



MINUTES of November 2, 2020 Regular Meeting
Board of Public Works & Safety and Stormwater Board

Held 2:00 p.m. Goshen Police & Court Building, 111 East Jefferson Street, Goshen, Indiana

Present: Chair Jeremy Stutsman, Member Mike Landis, Member Mary Nichols

Minutes of Oct. 26 were presented.

Landis/Nichols moved to approve minutes of Oct. 26, 2020 as presented. Passed 3-0.

Landis/Nichols moved to add GFD Promotion for Lucas Wickey and Agreements for CDBG Short-term Rent and Utility Assistance and approve the agenda as amended.
PASSED 3-0

Promotion of Lucas T. Wickey to Private First Class

Fire Chief Dan Sink presented the promotion request (memo attached as Exhibit A).

Landis/Nichols moved to approve the promotion of Lucas T. Wickey to Private First Class, effective Nov. 4, 2020.
PASSED 3-0

Mayor Stutsman swore in Lucas T. Wickey.

Promotion of Jade E. Murphy from Probationary Patrol Officer to Patrol Officer

Assistant Police Chief Shawn Turner presented the promotion request.

Landis/Nichols moved to approve the promotion of Jade E. Murphy from Probationary Patrol Officer to Patrol Officer, effective Nov. 1, 2020.
PASSED 3-0

Mayor Stutsman swore in Jade E. Murphy.



Change Order 2: E. Goshen Water Main, JN: 2019-0037

Director of Public Works Dustin Sailor presented the packet memo.

Landis asked about the additional charges for disposal of unsuitable soil. Sailor explained that the material was peat, wood, etc. which could not be disposed of at the planned site. Noted that the additional charges were not only for the disposal, but also for the physical removal, loading, etc.

Landis/Nichols moved to approve Change Order 2 for the East Goshen Water Main Replacement Project for an increase of \$58,517.72 and extension of contract completion date by 29 calendar days.

PASSED 3-0

Community Development Block Grant – COVID-19 Agreements

Community Development Specialist Meaghan Bylsma presented the packet memo.

Landis/Nichols moved to approve the [grant agreements listed in the packet memo] and authorize the Mayor to sign the agreements.

PASSED 3-0

CDBG-CV3 Short-Term Rent & Utility Assistance Program

Bylsma presented the request. (Memo attached as Exhibit B).

Mayor Stutsman said he wanted to do something like this with the first round of CARES Act money, but this was not a qualifying expense; said he is glad federal government is using CDBG for this purpose. Mayor asked Bylsma when we will know when program can begin. Bylsma said that depends on steps in HUD approval process.

Landis/Nichols moved to adopt the City of Goshen CDBG-CV Short-term Rent & Utility Assistance Program.

PASSED 3-0

Flood Resilience Plan Agreement with Christopher Burke

Director of Environmental Resilience Aaron Kingsley presented the packet memo. Mayor said City went through a program after the 2018 flood and this is next step to better understand how and where flooding occurs, as well as what mitigation options might be, along with their effects.



Landis asked whether, based on information from this study, City would attempt to limit development in areas that are unwise. Kingsley said addressing future growth patterns is one of the goals. Landis said he hoped if we do a study such as this we actually do something with it. Mayor said development that has occurred in some areas in the past would not be allowed now because of the flooding.

Landis/Nichols moved to approve the Flood Resilience Plan Development Agreement with Christopher Burke Engineering, LLC and authorize the Mayor to sign on behalf of the Board of Public Works & Safety.

PASSED 3-0

Sewage Works Refunding Bond Engagement Agreements, JN: 2009-0044

Sailor presented the packet memo. BakerTilly partner Eric Walsh summarized the refinancing of the bonds with the goal of reducing the interest rate and saving money. Walsh said typically they advise competitive bidding, but in light of the upcoming election and potential for associated instability they advise a negotiated sale to manage risk. Further explained BakerTilly's role as independent municipal advisor.

Landis asked whether City would be better off even after fees and expenses. Mayor replied that estimates are \$400,000-500,000 savings over 10 years after fees. Discussion about elements of a motion given multiple agreements and memos.

Landis/Nichols moved to approve and authorize the Clerk-Treasurer to sign the engagement letter agreements with BakerTilly and also with Robert W. Baird & Co., Inc.

PASSED 3-0

2020 Bridge Inspection Report, JN: 2020-0015

Engineer Josh Corwin presented the packet memo.

Landis/Nichols moved to accept for review the 2020 bridge inspection report, with further presentation to follow next week.

PASSED 3-0

Acceptance of 2020 Infrastructure Reconstruction, PN: 2020-02

Sailor presented the packet memo.



**Landis/Nichols moved to approve the acceptance of the infrastructure and the maintenance bond.
PASSED 3-0**

NIPSCO Lane Restrictions: College Ave., Dierdorff Rd.

Sailor presented the request on behalf of NIPSCO, noting that each Thursday Engineering staff is meeting with NIPSCO to stay up to date. Mayor asked if NIPSCO was doing a good job with traffic control. Sailor said he had not received any complaints from the public.

Landis/Nichols moved to approve lane restrictions on Dierdorff Rd. Sections 3, 4, 5 and also College Ave. Section 6 as shown on the [map included with packet memo] and traffic control plans beginning Nov. 2-13, 2020.

PASSED 3-0

Extension of Steury Ave. Closure, JN: 2019-0037

Sailor presented the request, explaining that a suspected gas leak delayed completion of work by Miller Pipeline.

Landis/Nichols moved to approve an additional time extension for the closure of the southbound lane of Steury Ave. until Nov. 13, 2020.

PASSED 3-0

PRIVILEGE OF FLOOR: No one spoke.

Stutsman/Landis moved to approve civil city and utility claims and to adjourn. PASSED 3-0

Adjournment at 2:30 p.m.



Exhibit A: Goshen Fire Dept. Memo: Dan Sink re: Lucas T. Wickey promotion (1 page)

Exhibit B: CDBG Short-term Rent and Utility Assistance Agreements (14 pages)

APPROVED

A handwritten signature in black ink, appearing to be "J. Stutsman", written over a horizontal line.

Jeremy Stutsman, Chair

A handwritten signature in black ink, appearing to be "Michael A. Landis", written over a horizontal line.

Michael Landis, Member

A handwritten signature in black ink, appearing to be "Mary Nichols", written over a horizontal line.

Mary Nichols, Member

ATTEST

A handwritten signature in black ink, appearing to be "Adam Scharf", written over a horizontal line.

Adam Scharf, Clerk-Treasurer

EXHIBIT A: 11-2-20



Danny C. Sink, Chief
FIRE DEPARTMENT, CITY OF GOSHEN
209 North Third Street • Goshen, IN 46526-3201

Phone (574) 533-7878 • Fax (574) 534-2804 • TDD (574) 534-3185
dannysink@goshencity.com • www.goshenindiana.org

October 28, 2020

To: Board of Works and Public safety

RE: Promotion of Lucas T. Wickey to Private First Class

From: Fire Chief Danny Sink

Lucas Wickey will completed his probationary year at GFD on November 04, 2020. Based on his performance and recommendations from his shift Battalion Chief and Training Officer; it is my pleasure to request that Lucas be promoted to Private First Class for the Goshen Fire Department, November 04, 2020. Thank you.

Respectfully,

A handwritten signature in cursive script that reads "Danny Sink".



Community Development Block Grant Program
CITY OF GOSHEN
204 East Jefferson Street, Suite 4 • Goshen, IN 46528-3405

Phone (574) 537-3815 • Fax (574) 533-8626 • TDD (574) 534-3185
rhondayoder@goshencity.com • www.goshenindiana.org

MEMORANDUM

TO: Board of Public Works and Safety
FROM: Meaghan Bylsma, Community Development Specialist
DATE: October 29, 2020
RE: Adoption of CDBG-CV Short-Term Rent & Utility Assistance Program

Request adoption of the City of Goshen CDBG-CV Short-Term Rent & Utility Assistance Program. Please see attached overview and forms for more information about Program policy and procedure. A comprehensive set of policies and procedures will be in place after the funding and plans are approved by HUD. Forms attached to the program overview are samples only and will be updated as needed by staff based on CDBG rules and guidance. For example, specific income limits will change over time.

Historically, the Board of Public Works and Safety has adopted CDBG programs and approved subrecipient agreements that implement CDBG-funded activities. Pending HUD approval, the proposed Short-Term Rent & Utility Assistance Program will be directly administered by CDBG staff.

This Program will be implemented to meet the goal of creating a suitable living environment for low- to moderate- income households in Goshen by expanding housing assistance for those affected by the coronavirus. The intended outcomes of this program are to prevent homelessness and utility disconnect. The City has allocated \$130,000 of the \$133,397 CDBG CARES Act third round allocation for this program.

Suggested motion: Move to adopt the City of Goshen CDBG-CV Short-Term Rent & Utility Assistance Program.



City of Goshen CDBG-CV3

Short-Term Rent & Utility Assistance Program

The City of Goshen CDBG program received a second allocation of CARES Act funds to “prevent, prepare for and respond to the coronavirus”. These formula-allocation funds were targeted to communities that have been identified as being high risk for community spread, evictions and job loss. As a block grant, CDBG funds are designed to be strategically expended, directed to the needs of the community and, more-specifically, the needs of low- and moderate-income individuals and households.

The Short-Term Rent & Utility Assistance Program is a unique program implemented to expend these funds, targeting assistance to low- to moderate-income renters in the City of Goshen who have experienced financial hardship as a result of the COVID-19 pandemic in an effort to mitigate the high risk of eviction, homelessness and utility disconnect in our community.

Prior to expending any funds, the City of Goshen commits to the adherence of a comprehensive set of policies and procedures to ensure funds are expended in accordance with HUD guidelines, administered fairly and timely on behalf of eligible applicants and accounted for by extensive electronic and physical records.

The Short-Term Rent & Utility Assistance Program is an application-based program for renters, residing within Goshen city-limits with household incomes below 80% Area Median Income. Applicants must be experiencing financial hardship as a result of the COVID-19 pandemic. The Program intends remain active until allocated funds are expended. The Program will be directly administered by Meaghan Bylsma, Community Development Specialist, supervised by Rhonda Yoder, City Planner and CDBG Administrator. Claims will be processed and mailed directly to landlords and/or NIPSCO by the Clerk-Treasurer’s office utilizing CDBG CARES Act funds. Eligibility requirements apply and will be reviewed with applicants upon initial inquiry as well as made publicly available on the City’s website. Verification of eligibility will be required and kept on file prior to approving assistance and processing of claim. Maximum assistance limits apply and are included within the policies and procedures manual. Coordination with other social service agencies providing emergency assistance is vital to ensure no duplication of assistance has occurred. The Community Development Specialist, as Program Administrator, will be responsible for meeting with applicants, verifying eligibility, ensuring requirements have been met, initiating inter-agency coordination and submitting claims for processing, in addition to maintaining the Program records database.

All program accomplishments and funds will be reported to HUD as directed in 24 CFR part 91.

Attached sample forms:

1. Program Application
2. Duplication of Benefits Affidavit
3. Program FAQ



City of Goshen CDBG-CV

Short-Term Rent & Utility Assistance Program

Program Application

Applicant:

Last Name _____ First Name _____ MI _____

Address _____

Phone # (_____) _____ Alt Phone # (_____) _____

Email _____ Apt Size (# bedrooms) _____

Within City limits? Yes No *Must be "Yes" in order to apply.

Do you rent? Yes No *Must be "Yes" in order to apply.

Income-Based Rent? Yes No *Must be "No" in order to apply.

COVID-19:

To qualify for assistance, at least 1 member of your household must have been directly impacted by the COVID-19 pandemic in a way that has resulted in financial hardship. Documentation showing that the pandemic has negatively affected your household income is required. If you, or someone in your household, has or currently is experiencing financial hardship due to the COVID-19 pandemic but are unsure of what type of documentation is needed for verification, please ask for assistance from staff before your scheduled appointment.

Have you, or someone in your household, been directly affected by COVID-19 which has led to the household's present financial hardship? Yes No

If yes, please briefly describe how the household has been affected.

Assistance Requested: *Maximum assistance amounts apply. Households cannot request more than 6 months' worth of assistance.

Rent: \$ _____ [Signed Lease Required]

No. of months past due and which months (max. 6) _____

_____ *This must be a *past due* amount. Rent is not paid for the future.

What is your monthly rent amount? _____

Landlord Name & Complete Contact Information _____

Utility: \$ _____ [Bill Required]

No. of months past due and which months (max. 6) _____

_____ *This must be a *past due* amount. Utilities are not paid for the future.

Have you applied for IHCD's Low-Income Home Energy Assistance Program?

Yes No

*In order to qualify for utility assistance, the household needs to apply or have applied for this program and show proof of application. Please go to <https://www.in.gov/ihcda/4067.htm> or contact Salvation Army-Goshen (574) 250-1970 for more information.

Household Composition:

List EVERY member of the household, including yourself. Include the relationship of each member to the head of household.

Member Full Name	Relationship	DOB	Age	Gender (male/ female/ non- binary)	*Ethnicity [Not Hispanic or Latino; Hispanic or Latino; No answer]	*Race [White; Black/African- American; Asian; American Indian; Multi-Racial; Other -Please specify]
	Head					

*Indicates required information for HUD statistical reporting purposes.

Is any member of the household severely disabled? _____ If yes, please list which household members are severely disabled and their disability:

Financial Information:

Please list the gross average monthly income amount and source for EVERY household member. Source verification is required for any/all regular monthly income.

Member	Amount	Frequency [Weekly; Biweekly; Monthly]	Source [Job, SSI/SSDI, Child Support, TANF, Unemployment, Other benefit-specify]	Documentation Provided?	Annual Amount:

For Staff Use: Total Household Annual Income: \$ _____ % AMI Range (Must not be greater than 80%) _____

Assets:

Bank Accounts

- Checking Savings Other (e.g. IRA, trust, certificates of deposit)

Bank Name, Address & Phone _____

Employer Information:

Job 1:

Employer _____

Address and Phone # _____

Contact Person and title _____

Hourly wage \$ _____ Hours per week _____

Job 2* (if applicable or for another person in household over 18yrs):

Employer _____

Address and Phone # _____

Contact Person and title _____

Hourly wage \$ _____ Hours per week _____

*Attach additional forms if there are more than two employers applicable to this household.

Briefly describe the plan for improving the household's financial situation should assistance be granted.

Duplication of Benefits:

Have you, or any member of your household, received rent and/or utility assistance within the last 12 months from any other agency? If yes, where, when and how much was provided?

Agency	Assistance Request	When	Amount Received
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Consent for Services, Policies & Authorization to Release Information:

The above information is true and complete to the best of my/our knowledge. I/We understand that falsifying any information or failing to disclose pertinent information with regard to my/this household's eligibility for assistance, I/we forfeit my/our eligibility for this program. This includes, but is not limited to, failing to disclose regular income or receiving a duplicate benefit from another source for the same expense.

By signing and submitting this application and choosing to move forward with establishing eligibility for this program, I/the household consents to and authorizes program staff to verify the above information through written, electronic and/or oral communication with my/our landlord, utility company, employer and/or other outside social service agency which provides emergency assistance. Communication will be limited to the purposes of establishing eligibility for rent and/or utility assistance through this program and ensuring a duplication of services and funds has not occurred. With the exception of communication with the applicable parties as described above, specific identifying information and personal financial information will be kept confidential. HUD requires basic demographic information such as ethnicity, race and income level reported for all beneficiaries, but, otherwise, no personal information will be disclosed.

I/We understand that participation in this program is voluntary and subject to eligibility criteria and providing the required verification documentation. Assistance will not be granted without all requirements being met. I/We understand that I/listed household members can only request assistance for up to 6 calendar months during the life of the program or the maximum amount equal to 6 months' worth of assistance. Assistance is provided on a first come, first served basis, by appointment only until program funds are expended. Furthermore, I/we understand and consent to the program policies and procedures. Application must be completed at the time of my/our appointment, and all verification documentation must be submitted at that time. If missing one or more pieces of required documentation, but otherwise demonstrating best efforts to participate and supply necessary information, I/we will have one (1) business day following the scheduled appointment to submit remaining required documentation. If required documentation is not submitted within one business day, my/our application will not be processed. Once all requirements have been met, verifying eligibility and application processing may take up to two (2) business days following the scheduled appointment and 14-21 days for payment to be sent to landlords and/or the utility company. It is my/our full responsibility to obtain and submit a completed application and all required verification documentation. The Community Development Specialist or City of Goshen is not responsible for incomplete applications, insufficient verification documentation or those that do not meet eligibility criteria.

Head of Household:

Signed	Print Name	Date
--------	------------	------

Additional Household Members (Over the age of 18yrs old)

Signed	Print Name	Date
---------------	-------------------	-------------

Signed	Print Name	Date
---------------	-------------------	-------------

Signed	Print Name	Date
---------------	-------------------	-------------

Signed	Print Name	Date
---------------	-------------------	-------------

Signed	Print Name	Date
---------------	-------------------	-------------



City of Goshen CDBG-CV3

Short-Term Rent & Utility Assistance Program

Duplication of Benefits Affidavit (“Affidavit”)

I/We, _____ affirm the following:

[Head of household and co-head of household (if applicable) must initial all statements indicating understanding and agreement]

1. I/We rent property at _____ within the City of Goshen, Indiana and are experiencing a financial hardship due to COVID-19 and need assistance with rent and/or utility expenses. _____
2. I/We am/are executing this Affidavit in connection with the Short-Term Rent & Utility Program with the City of Goshen and Community Development Block Grant funds. _____
3. In addition, I/we have received or will receive the following amounts and types of assistance from the sources listed below for rent and/or utility assistance for the same month(s) in which we are seeking assistance from the City. _____

	Amount of Assistance	Rent or Utility?	For which month(s)
Elkhart Township Trustee	\$		
Salvation Army	\$		
Interfaith Hospitality Network	\$		
LaCasa	\$		
Other agencies	\$		
Church (specify)	\$		
Other/Additional assistance received	\$		

4. The Stafford Act and 42 USC 5155(a) strictly prohibits the receipt of duplicative assistance utilizing Federal funds, particularly funds allocated as a result of a disaster or urgent need. Duplicative assistance/Duplication of benefits can be characterized by receiving an amount greater than the need. Every effort must be made to monitor for and prevent the occurrence of duplicative assistance. _____
5. I/We understand that the amount of assistance received by me/the household from the City of Goshen must be reduced by the amount of duplicative assistance received or will be received for the household from other sources for the same purpose. For example, if rent amount due was \$500 and Agency 1 assisted with \$400, the City can/will not assist with more than \$100. _____
6. Should a duplication of benefits occur, I/we **must** repay the assistance received from the City of Goshen. _____

7. I/We certify under State and Federal penalties for perjury and fraud that the information provided above is true and accurate and acknowledge that repayment of all assistance received by me/the household from the City of Goshen, or further legal action, may be required in the event that I/we provide false, incomplete or misleading information in this Affidavit or throughout the program application process. _____

Signature of Applicant/HOH _____

Printed Name of Applicant/HOH _____

Date _____

Signature of Adult Member/Co-HOH _____

Printed Name of Adult Member/Co-HOH _____

Date _____



City of Goshen CDBG-CV3

Short-Term Rent & Utility Assistance Program

Frequently Asked Questions

1. What is the CDBG-CV3 Short-Term Rent & Utility Program?
 - A. This program provides rent and/or utility assistance to income-eligible households for up to 6 months who are at risk of eviction or utility disconnect due to the COVID-19 pandemic.

2. Who is eligible to apply?
 - A. Households, renting within the City of Goshen, with a **total** household income that does not exceed 80% Area Median Income. Financial hardship must be as a result of the COVID-19 pandemic. Applicant cannot be residing in income-based housing or a Housing Choice Voucher (Section 8) recipient. The current limits are shown below and are subject to change if updated limits are released.

Household Size	80% AMI	Monthly Income
1 Person	\$39,350	\$3,279
2 Person	\$44,950	\$3,745
3 Person	\$50,550	\$4,212
4 Person	\$56,150	\$4,679
5 Person	\$60,650	\$5,054
6 Person	\$65,150	\$5,549
7 Person	\$69,650	\$5,804
8 Person	\$74,150	\$6,179

3. How do I apply?
 - A. Contact Meaghan Bylsma, Community Development Specialist for the City of Goshen, either via phone (574) 533-9370 or email meaghanbylsma@goshencity.com to express interest in applying. Basic demographic information as well as a preliminary determination as to the household’s eligibility will be discussed. If basic criteria are met, an appointment will be scheduled to continue with the application process. **You must call first and have a scheduled appointment.** Completed applications will not be accepted on a walk-in basis.

4. What do I need in order to apply?
 - A. You will need all applicable verification documents as listed in the Requirements Checklist [Link] as well as the Program Application [Link] and signed Duplication of Benefits Affidavit [Link] **at the time of your appointment.** If seeking rent

assistance, your landlord will need to complete documentation as well. This will be discussed with you when you express interest in applying for the program.

5. I don't have a printer so I can't get these forms done prior to my appointment. What should I do?
 - A. Every effort will be made to ensure all documentation is complete at the time you arrive to your appointment. If you don't have a printer, you are welcome to pick up application materials at the Goshen Annex Building at 204 E. Jefferson St., Goshen, after calling to express interest in applying.

6. What if I need help paying my rent or utilities, but my financial hardship is not related to COVID-19?
 - A. These grants funds are for the sole purpose of "preventing, preparing for and responding to the coronavirus"; therefore, assistance cannot be granted if the hardship is unrelated to COVID-19. It is recommended you seek assistance from another community resource, such as the Township Trustee, or contact your landlord.

7. What if I need help paying my rent or utilities and have a Goshen address, but I live outside the City of Goshen?
 - A. These grant funds must be spent in the jurisdiction in which they were awarded. It is recommended you contact the Township Trustee for your area first to discuss your situation.

8. What if I don't have any income right now? How can I verify that?
 - A. Please disclose that information when you call and that process can be discussed. Not having any income does not disqualify you from this program. You may be required to complete a Self-Certification Form and have another agency that is familiar with your financial circumstances attest to your situation. You will still be required to provide other verification documentation, such as any applicable bank statements.

9. I am very behind in my rent and/or my utilities. Can you help with that?
 - A. If you meet the criteria and provide the required documentation, this program can help with **up to 6 months** of past due rent or utilities. Caps on assistance apply. These details can be discussed during your initial phone call/email or appointment.

10. How long does the process take if I'm approved for assistance?
 - A. If all documentation has been submitted and you are determined eligible, the process can take up to 2-3 weeks after your appointment for payment to be received. It is strongly recommended that you do not wait until the last minute to set up an appointment.

11. Will you be giving me a check or my landlord/utility company?
A. Any assistance checks will be made and given directly to the provider-either landlord or utility company. Your landlord will need to complete and submit a W-9 form prior to receiving a check. This will need to be submitted separately either in-person to the Goshen Annex Building or via email.
12. What if I'm behind on both rent and utilities?
A. Please contact us to discuss your situation and amounts owed. Requesting assistance on both does not make you ineligible for this program, but the same cap will still apply.
13. I quit my job because I feared contracting COVID-19. Can you still help me?
A. Possibly, but please call us to discuss your circumstances and the appropriate verification documentation applicable to your situation.
14. I quit my job because my children are now at home and require virtual learning. Can you still help me?
A. Possibly, but please call us to discuss your circumstances and the appropriate verification documentation applicable to your situation.
15. I'm staying in a hotel because I was evicted from my apartment due to COVID-19. Can you pay for my hotel?
A. No. The payment for hotel rooms is an ineligible activity for these grant funds.
16. Why can't you pay for lot rent?
A. Lot rent for mobile home communities is an ineligible cost for these grant funds.
17. I am a homeowner and am having trouble making my mortgage payments. Am I eligible?
A. These funds are being strictly used for renters at this time. There are resources available to you as a homeowner. Locally, please consult with the Township Trustee. You can also contact Indiana Foreclosure Prevention Network at (877) GET-HOPE / (877) 438-4673 or www.877gethope.org. Your mortgage lender may also have ideas to help get you back on track.
18. Do I have to pay the money back?
A. No, these are grant funds and are provided to those who apply, meet all criteria and provide the required documentation. They do not require reimbursement.
19. I have Section 8 and/or live in an apartment in which the rent is based on my income. I have been affected by COVID-19 and am unable to pay my portion of the rent, where can I go for assistance?
A. Please contact the Warsaw Housing Authority if you are a Section 8 recipient or your leasing company if in income-based housing. There are alternative options for you in order to make your rent more affordable.