Health Planning Consortium

2006- 2008 Co-Chairman of NECO Regional Mass Dispensing Subcommittee

2006 Fellow for Public Health Leadership Fellowship NEOUCOM

2003- Present Member of Family and Children First Council

2007 member of 2008 class of Leadership Portage County

2009- Present Portage County United Way Board Member

2009- Present Leadership Portage County Board Member

2005- Present Member of Portage County Emergency Management Advisory Board

2010 Chairman of the Portage County Terrorism Task Force

2009- Present Member of Portage County Community Health Center Advisory Board

2010- Present Member of Portage County Task Force to Improve Public Health in Portage County

Presentations:

“Community Acquired MRSA,” Robinson Memorial Hospital Grand Rounds, panel presentation, Ravenna, OH, November 6, 2007.

“ Immunizations A Social Marketing Approach to low immunization rates,” Healthy Community Partnership meeting, NEOUCOM Rootstown, OH, June 4, 2007.

“ Hepatitis A On Campus: Lessons Learned,” 3rd Annual Ohio Department of Health Viral Hepatitis Conference, Columbus, OH, May1, 2007.

“Montezuma’s Revenge: A local Health Department Response to Foodborne Illness Outbreak” Masters of Public Health Grand Rounds Northeastern Ohio College of Medicine and Pharmacy, Rootstown, OH September 12, 2008.

“Montezuma’s Revenge: A local Health Department Response to Foodborne Illness Outbreak” Association of Ohio Health Commissioners Conference, Embassy Suites, Dublin, OH October 21, 2008.

“ H1N1 Pandemic Influenza: Is Portage County Prepared?” Kelly A. Engelhart, RN, BSN Director of Nursing and Christopher Woolverton, PhD. Kent State University. Robinson Memorial Hospital Grand Rounds, Ravenna Ohio September 2, 2009.

“ Intergovernmental Collaboration: Examples of Real Life Municipal Collaboration” Kelly A. Engelhart, MPH, Director of Public Service NEO Mayor’s and Service Director’s Meeting, Twinsburg, Ohio July 12, 2012.

Joseph Bica Jr.
380 Linden Ave
Ravenna, Ohio 44266
330.297.0204 Home 330.606.9967 Mobile

Experience

City of Ravenna, Ravenna, Ohio 1-10 to present, Mayor & Director of Public Safety,

Act as the Chief Administrative and Executive Officer of the Municipality. Perform high level executive, administrative, technical and complex professional work in directing and supervising the administration of city government and public safety activities as prescribed by the City Charter, ordinances or rules of the City, or, when applicable, the general Laws of the State of Ohio. Manage and supervise all departments, agencies and offices of the City. Coordinate the administrative activities of the public safety departments in conjunction with other departments and outside law enforcement and fire protection agencies. Responsible for the strategic direction and day to day oversight behind economic development and business retention for the City of Ravenna. Formulate and implemented plans and strategies to retain existing businesses, attract new businesses, and develop tools and public-private partnerships to serve and attract a varied commercial base and sustainable employment opportunities. Build and maintain long term strategic partnerships with local, State and Federal agencies and officials to promote economic development. Implemented a public-private partnership incubator between the City of Ravenna, Hiram College and private run start-up business. Prepares and manages the City's budget (30 million +).

Hiram College, Hiram, Ohio 1-11 to present, Adjunct Professor,

Teach entrepreneurship focusing on the values, abilities, and personal characteristics of successful entrepreneurs. Instructing students to develop the basic understanding of the wide-ranging nature of entrepreneurship: for profit, not for profit, and social enterprise. A central theme of the instruction is to promote awareness of, interest in, and the development of an entrepreneurial mindset along with the concepts necessary to understand how to analyze the potential for a new product or service. Developing with the students the art and science, of developing an enterprise while understanding the concepts of leadership, teamwork, risk analysis, market research, basic business finance, and the value of patents, trademarks, and copyrights.

Applied Vision Corp., Akron, Ohio 7-03 to 1-10, Vice President of Business Development,

Identify, evaluate and pursue the strategic and financial prospects of new market opportunities, for both domestic and international markets. Provide oversight and direction to the business development department on a variety of development activities that include proposal development, client relations and account management. Oversee and implement efforts to identify and secure new business opportunities and relationships. Direct the assessment of future markets and licensing potential for company owned IP. Responsible for coordinating commercial input into engineering and R&D to address current and potential new markets. Establish new technical and strategic partnerships, joint ventures and alliances with private companies and universities worldwide. Responsible for all partnership activities, including the tracking, documentation, legal and status reporting for all collaborative efforts along with all new business development projects. Provide oversight for the pricing of all new products and services, to ensure that all resources needed to complete the project, are identified, the cost is calculated accurately, and the price is determined within established gross margin guidelines. Facilitate the preparation and coordination of new and existing client meetings. Direct efforts to develop, implement and refine standard procedures for researching, collecting, and tracking information and statistical data about clients and new market areas. Plan, organize, implement and evaluate outcomes of the company's strategic sales and business development plan. Develop strategic initiatives and transforms initiatives into action plans. Prepares and manages the departmental budget. Report directly to President/CEO

Applied Vision Corp., Akron, Ohio 1-98 to 7-03, Vice President of Sales,

Manage and act as the principal sales agent for company. Develop and facilitate the implementation of sales strategy consistent with company's strategic plan and current period goals. Accountable for the quarterly booking levels and long term relationships with the customer base, both domestic and international. Responsible for seeking out and developing new sales markets, sales representatives, original equipment manufactures, and value added resellers worldwide. Develop and maintain a rolling 12-month booking forecast. Structure the flow of information between sales, applications engineering, marketing, development engineering and operations. Responsible for staff level strategic planning, and prime input to the planning process in areas of current and future sales potential. Report directly to President/CEO

Education

Kent State University, Kent, Ohio 2013

- Executive Masters in Business Administration

Malone University, Canton, Ohio 2008

- Bachelor of Arts in Business Administration

Kent State University, Kent, Ohio 1990

- Certificate in Vocational Education (electronics)

Activities

City of Ravenna, Council at Large 1-1-02 to 12-31-09

Experience

- Chairman of Public Utilities Committee
 - Chairman of Community & Economic Development Committee
 - Vice Chairman of Finance Committee
 - Member of Budget Commission
 - Member of the Regional Planning & Insurance Task Force
 - Experienced in union labor negotiations, healthcare & benefit, specification, bidding, & evaluation
- **Ravenna Heritage Association, Board of Trustees 1-99 to present**
 - **Portage County Economic Development, Executive Board 1-10 to present**
 - **City of Ravenna Board of Health, President 1-10 to present**
 - **Akron Metropolitan Area Transportation Study Policy Committee, Chair 2011 to present**
 - **Summit County Mayors Association Best Practices Steering Committee 1-10 to present**

Extensive International Business Travels and Associated Business Experience

- Extensive international business experience, traveled to 38 Countries in a sales, marketing and business development capacity. Versed in international trade (purchasing, selling, marketing, development, banking, shipping, tariffs, CE and compliance issues)
- Skilled in international contract negotiations, union negotiations and contracts, intellectual property and partnership agreements.
- Experienced in corporate proposals, presentations, trade shows and corporate solicitation.

References

Please see reference sheet

CURRICULUM VITAE

Name: DuWayne O. Porter

Address: 7215 Hill Ridge Avenue, N.E.
Canton, Ohio 44721

Telephones: Office: (330) 296-9919
Home: (330) 492-5107

Education: Kent State University, Kent, Ohio
September 1970 to December 1974
Degree Granted: Bachelor of Science in Zoology
Secondary Area of Concentration: Chemistry

University of Minnesota, Minneapolis, Minnesota
September 1978 to December 1979
Degree Granted: Master of Public Health
Major Area of Concentration: Environmental Health

Experience:

2006-Present Portage County Health Department, Ravenna, Ohio
Health Commissioner
Duties: Responsible for day-to-day management,
budget development and administration of a county
health department and 2 million dollar budget.

1985-2006 Portage County Health Department, Ravenna, Ohio
Director of Environmental Health
Duties: Responsible for the supervision of
environmental health staff and for the
coordination of environmental health programs and
activities, consultation with industry and public
on environmental health concerns; conduct
meetings and seminars as needed; develop yearly
plans and work schedules; employee evaluations
and interviewing/ evaluations for hiring new
employee prospects.

Professional Affiliations/
Memberships:

Portage County Trustees Association - Associate
Member
Ohio Association of Health Commissioners - Member

Northeast Ohio Universities College of Medicine
Faculty, Instructor, Environmental Health
Ohio Environmental Health Association (22 years),
Past President, Former Northeast District
Director
National Environmental Health Association, Past
Member of Board of Directors as Affiliate
President

Honors: 2006, 08, 09, 11 Outstanding M.P.H. Community
Faculty CEOMPH
Ohio Environmental Health Association District
Publication Award, 1993, 97
Ohio Outstanding Sanitarian Award, 1991
Ohio Environmental Health Association Ivan Baker
Membership Recognition Award 2011
Northeast District Ohio Environmental Health
Association Membership Recognition Award,
1982,2010
Ohio Environmental Health Association President's
Certification of Appreciation for
Development of an Equitable District Funding
Policy, 1982
Past President Award, 1985

Certifications:
Emergency Management Institute (FEMA) ICS-100,
ICS-200, ICS-300, ICS-400, ICS-700, ICS-800
Registered Sanitarian, State of Ohio, No. 336
Class I Wastewater Plant Operator as Certified by
E.P.A., No. 1-83-05
Certified Pool/Spa Operator (National Swimming
Pool Foundation)

Boards:
Portage County Board of Health - Secretary
Healthy Community Partnership Initiative Board of
Portage County
Appointed by Governor to the State of Ohio
Private Water Systems Advisory Board, 1984;
present term has expired.
Ohio Department of Health Ad Hoc Sewage Rules
Committee

CURRICULUM VITAE
JOHN A. HOORNBECK
313 Lowry Hall, Kent State University (KSU) Kent, OH 44242
Office Phone: 330-672-6507/330-672-7148; Email: jhoornbe@kent.edu

EDUCATION

Doctorate: University of Pittsburgh, 2004.
Masters: University of Wisconsin-Madison, 1986.
Participant: Regression Analysis - Categorical Dependent Variables, U. of Michigan, 2008
Survey Research Techniques, U. of Michigan, 2000

PROFESSIONAL CAREER

(More Detailed Resume Available on Request)

Associate Professor, Health Policy & Management, KSU, 2011-present
Director, Center for Public Administration & Public Policy, KSU, 2006-2012
Director, National Environmental Training Center, W. Virginia University (WVU), 2001-2006
Assistant Professor (Adjunct), WVU, Public Administration, 1995-2000
Environmental Training Associate, National Environmental Training Center, WVU, 1994-2000
Legislative Aide (Fellow), US Congress, House Appropriations Committee, 1993
Section Chief & Program Analyst, US Environmental Protection Agency, 1986-1994
Analyst and Consultant, Milwaukee County Department of Health and Human Services, 1985
Legislative Aide, Wisconsin State Legislature, 1982-1984

SELECTED REPORTS, PUBLICATIONS, AND CONFERENCE PAPERS

“Consolidating Health Departments in Summit County, Ohio: A One Year Retrospective”
(with A. Budnik, T. Beechey, and J. Filla), College of Public Health and Center for Public Administration and Public Policy, KSU, for Summit County Public Health (SCPH), 2012.

“Improving Efficiency and Effectiveness of Public Health Services: Summit County Communities, Summit County, Ohio” (with T. Beechey and H. Sell), Center for Public Administration and Public Policy, KSU Collaboration Case Study Series, for the Fund for Our Economic Future, 2012.

“Sustain a Greener Ohio: Storm-water Management” (with T. Beechey, M. Flemming, and H. Sell), Center for Public Administration and Public Policy, KSU Collaboration Case Study Series, for the Fund for Our Economic Future, 2012.

“Local Government Collaboration in Ohio: A Summary of Key Findings from Eight Case Studies” (with T. Beechey and H. Sell), Center for Public Administration and Public Policy, KSU Collaborative Case Study Series, 2012.

“Innovators Collaborative Series: An Inventory of Local Government Collaborations in Northeast Ohio”, (with T. Beechey, J. Filla, H. Sell, K. Engelhart, and V. Rukhudze), Center for Public Administration & Public Policy, KSU, 2011.

“Case Studies in Intergovernmental Collaboration: Executive Summaries”, (with T. Beechey, K. Macomber, M. Flemming, T. Pascarella, and K. Engelhart), Center for Public Administration and Public Policy, KSU, for the Fund for Our Economic Future, 2011.

Water Pollution Policies and the American States: Runaway Bureaucracies or Congressional Control?, State University of New York (SUNY) Press, 2011, 329 pages (hardback edition released in May 2011; paperback edition released in January 2012).

“Fostering Local Government Collaboration: An Empirical Analysis of Case Studies in Ohio”, American Political Science Association Conference, Washington D.C., September, 2010.

“Local Government Collaboration in Ohio: Are We Walking the Walk or Just Talking the Talk?” (with K. Macomber, M. Phillips, and S. Satpathi), Center for Public Administration and Public Policy, KSU, for Ohio Commission on Local Government Reform & Collaboration, 2009.

SELECTED GRANTS AND CONTRACTS

Principal Investigator, “Public Health Services for the City of Ravenna and Portage County”, a \$25,000 contract with the City of Ravenna Health Department, 2012.

Principal Investigator, “Summit County Public Health Consolidation: One Year Later”, a \$24,990 contract with Summit County Public Health, 2012.

Principal Investigator, “Facilitating Strategic Planning for the City of Hudson, Ohio”, a \$2,000 contract with the City of Hudson, Ohio, 2012.

Principal Investigator, “Intergovernmental Collaboration in Northeast Ohio: Citizen Engagement and the Efficient Gov Now Program”, a \$130,000 contract with the Fund for Our Economic Future, funded by the James L. Knight Foundation, 2010 – 2011.

Principal Investigator, “Intergovernmental Collaboration in Northeast Ohio: A Proposal to Assess Impacts from the Efficient Gov Now Program”, a \$20,400 grant to KSU from the Fund for Our Economic Future, 2009 – 2011.

Principal Investigator, “Local Government Collaboration in Ohio: An Assessment of Intergovernmental Collaborations”, a \$15,000 grant to KSU from the Ohio Commission on Local Government Reform and Collaboration (administered through Ohio State University), 2009.

SELECTED INVITED PRESENTATIONS

“Comments on Collaborative Governance: A Panel Presentation”, Efficient Government Now Conference, Akron, Ohio, October 13, 2011.

“Striving for Brighter Future in Ohio through Intergovernmental Collaboration”, Ohio Association of Educational Services Centers, Columbus, Ohio, September 13, 2011.

“Collaborating Across Governments: Can We Take Advantage of a Crisis?”, testimony for the Ohio Legislature’s Budget and Management Commission, Columbus, Ohio, August 25, 2010.

SELECTED HONORS AND AWARDS

KSU Excellence in Action Profile: the Innovator’s Collaboration Series, 2011; Andrew Mellon Fellow, U. of Pittsburgh, 2000; La Follette Institute Fellow, U. of Wisconsin-Madison, 1984-86; Magna Cum Laude & Phi Beta Kappa, Beloit College, 1981.

Kenneth J. Slenkovich
9210 Glenwood Trail
Brecksville, OH 44141
440-567-1457
kslenkov@kent.edu

EDUCATION

1989	Post-MA	Case Western Reserve University <i>Medical Anthropology and International Health</i>	Cleveland, OH
1988	Post-MA	University of Florida <i>Anthropology</i>	Gainesville, FL
1981	MA	Fuller Theological Seminary <i>Community & Leadership Development</i> <i>Applied Anthropology</i>	Pasadena, CA
1977	BA	University of Colorado <i>Psychology and Sociology</i>	Boulder, CO

SELECT EMPLOYMENT

2009-Present	Kent State University, College of Public Health <i>Assistant Dean for Operations and External Affairs, and Adjunct Faculty</i>	Kent, OH
2009-Present	The Center for Community Solutions <i>of Policy, Planning and Programs</i>	Cleveland, OH <i>Director</i>
2002-2008	State of Ohio 1. Ohio Department of Health, Columbus, Ohio (2008) <i>Local Health Department Liaison</i> 2. Ohio Tobacco Use Prevention and Control Foundation, Columbus, Ohio (2002-2005 and 2007-2008) <i>Director of Cessation Services and Program Director</i>	Columbus, OH
2005-2007	Cuyahoga County Board of Health <i>Director of Policy and Planning</i>	Parma, Ohio
1990-2001	Federation for Community Planning <i>of Policy, Planning and Programs, and Holder of W.C. and E.M. Treuhaft Chair in Health Planning</i>	Cleveland, OH <i>Director</i>
1998-1990	Community Health Consultant	Cleveland, OH

SAMPLE PROJECT MANAGEMENT DESCRIPTIONS

A. PUBLIC HEALTH AND HEALTH CARE PLANNING AND PROGRAM DEVELOPMENT

1. Local Public Health System Assessment

Conducted analyses of local public health systems using the National Public Health Performance Standards Program assessment tools for the following Ohio health departments: Elyria City, Lorain City, Lorain County, Cuyahoga County, and a regional assessment of 12 Northeast Ohio local health departments.

2. Strengthening Northeast Ohio's Public Health System

Initiated and directed a multi-county effort to increase the capacity of public health and health care organizations to identify, prioritize, and address community health problems. The project was funded by grants totaling \$500,000+ from the Ohio Dept. of Health and four Cleveland-based foundations. I facilitated meetings between the major public health agencies, healthcare organizations, government and private funders, and non-profit social service providers in Cuyahoga County that resulted in the selection of 10 community health priorities. In addition, the project included neighborhood level data analysis, a survey of national best practices and innovative programs, and a community asset inventory related to the 10 priority issues.

3. Local Health Department Merger Analysis

Conducted analyses that provided fiscal, administrative, programmatic, and statutory information and data to the Canton City, Stark County, Akron City, Summit County, Portage County, Kent City, and Ravenna City health departments to inform their decision making process regarding merging the depts. In addition to compiling and analyzing the data/information, I also facilitated discussions with officials from both depts. to determine most appropriate policy decisions.

3. Ohio's Public Health Plan

Served as the principle consultant to the Ohio Department of Health in developing *Ohio's Public Health Plan*, a blueprint for strengthening the state and local public health system in Ohio. The plan was developed over a two-year period in which I facilitated and oversaw a series of meetings with 125+ representatives in the fields of public health, education, government, healthcare, and social services from every region of the state. I oversaw five workgroups that developed the theoretical basis, operational principles, and recommendations included in the Plan.

5. Community Health Indicators Project

Served on a technical advisory committee that oversaw the compilation and publication of seventy health status indicators for Cuyahoga County that formed the basis for a number of local intervention programs. Headed up a multidisciplinary team that used the data to set community priorities.

SELECT ARTICLES, REPORTS & STUDIES

A. PUBLISHED

1. Slenkovich, Kenneth J. "Healthy Cleveland/Healthy Cuyahoga 2010." *Planning & Action* July 26, 2000, Federation for Community Planning, Cleveland, OH.
2. Slenkovich, Kenneth J., Gene Nixon, et al. "Mobilizing Communities: Methods and Approaches." *Common Health*, American International Health Alliance, Washington, D.C., Fall 1999.
3. Slenkovich, Kenneth J., "Ohio's Public Health Plan: Guiding Health Departments into the Twenty-First Century." *Planning & Action*, Federation for Community Planning, Cleveland, OH, Winter 1997.
4. *Ohio's Public Health Plan: Strategies for Implementing the Five Point Plan*. Ohio Department of Health, Columbus, OH, June 1997.

B. UNPUBLISHED

1. Slenkovich, Kenneth, Budnick, Aimee and Boulter, JoAnne. Report to the Task Force to Improve Public Health in Portage County, January 2012.
2. Slenkovich, Kenneth, Hussey, David, Olds, R.Scott, Jarosz, Jillian, and Odhiambo, Lorriane. Tri-County Community Health Assessment and Planning Initiative, June 2011. A report for Mahoning, Trumbull and Columbiana counties.
3. Slenkovich, Kenneth, Ackerman, Susan and Feinn, Wendy. Report to the Summit County Health Department Consolidation Steering Committee, Dec. 2009.
4. The Community Health Indicator Project: A Foundation for Improving Health in Cleveland and Cuyahoga County. Case Western Reserve University, Cleveland, OH, October 1998.
5. Slenkovich, Kenneth J. and Peggy Hallisy. Health and Social Service Needs: Hispanics in Lorain County, 1994.
6. Kimber, Frank, Peggie Price and Kenneth Slenkovich. Analysis of the Canton City Health Department and the Stark County Health Department, September 1994.
7. Slenkovich, Kenneth J. and Peggy Hallisy. East Cleveland Health Needs Assessment, 1992.

GRANTS

1. **Ohio Dept. of Health, Cleveland Foundation, Mt. Sinai Health Care Foundation, Sisters of Charity Foundation, and St. Luke's Foundation (joint funded project)**
Grant amount - \$532,000 over two years.
2. **American International Health Alliance (U.S. Agency for International Development funds awarded through AIHA)**
Grant amount - \$325,000 renewed annually.
3. **Ohio Dept. of Health, U.S. Centers for Disease Control (federal funds awarded through the state)**
Grant amount - \$399,000 renewed annually.
4. **U.S. Dept. of Health and Human Services, Bureau of Primary Health Care**
Grant amount - \$744,000 renewed annually.

SELECT COMMUNITY BOARDS AND ADVISORY COMMITTEES

(Current and Past Memberships)

A. BOARDS OF TRUSTEES

- Ohio Public Health Leadership Institute

B. ADVISORY COUNCILS

- Better Health Greater Cleveland, Leadership Team
- Chair, Public Health Professional Practice Committee, KSU College of Public Health
- Ohio Department of Health, State Health Improvement Plan Advisory Committee
- Case Western Reserve University School of Medicine, Urban Health Council

Joshua J. Filla, MPA
126 Lowry Hall, Kent State University, Kent, Ohio 44242
(330)-672-7148 | jfilla@kent.edu

EDUCATION:

Kent State University

Masters of Public Administration, Public Policy (2011)

- Focus on public policy research and analysis.
- Gained skills related to public sector management and budgeting.
- Capstone focused on collaborative economic development strategies that are available to local governments in Ohio.

Kent State University

Bachelors of Science in Electronic Media Production, Political Science Minor (2009)

- Focus on written, verbal, and visual communication.
- Gained an understanding of journalistic ethics and law.
- Focus on the role of mass media in a democracy.
- Graduated with honors: Cum Laude.

PROFESSIONAL EXPERIENCE:

College of Public Health, Kent State University (June 2012 - Present)

Outreach Program Officer

- Assist faculty and staff members on a variety of projects relating to intergovernmental collaboration, public health policy, environmental policy, and public sector management and training programs with outside organizations.
- Serve as primary point of contact between Center for Public Health Practice and Policy, project partners, clients, and the general public.
- Perform grant seeking and preparation duties.
- Manage centralized email account relating to applied research, service and educational projects
- Contribute to the College's website on issues associated with applied research and educational opportunities where appropriate.
- Assist faculty and administrative leaders in building and maintaining relationships with external organizations.

Center for Public Administration and Public Policy, Kent State University (June 2010 – May 2012)

Graduate Research Assistant (June 2010 - May 2011)

- Performed grant seeking and preparation duties
- Performed research in two main areas:
 - Environmental policy and water quality.
 - Local government collaboration.

Independent Contractor (December 2011)

- Assisted the Center with an educational program that sought to educate local government officials in Portage County on various collaborative economic development arrangements.

Research Assistant (February 2012 – May 2012)

- Assisted the Director with coordinating project activities.
- Member of project team that performed an analysis of Public Health Department Consolidation in Summit County, Ohio.

City of Ravenna (June 2011-July 2011)

Independent Contractor

- Worked with the City of Ravenna's Economic Development Director to expand the city's social media and Internet presence.
- Performed research on collaborative economic development strategies that could be utilized by the city to create a stronger economic climate within the city and expand its tax base.
- Assisted with the development of a grant application for USDA funding to establish a farmers' market in Ravenna.

Portage County Park District (January 2011-May 2011)

Intern

- Performed outreach efforts to increase the park district's capacity to collect geographical and biological information on its existing properties.

Reports and Articles:

"Consolidating Health Departments in Summit County, Ohio: A One Year Retrospective" (with John Hoornbeek, Aimee Budnik, and Tegan Beechey), College of Public Health and Center for Public Administration and Public Policy, Kent State University, for Summit County Public Health (SCPH), 2012.

"Collaborative Economic Development in Portage County" (with John Hoornbeek and Heather Sell), Center for Public Administration and Public Policy, Kent State University, for the City of Ravenna, Ohio, 2012.

"Measuring Water Quality Improvements: TMDL Implementation, Progress, Indicators, and Tracking" (with John Hoornbeek, Evan Hansen, Anne Hereford, and Sayantani Satpathi), Center for Public Administration and Public Policy, Kent State University, for the US Environmental Protection Agency, 2011.

"Innovators Collaborative Series: An Inventory of Local Government Collaborations in Northeast Ohio", (with John Hoornbeek, Tegan Beechey, Heather Sell, Kelly Engelhart, and Vasili Rukhudze), Center for Public Administration & Public Policy, Kent State University, <http://www.kent.edu/intergovernmentalcollaboration/index.cfm>, 2011.

"Intergovernmental Collaboration: A Useful Tool in Tough Fiscal Times" (with John Hoornbeek), in Cities and Villages Magazine, Ohio Municipal League, November/December, 2010.

"2010 Efficient Government Now Survey Summary" (with John Hoornbeek and Kerry Macomber), Center for Public Administration and Public Policy, for the Fund for Our Economic Future, Summer, 2010.

Bent, Nicole

From: Joseph D. Fisher <Joseph.Fisher@ci.ravenna.oh.us>
Sent: Monday, October 22, 2012 2:39 PM
To: lgif
Cc: FILLA, JOSHUA (jfilla@kent.edu); John Hoornbeek (jhoornbe@kent.edu)
Subject: Cure-Transforming Public Health Services in Portage County
Attachments: Updated - Transforming Public Health Services in Portage County 01.pdf

Ms. Thea Walsh, AICP

Deputy Chief, Office of Redevelopment

Ohio Department of Development

Columbus, OH

Dear Ms. Walsh,

There were two issues identified by the Ohio Department of Development's cure review process of the City of Ravenna's LGIF proposal.

The first issue raised was related to the proposal's Project Budget. This issue relates to the fact that our Project Budget's total sources of funding exceeded the total uses of funds. This was due to the fact that we had \$1,265 under our sources of funds that represents an in-kind match from past Portage County Task Force meetings, which set in motion the process that has directly led to this proposal. However, we did not have this amount entered into the "uses of funds" category. Since those funds have already been spent, we simply added the \$1,265 under the uses of funds category and now the total sources of funds is equal to our anticipated uses of the funds for the project.

The second issue raised relates to our proposal's Return on Investment (ROI) calculation. While we spelled out this calculation in some detail in our narrative, we apparently neglected to enter the calculation into the application's model ROI formula. To address this issue, we have entered the calculation that was outlined in the narrative into the ROI model formula.

Please see the updated Transforming Public Health in Portage County LGIF application that is attached. It includes the changes discussed above, and we believe it now addresses the questions that have been raised.

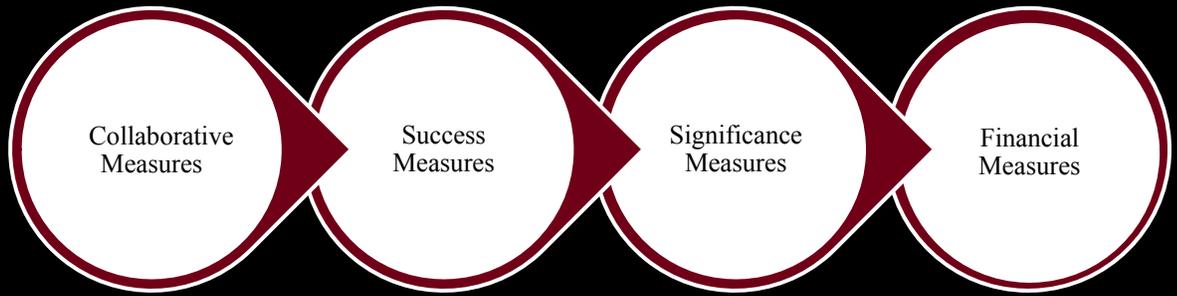
Thank you for the opportunity to provide responses to the issues you above. Please do contact me if any additional questions arise with respect to this proposal

Sincerely,

Joseph Fisher

Joseph D. Fisher FNP, MSN
Ravenna City Health Commissioner
work: 330-296-4478
cell: 330-327-9962

email: joseph.fisher@ci.ravenna.oh.us



Round 3: Application Form

Local Government Innovation Fund

Step One: Fill out this Application Form in its entirety.

Step Two: Fill out the online submission form and submit your application materials. All supplemental application materials should be combined into one file for submission.

LGIF: Applicant Profile

Lead Applicant	
Project Name	
Type of Request	
Funding Request	
JobsOhio Region	
Number of Collaborative Partners	

Office of Redevelopment

Website: <http://development.ohio.gov/Urban/LGIF.htm>

Email: LGIF@development.ohio.gov

Phone: 614 | 995 2292

Lead Applicant		Round 3	
Project Name		Type of Request	

Lead Applicant				
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
City, Township or Village			Population (2010)	
County			Population (2010)	
Did the lead applicant provide a resolution of support?		Yes (Attached)	No (In Process)	

Project Contact				
Complete the section below with information for the individual to be contacted on matters involving this application.				
	Project Contact		Title	
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
Email Address			Phone Number	

Fiscal Officer				
Complete the section below with information for the entity and individual serving as the fiscal agent for the project.				
	Fiscal Officer		Title	
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
Email Address			Phone Number	
Is your organization registered in OAKS as a vendor?		Yes	No	

Section 1
Contacts

Lead Applicant		Round 3	
Project Name		Type of	

Single Applicant		
Is your organization applying as a single entity?	Yes	No
Participating Entity: (1 point) for single applicants		

Collaborative Partners		
Does the proposal involve other entities acting as collaborative partners?	Yes	No
<p>Applicants applying with a collaborative partner are required to show proof of the partnership with a partnership agreement signed by each partner and resolutions of support from the governing entities. If the collaborative partner does not have a governing entity, a letter of support from the partnering organization is sufficient. Include these documents in the supporting documents section of the application.</p> <p>In the section below, applicants are required to identify population information and the nature of the partnership.</p> <p>Each collaborative partner should also be clearly and separately identified on pages 4-5.</p>		
Number of Collaborative Partners who signed the partnership agreement, and provided resolutions of support.		
Participating Entity: (5 points) allocated to projects with collaborative partners.		

Population		
The applicant is required to provide information from the 2010 U.S. Census information, available at: http://factfinder2.census.gov/		
Does the applicant (or collaborative partner) represent a city, township or village with a population of less than 20,000 residents?	Yes	No
	List Entity	
	Municipality/Township	Population
Does the applicant (or collaborative partner) represent a county with a population of less than 235,000 residents?	Yes	No
	List Entity	
	County	Population
Population: (3-5 points) determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.		

Section 2 Collaborative Partners

Lead Applicant		Round 3	
Project Name		Type of Request	

Nature of Partnership (2000 character limit)

As agreed upon in the partnership agreement, please identify the nature of the partnership, and explain how the main applicant and the partners will work together on the proposed project.

Section 2 Collaborative Partners

List of Partners

The applicant applying with collaborative partners (defined in §1.03 of the LGIF Policies) must include the following information for each applicant:

- Name of collaborative partners
- Contact Information
- Population data (derived from the 2010 U.S. Census)

If the project involves more than 12 collaborative partners, additional forms are available on the LGIF website.

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 1					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 2					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 3					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 4					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 5					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 6					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 7					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 8					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 9					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 10					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 11					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 12					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3	
Project Name		Type of Request	

Identification of the Type of Award	
Targeted Approach	

Project Description (4000 character limit)

Please provide a general description of the project. The information provided will be used for council briefings, program, and marketing materials.

Section 3
Project Information

Lead Applicant		Round 3	
Project Name		Type of Request	

Past Success	Yes	No
Past Success (5 points)		
Provide a summary of past efforts to implement a project to improve efficiency, implement shared services, coproduction, or a merger. (1000 character limit)		

Scalable/Replicable Proposal	Scalable	Replicable	Both
Scalable/Replicable (10 points)			
Provide a summary of how the applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments. (1000 character limit)			

Section 3
Project Information

Probability of Success	Yes	No
Probability of Success (5 points)		
Provide a summary of the likelihood of the grant study recommendations being implemented. Applicants requesting a loan should provide a summary of the probability of savings from the loan request. (1000 character limit)		

Lead Applicant		Round 3	
Project Name		Type of Request	

Performance Audit Implementation/Cost Benchmarking	Yes	No
Performance Audit/Benchmarking (5 points)		
<p>If the project is the result of recommendations from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or a cost benchmarking study, please attach a copy with the supporting documents. In the section below, provide a summary of the performance audit or cost benchmarking study. (1000 character limit)</p>		

Economic Impact	Yes	No
Economic Impact (5 points)		
<p>Provide a summary of how the proposal will promote a business environment (through a private business relationship) and/or provide for community attraction. (1000 character limit)</p>		

Section 3
Project Information

Response to Economic Demand	Yes	No
Response to Economic Demand (5 points)		
<p>Provide a summary of how the project responds to substantial changes in economic demand for local or regional government services. The narrative should include a description of the current service level. (1000 character limit)</p>		

Budget Information

General Instructions

- Both the Project Budget and Program Budgets are required to be filled out in this form.
- Consolidate budget information to fit in the form. Additional budget detail may be provided in the budget narrative or in an attachment in Section 5: Supplemental Information.

Project Budget:

- The Project Budget justification must be explained in the Project Budget Narrative section of the application. This section is also used to explain the reasoning behind any items on the budget that are not self explanatory, and provide additional detail about project expenses.
- The Project Budget should be for the period that covers the entire project. The look-back period for in-kind contributions is two (2) years. These contributions are considered a part of the total project costs.
- For the Project Budget, indicate which entity and revenue source will be used to fund each expense. This information will be used to help determine eligible project expenses.
- Please provide documentation of all in-kind match contributions in the supporting documents section. For future in-kind match contributions, supporting documentation will be provided at a later date.

Program Budget:

- Six (6) years of Program Budgets should be provided. The standard submission should include three years previous budgets (actual), and three years of projections including implementation of the proposed project. A second set of three years of projections (one set including implementation of this program, and one set where no shared services occurred) may be provided in lieu of three years previous if this does not apply to the proposed project.
- Please use the Program Budget Narrative section to explain any unusual activities or expenses, and to defend the budget projections. If the budget requires the combining of costs on the budget template, please explain this in the narrative.

Return on Investment:

- A Return on Investment calculation is required, and should reference cost savings, cost avoidance and/or increased revenues indicated in the budget projection sections of the application. Use the space designated for narrative to justify this calculation, using references when appropriate.

For Loan Applications only:

- Using the space provided, outline a loan repayment structure.
- Attach three years prior financial documents related to the financial health of the lead applicant (balance sheet, income statement, and a statement of cash flows).

Lead Applicant		Round 3	
Project Name		Type of Request	

Project Budget

Sources of Funds

LGIF Request:

Cash Match (List Sources Below):

Source:	<input style="width: 100%;" type="text"/>

In-Kind Match (List Sources Below):

Source:	<input style="width: 100%;" type="text"/>
Source:	<input style="width: 100%;" type="text"/>
Source:	<input style="width: 100%;" type="text"/>

Total Match:
Total Sources:

Uses of Funds

	<u>Amount</u>	<u>Revenue Source</u>
Consultant Fees:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Legal Fees:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Total Uses:
Local Match Percentage:

* Please note that this match percentage will be included in your grant/loan agreement and cannot be changed after awards are made.

Local Match Percentage = (Match Amount/Project Cost) * 100 (10% match required)
10-39.99% (1 point) 40-69.99% (3 points) 70% or greater (5 points)

Project Budget Narrative: Use this space to justify any expenses that are not self-explanatory.

Section 4 Financial Information

Lead Applicant		Round 3	
Project Name		Type of Request	

Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Amount	Amount	Amount
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training and Professional Development			
Insurance			
Travel			
Capital and Equipment Expenses			
Supplies, Printing, Copying, and Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
TOTAL EXPENSES			
Revenues	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, and Earned Revenue			
Local Government: _____			
Local Government: _____			
Local Government: _____			
State Government			
Federal Government			
*Other - _____			
*Other - _____			
*Other - _____			
Membership Income			
Program Service Fees			
Investment Income			
TOTAL REVENUES			

Lead Applicant		Round 3	
Project Name		Type of Request	

Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Amount	Amount	Amount
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training and Professional Development			
Insurance			
Travel			
Capital and Equipment Expenses			
Supplies, Printing, Copying, and Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
TOTAL EXPENSES			
Revenues	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, and Earned Revenue			
Local Government: _____			
Local Government: _____			
Local Government: _____			
State Government			
Federal Government			
*Other - _____			
*Other - _____			
*Other - _____			
Membership Income			
Program Service Fees			
Investment Income			
TOTAL REVENUES			

Lead Applicant		Round 3
Project Name		Type of Request

Program Budget

Use this space to justify the program budget and/or explain any usual revenues or expenses (6000 characters max).

Section 4: Financial Information Scoring

- (5 points) Applicant provided complete and accurate budget information and narrative justification for a total of six fiscal years.
- (3 points) Applicant provided complete and accurate budget information and for at least three fiscal years.
- (1 point) Applicant provided complete and accurate budget information for less than three fiscal years.

Lead Applicant		Round 3	
Project Name		Type of Request	

Return On Investment

Return on Investment is a performance measure used to evaluate the efficiency of an investment. To derive the expected return on investment, divide the net gains of the project by the net costs. For these calculations, please use the implementation gains and costs, NOT the project costs (the cost of the feasibility, planning, or management study)--unless the results of this study will lead to direct savings without additional implementation costs. The gains from this project should be derived from the prior and future program budgets provided, and should be justified in the return on investment narrative.

Return on Investment Formulas:

Consider the following questions when determining the appropriate ROI formula for the project. Check the box of the formula used to determine the ROI for the project. These numbers should refer to savings/revenues illustrated in projected budgets.

Do you expect cost savings from efficiency from the project?

Use this formula:
$$\frac{\text{Total \$ Saved}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect cost avoidance from the implementation of the project/program?

Use this formula:
$$\frac{\text{Total Cost Avoided}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect increased revenues as a result of the project/program?

Use this formula:
$$\frac{\text{Total New Revenue}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Expected Return on Investment = _____ * 100 = _____

Return on Investment Justification Narrative: In the space below, briefly describe the nature of the expected return on investment, using references when appropriate. (1300 character limit)

Expected Return on Investment is:

Less than 25% (10 points)
25%-74.99% (20 points)
Greater than 75% (30 points)

Questions about how to calculate ROI? Please contact the Office of Redevelopment at 614-995-2292 or lgif@development.ohio.gov

Section 4
Financial Information

Lead Applicant		Round 3	
Project Name		Type of Request	

Loan Repayment Structure

Please outline the preferred loan repayment structure. At a minimum, please include the following: the entities responsible for repayment of the loan, all parties responsible for providing match amounts, and an alternative funding source (in lieu of collateral). Applicants will have two years to complete the project upon execution of the loan agreement, and the repayment period will begin upon the final disbursement of the loan funds. A description of expected savings over the term of the loan may be used as a repayment source.

Section 4
Financial Information

Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e. emergency, rainy day, or contingency fund, etc).

Applicant clearly demonstrates a secondary repayment source (5 points)	Applicant does not have a secondary repayment source (0 points)
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Lead Applicant		Round 3	
Project Name		Type of Request	

Scoring Overview

Section 1: Collaborative Measures

Collaborative Measures	Description	Max Points		Applicant Self Score
Population	Applicant's population (or the population of the area(s) served) falls within one of the listed categories as determined by the U.S. Census Bureau. Population scoring will be determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.	5		
Participating Entities	Applicant has executed partnership agreements outlining all collaborative partners and participation agreements and has resolutions of support. (Note: Sole applicants only need to provide a resolution of support from its governing entity.	5		

Section 2: Success Measures

Past Success	Applicant has successfully implemented, or is following project guidance from a shared services model, for an efficiency, shared service, coproduction or merger project in the past.	5		
Scalable/Replicable Proposal	Applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments.	10		
Probability of Success	Applicant provides a documented need for the project and clearly outlines the likelihood of the need being met.	5		

Section 3: Significance Measures

Performance Audit Implementation/Cost Benchmarking	The project implements a single recommendation from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or is informed by cost benchmarking.	5		
Economic Impact	Applicant demonstrates the project will a promote business environment (i.e., demonstrates a business relationship resulting from the project) and will provide for community attraction (i.e., cost avoidance with respect to taxes)	5		
Response to Economic Demand	The project responds to current substantial changes in economic demand for local or regional government services.	5		

Section 4: Financial Measures

Financial Information	Applicant includes financial information (i.e., service related operating budgets) for the most recent three years and the three year period following the project. The financial information must be directly related to the scope of the project and will be used as the cost basis for determining any savings resulting from the project.	5		
Local Match	Percentage of local matching funds being contributed to the project. This may include in-kind contributions.	5		
Expected Return	Applicant demonstrates as a percentage of savings (i.e., actual savings, increased revenue, or cost avoidance) an expected return. The return must be derived from the applicant's cost basis.	30		
Repayment Structure (Loan Only)	Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e., emergency fund, rainy day fund, contingency fund, etc.).	5		

Total Points