

April 7, 2017

TO: City Council Member Gerri Harbison, Chair
Government Affairs Committee of City Council

FROM: Wayne S. Davis, City Manager *WSD*

SUBJECT: Government Affairs Committee Meeting of Monday, April 10, 2017

As a reminder, the Government Affairs Committee is scheduled to meet on Monday, April 10 at 4:00 p.m. at City Hall. Items to be discussed include:

1. Surplus Property Disposal (Community and Information Services)—Please find attached correspondence from Matthew Vanderhorst, Community and Information Services Director, requesting that the Government Affairs Committee declare the attached list of miscellaneous equipment as surplus property. If approved, the equipment will be auctioned to the public through GovDeals.com.
2. Surplus Property Disposal (Fire Department)—Please find attached correspondence from Fire Chief, Paul Wright, requesting that the Government Affairs Committee declare the attached list of miscellaneous equipment as surplus property. If approved, the equipment will be auctioned to the public through GovDeals.com.
3. Surplus Property Disposal (Police Department)—Please find attached correspondence from Police Sergeant, Greg Harris, requesting that the Government Affairs Committee declare the listed vehicle as surplus property. If approved, the equipment will be auctioned to the public through GovDeals.com.
4. Montgomery Arts Commission, Shakespeare in the Park, New Event Proposal—Please find attached correspondence from Julie Machon, Recreation Coordinator, requesting that the Government Affairs Committee consider the approval of a new event proposal for a Shakespeare in the Park performance in August of 2017. Staff will be present to review the proposed event and discuss any questions the Committee may have on this proposal.
5. Lanterns and Landmarks Tour, New Event Proposal—Please find attached correspondence from several staff members including Tracy Roblero, Community Development Coordinator; Melissa Hays, Zoning and Code Compliance Officer; Julie Machon, Recreation Coordinator; and Sarah Fink, Recreation Specialist. Staff is requesting that the Government Affairs Committee consider the approval of a new event, a Lanterns and Landmarks Tour, for the fall of 2017. Staff will be present to review the new event and discuss any questions the Committee may have on this proposal.
6. Service to the Community Grant Recommendations for 2017—Staff will be present to review and discuss with the Committee, the attached grant applications from the Church of the Saviour, Sycamore Junior High School and Honor Flight Tri-State for the 2017 Service to the Community Grant.

7. Review of a Proposed Request for Proposal for 2017-2018 Newsletter and 2018 Calendar—Please find attached correspondence from Faith Lynch, Communications and Engagement Coordinator, which provides an update on the Request for Proposals (RFP) process staff intends to follow for the production and printing of the Montgomery Bulletin and Annual City Calendar. To ensure continuation of both the Montgomery Bulletin and the City Calendar staff will complete vendor selection to allow for a contract to begin service in November of 2017. Staff would like to send the RFP out in May and will be present to review the plans and proposed schedule for the RFP process for this important communications piece for the community.
8. Other Business—The purpose of this agenda item is to provide an opportunity to discuss any issue or ask questions that may be on your mind.

Also, attached are the minutes from the March 13, 2017 meeting of the Government Affairs Committee for review and approval at Monday's meeting.

Should you have questions or concerns pertaining to these topics, or have additional items to be discussed at Monday's meeting, please do not hesitate to contact me.

C: Government Affairs Committee Members (2)
Mayor and City Council Members (4)
Connie Gaylor, Administrative Coordinator
Department Heads
File



GOVERNMENT AFFAIRS COMMITTEE OF CITY COUNCIL

10101 Montgomery Road • Montgomery, Ohio 45242 • (513) 891-2424 • Fax (513) 891-2498

Agenda

April 10, 2017

**Montgomery City Hall
10101 Montgomery Road**

4:00 P.M.

- 1. Call to Order**
- 2. New Business**
 - a. Surplus Property Disposal (Community and Information Services)
 - b. Surplus Property Disposal (Fire Department)
 - c. Surplus Property Disposal (Police Department)
 - d. Montgomery Arts Commission, Shakespeare in the Park, New Event Proposal
 - e. Lanterns and Landmarks Tour, New Event Proposal
 - f. Service to the Community Grant Recommendations for 2017
 - g. Review of a Proposed Request for Proposal for 2017-2018 Newsletter and 2018 Calendar
- 3. Old Business**
- 4. Other Business**
- 5. Approval of Minutes— March 13, 2017**
- 6. Adjournment**

April 5, 2017

TO: Wayne Davis, City Manager

FROM: Matthew Vanderhorst, Community and Information Services Director 

SUBJECT: Surplus Equipment

The following listed computer equipment is of no use to the department due to equipment condition and obsolescence and should be designated as surplus by the Government Affairs Committee of City Council.

Manufacturer	Model	Serial Number	Type
Dell	1707FPt 17"	CN-0CC280-71618-633-AM2D	Monitor
Dell	E172FPt 17"	CN-OJ1806-71618-483-CK8N	Monitor
Dell	AX510 19" Includes Sound Bar	CN-0C730C-71623-16G-3110	Monitor
Dell	Inspiron 6000	331DV81	Laptop
Dell	Latitude E6400	40WY3K1	Laptop
Dell	Optiplex 740	D0VCMD1	PC
Dell	Optiplex 740	GY7QDG1	PC
Dell	Optiplex 390	53MPZQ1	PC
Dell	Optiplex 390	GSDHZQ1	PC
Dell	Optiplex 390	GSDGZQ1	PC
HP	Pavilion 3500f	CNX8270F1F	PC

This equipment does have value as parts and will be placed on GovDeals.com for auction. Hard drives have been removed or erased of all data and formatted according to US DoD 5220.22-M standards.

If you have any further questions, please do not hesitate to contact me.

April 3, 2017

TO: Wayne Davis, City Manager
 FROM: Paul Wright, Fire Chief *PCW*
 SUBJECT: Surplus Equipment

The following listed firefighting equipment is of no use to the department due to the age or condition of the equipment and should be designated as surplus by the Government Affairs Committee of City Council.

1) 800 MHz Portable Radios – 34 units

Model	S/N
H18UCF9PW6AN	721CDJ1570
H18UCF9PW6AN	721CDJ1568
H18UCF9PW6AN	721CDJ1577
H18UCF9PW6AN	721CDJ1571
H18UCF9PW6AN	721CDJ1573
H18UCF9PW6AN	721CDJ1569
H18UCF9PW6AN	721CDJ1574
H18UCF9PW6AN	721CDJ1576
H18UCF9PW6AN	721CDJ1572
H18UCF9PW6AN	721CDJ1575
H18UCF9PW6AN	721CDN0980
H18UCF9PW6AN	721CDN0978
H18UCF9PW6AN	721CDN0979
H18UCF9PW6AN	721CDN0968
H18UCF9PW6AN	721CDN0983
H18UCF9PW6AN	721CDN0975
H18UCF9PW6AN	721CDN0982
H18UCF9PW6AN	721CDA1252
H18UCF9PW6AN	721CDA1253
H18UCF9PW6AN	721CDA1263
H09UCF9PW7BN	326ABA3001
H09UCF9PW7BN	326ABA3005
H09UCF9PW7BN	326ABA3006
H09UCF9PW7BN	326ABA3010
H09UCF9PW7BN	326ABA3011
H09UCF9PW7BN	326ABA3019

H18UCF9PW6AN	721CJZE034
H46UCF9PW6BN	205CKZ9520
H18UCF9PW6AN	721CDJ1578
H18UCF9PW6AN	721CHH0687
H18UCF9PW6AN	721CHH0694
H18UCF9PW6AN	721CHH0690
H18UCF9PW6AN	721CMF1963
H18UCF9PW6AN	721CFZ4299

- 2) Radio Shoulder Microphones – 22 units
- 3) Radio Charges – 8 single units & 3 multi-units

The value of the portable radios is approximately \$200 per unit, \$15 per unit for the shoulder microphones and \$5 per unit for the charges. We would like to utilize either Gov Deals or EBay to sell the equipment.

Please let me know if you have any questions.

April 5, 2017

To: Wayne Davis, City Manager

From: Gregory Harris, Police Sergeant 

RE: Request for Vehicle to be declared as Surplus

Request

The Police Department is requesting that the following vehicle be declared as surplus by the Government Affairs Committee of City Council and sold for fair market value as part of our vehicle replacement rotation.

<u>YEAR</u>	<u>DESCRIPTION</u>	<u>VIN#</u>	<u>MILES</u>	<u>VALUE</u>
2013	Ford Police Interceptor Sedan	1FAHP2MT3DG216927	80,957	\$13,000

Background

As part of the Police Department's vehicle replacement rotation, the vehicle will be sold to another government agency directly or by advertisement through the site GovDeals.com and will be sold for fair market value including the Police Package the vehicle is equipped with.

April 6, 2017

To: Wayne S. Davis, City Manager
From: Julie Machon, Recreation Coordinator 
Subject: Shakespeare in the Park, New Event Proposal

Background:

The idea of implementing a theater performance was presented by a guest at a recent Arts Commission meeting. Arts Commission members feel it would be worthwhile to implement a new theatrical component in the arts lineup for Montgomery residents. The only other theatrical opportunity in the Arts Commission's lineup is the Improv at the Uni held in January.

Arts Commission members are proposing "Romeo and Juliet", a Shakespeare in the Park, in Montgomery Park on Sunday, August 27, 2017 from 4:00 to 6:00 p.m. The performance would be contracted through the Cincinnati Shakespeare Company.

No materials or set up is needed – just a reserved open space. According to the booking agreement from the Cincinnati Shakespeare Company (CSC), if a show must be cancelled due to inclement weather, the CSC will make every effort to reschedule the program.

Financial Impact:

The expense of this program is \$900. Although this amount is included in the 2017 Arts and Amenities operating budget, account 485-000-5998, sponsorship will be sought to cover this expense. In the budget book, it is noted that there is \$750 allocated for a "potential new program" and \$700 for a "Kids Program" and the Montgomery Arts Commission proposes to use \$900 from these two noted items for this program.

Recommendation:

The Montgomery Arts Commission believes the proposed program will provide a quality performing arts opportunity to residents and respectfully request the Government Affairs Committee of City Council to authorize the proposed event.



Boards, Commissions or Volunteer Committees

Planning and Authorization Form for Events and Special Projects

To effectively manage the event planning and approval process for all of our volunteers, this form has been put in place to create a checklist that covers the basics of any event and includes prompts to be sure policies are followed and funds are properly accounted for to meet with our audit requirements. This helps to ensure quality events that benefit the community through the cooperative working relationship between our volunteers, staff and partners.

This form is for the purpose of planning events that are to be offered by the City's Boards, Commissions or Volunteer Committees or events done in cooperation with any of these City volunteer based groups. Event cooperatives with non-profit entities must include a shared responsibility for resources and collaborative input into the goal and implementation of an event that benefits the Montgomery community. No City funds or resources can be committed to an outside entity for sponsorship of an event. Definitions for events, sponsorships and City resources are clarified in the policy titled Event Planning and Authorization Procedures for Boards, Commissions and Volunteer Committees. It should be stressed that the City is not a partner nor entering into a joint venture with any third party requesting a cooperative event. Such third party does not have authority to contract on the City's behalf nor commit City resources in planning a cooperative event.

For any new event, this form must be completed and submitted to Government Affairs Committee for approval 120 days prior to the event or cooperative proceeding. For any established event that is budgeted and requires the expenditure of funds or allocation of City resources, this form must be completed and submitted to the City Manager for approval 120 days prior to the event or cooperative proceeding.

- Attach a summary of the event, including a description of the City's role and contribution to the event, for consideration for approval by the Government Affairs Committee of Council or the City Manager or designee. Justify the purpose for this event using feedback data, the City strategic plan, City department goals, City mission, history of event, etc. so that there is a clearly stated need and benefit to the community of Montgomery. The summary should answer how this proposed event will add value to the services the City provides to the citizens of Montgomery.
- The attached summary should cover the event planning items listed on the reverse side of this form including liability and risk management, staffing estimations, anticipated use of City resources, compliance with governing policies, laws and ordinances and other items pertaining to the proposed event. The purpose of the list of event planning items to consider is to prompt the Board, Commission or Volunteer Committee and any item relevant to this proposed event should be detailed and explained in the attached summary.
- A spreadsheet of estimated expenses and estimated revenues should be attached for consideration in evaluating approval of the proposed event. A Services Cost Schedule is attached for better estimation of expenditures and responsible stewardship of City resources.
- If the proposed event is to be in cooperation with an outside non-profit organization(s) , please attach an explanation of that organization(s) intended mission or purpose for the event and include a basic summary of why cooperating with this organization(s) is beneficial to the success of the event and the service to the community.

AUTHORIZATION:

Board/Commission/Volunteer Committee making request: Arts Commission

Event Manager (must be present at event): JULIE MACHON

Date Submitted for Review (must be 120 days prior to the proposed event):

New Event

Events that are funded within the City Budget for Receiving Expenditures of City Funds, Facilities, Staff time and resources.

Government Affairs Committee

City Manager

Date

Date

EVENT PLANNING ITEMS TO CONSIDER:

Venue for event: park reserved shelter or lodge
 rented venue City building annex other _____

Staffing needs: commissions\board members service department
 police department fire department administration department *Recreation*
 volunteers partnership organization(s) contracted staffing

Outside documents needed: insurance certificates workers comp. certificate
 purchase orders waiver forms inspections (health or fire departments)
 rental paperwork (dumpster, blockades, portalets, booths, tents, tables, inflatables, etc)
 permits (electrical, signage, tents, alcohol, street closure, parades, fires, etc.)

Promotional opportunities desired: city website magazines city bulletin
 radio\TV local papers bulletin boards mailer
 flyers posters email blue signs
 other signs other park boards, social media

Consider deadlines for each of these options as well as costs and effectiveness in reaching target market. The Content of City Produced Communications policy will be followed and may limit publicity through City communication vehicles.

Event Management: risk management City liability contracts needed
 cancellation option traffic control setup\cleanup staffing
 notice to residents crowd control City policy, code, ordinances that impact
 recycling containers legal considerations with law director input needed

Revenue Planning:

Participant Fee of \$ _____ ea. (Est. # of Participants _____)
 Vendor Participation Fee of \$ _____ ea. (Est. # of Vendors _____)
 Sponsors (Projected Sponsor Revenue \$ _____)
**Fundraising Policy, if applicable, will be followed.*
 Grants \$ _____ (attach Grant schedule or award receipt)
 Cooperative Planner Contribution of \$ _____
 Budget Account # or Fund 485 000 5998

Feedback method: survey on site survey mailed survey emailed website survey
**include information from guests, vendors, staff, volunteers, participants (Standard evaluation form attached)*
Date to be solicited _____ Date to follow-up _____

Expenditures to be paid from:

Board /Commission / Volunteer Committee Budget Account

Cooperating organization(s)

Follow-up items at conclusion of the event: follow-up on feedback *Thursday*
 thank you notes bulletin article *Friday update*
 intranet sponsor kits other _____

Note that the policy on Event Planning and Authorization Procedures for Boards, Commissions and Volunteer Committees requires a follow-up summary assessment of the event or special project, including evaluative feedback, be submitted within 8 weeks after the event.

Return completed form with approval signatures to the City Recreation Director for record and to your staff liaison for budgeting purposes. Keep a copy of form for reference by the Board \ Commission \ Committee. Standard evaluation form attached for your use. After the event, submit a summary of the event including evaluative feedback results.

For office use: Date received with approval: _____ Staff Initials _____
Date summary received: _____ Staff Initials _____

April 6, 2017

To: Wayne S. Davis, City Manager

From: Tracy Roblero, Community Development Director
Melissa Hays, Zoning and Code Compliance Officer
Julie Machon, Recreation Coordinator *jm*
Sarah Fink, Recreation Specialist

Subject: Lanterns and Landmarks Tour, New Event Proposal

Background:

The idea of implementing a cemetery tour at the Pioneer Section of Hopewell Cemetery was recently presented to staff by a City Council member. Subsequently, Recreation and Community Development staff met to brainstorm ideas of a new historical program focusing on historical events and the people of Montgomery. Two ideas for events came out of these brainstorming meetings. First, staff believes that it would be effective to start with a "Lanterns and Landmarks Tour" in 2017 focusing on historical events and the people of Montgomery. Secondly, plans to research and discuss the possibility of a cemetery tour at the Pioneer Section of Hopewell Cemetery for 2018.

The goal of the Lanterns and Landmarks Tour is to continue to provide education about the City's rich history and support the City's historic preservation efforts by presenting a walking tour and reception to residents in Montgomery and the Greater Cincinnati community, with minimal costs to the City and to the attendees. The proposed Lanterns and Landmarks Event would offer a walking tour in the Fall of 2017 with staff leading a group of 30 people around historic downtown Montgomery telling stories about the Landmarks, historic events and the people of Montgomery. After the walking tour, participants would have an opportunity to mingle and enjoy appetizers and wine inside Universalist Church. The Lanterns and Landmarks Tour would be offered jointly by the Landmarks Commission, the Montgomery Historic Preservation Association as well as the Recreation and Community Development Departments.

The anticipated expenses are:

Food, \$10 per person x 30 people, \$300
Wine, 2 drink tickets per person, a part of the program fee, \$6 person x 30 people \$180
Miscellaneous supplies, \$50
Wireless Microphone for the Tour, \$100
Reception Supplies: plates, table covering, utensils \$100
Lanterns, \$200
Liquor Permit, \$50
Total Expenses = \$980.00

The anticipated revenues are:

Walking Tour Fee \$20 per person x 30 people, \$600

Sponsorship from the Landmarks Commission \$380 (Lanterns and wireless mic, misc.)

Total Revenues = \$980.

Recommendation:

Staff believes the proposed Lanterns and Landmarks Tour will provide a quality historical educational opportunity to residents and respectfully request the Government Affairs Committee of City Council to authorize the proposed event.

EVENT PLANNING ITEMS TO CONSIDER:

Venue for event: _____ park reserved shelter or lodge
 _____ rented venue City building _____ annex other Universalist Church

Staffing needs: commissions/board members service department Recreation and
 _____ police department _____ fire department administration department Community
 _____ volunteers _____ partnership organization(s) _____ contracted staffing Development

Outside documents needed: _____ insurance certificates _____ workers comp. certificate
 _____ purchase orders _____ waiver forms _____ inspections (health or fire departments)
 _____ rental paperwork (dumpster, blockades, portalets, booths, tents, tables, inflatables, etc)
 permits (electrical, signage, tents, alcohol, street closure, parades, fires, etc.) Liquor Permit

Promotional opportunities desired: city website _____ magazines city bulletin
 _____ radio\TV local papers bulletin boards mailer
 flyers posters email _____ blue signs
 _____ other signs other park boards, social media

Consider deadlines for each of these options as well as costs and effectiveness in reaching target market. The Content of City Produced Communications policy will be followed and may limit publicity through City communication vehicles.

Event Management: _____ risk management _____ City liability _____ contracts needed
 _____ cancellation option _____ traffic control setup\cleanup staffing
 _____ notice to residents _____ crowd control _____ City policy, code, ordinances that impact
 _____ recycling containers _____ legal considerations with law director input needed

Revenue Planning:
 _____ Participant Fee of \$ 20 ea. (Est. # of Participants 30)
 _____ Vendor Participation Fee of \$ _____ ea. (Est. # of Vendors _____)
 _____ Sponsors (Projected Sponsor Revenue \$ _____)
 *Fundraising Policy, if applicable, will be followed.
 _____ Grants \$ _____ (attach Grant schedule or award receipt)
 _____ Cooperative Planner Contribution of \$ _____
 _____ Budget Account # or Fund 101 405 5401 Landmarks Commission

Feedback method: _____ survey on site _____ survey mailed _____ survey emailed website survey
 *include information from guests, vendors, staff, volunteers, participants (Standard evaluation form attached)
 Date to be solicited Day after event Date to follow-up 1 week after event

Expenditures to be paid from:
 Board /Commission / Volunteer Committee Budget Account
 # 101. 405. 5401
 # _____
 Cooperating organization(s)
Montgomery Historic Preservation Association

Follow-up items at conclusion of the event: _____ follow-up on feedback
 thank you notes _____ bulletin article Thursday
 _____ intranet sponsor kits _____ other _____ Friday update

Note that the policy on Event Planning and Authorization Procedures for Boards, Commissions and Volunteer Committees requires a follow-up summary assessment of the event or special project, including evaluative feedback, be submitted within 8 weeks after the event.

Return completed form with approval signatures to the City Recreation Director for record and to your staff liaison for budgeting purposes. Keep a copy of form for reference by the Board \ Commission \ Committee. Standard evaluation form attached for your use. After the event, submit a summary of the event including evaluative feedback results.

For office use: Date received with approval: _____ Staff Initials _____
 Date summary received: _____ Staff Initials _____

April 7, 2017

To: Wayne S. Davis, City Manager

From: Faith Lynch, Communications and Engagement Coordinator *FAL*

Subject: Service to the Community Grant recommendations

Request

It is necessary for the Government Affairs Committee of City Council to review the following grant applications from the Sycamore Junior High School, Church of the Savior and Boy Scout Troop 674, and Honor Flight Tri-State for the 2017 Service to the Community Grant program and consider City staff recommendations for funding these grant applications.

Background

During the December 14, 2015, Government Affairs Committee of Council meeting, the Community and Information Systems Department recommended that the Committee approve the new Service to the Community Grant and guidelines. The new grant and guidelines were intended to build on the tradition and intended purpose of the former Community Engagement Grant while formalizing the process, increasing awareness of the grant in the community, and broadening the scope of the funded projects.

In 2016, two applications were reviewed for funding through the Service to the Community Grant program. Operation Give Back and Montgomery Farmers' Market both requested funding for two new projects: an Operation Give Back education program and a new program to accept Supplemental Nutrition Assistance Program (SNAP) benefits at the Montgomery Farmers' Market. Both projects were funded and final reports are expected to be turned in by May 1, 2017.

In 2017, Sycamore Junior High School, Church of the Savior and Boy Scout Troop 674, and Honor Flight Tri-State have each applied for a grant from the 2017 Service to the Community Grant program.

Sycamore Junior High School

Since 2010, Sycamore Junior High School has dedicated their resources and students to participating in Make A Difference Day activities. Their purpose is to help the elderly and shut-ins, who live in the community, with raking leaves and cleaning yards in the fall. It's a way to say thank you to the residents for their support of the schools. It is also a volunteer activity that teaches service and care for others to these junior high students. Each year, they rake approximately six to 10 homes in one

day. Twenty to thirty students, teachers, parents, and volunteers perform these light yard-care duties.

The students place flyers at the homes in the area adjacent to the Junior High, the Camelot/Delray neighborhood. These flyers include a Sycamore Junior High School contact name and phone number, with the request that residents call this number to apply for the service. They have never turned away a recipient and hope to continue this meaningful service.

Sycamore Junior High School requests \$500 to purchase rakes, a leaf blower, and bags for the leaves. All of these items will be stored at the Junior High School. These items would be purchased after the grant is received. The Sycamore Junior High School will recognize the City of Montgomery for helping to provide these funds through the school newsletter and website.

Staff recommends funding of this project at \$500 and will include information in the award letter pertaining to fall unlimited yard waste disposal.

Church of the Saviour United Methodist Church and Boy Scout Troop 674

Church of the Saviour United Methodist Church has made it a goal to deepen their connections to the Montgomery community. In 2016, they provided volunteers for the July 4 Festival and the Bastille Day Festival, and over 100 individuals volunteered to gather trash from the streets following the July 4 parade. The application submitted for the Service to the Community Grant has two goals for the church: to continue their mission to provide service to the community and strengthen their ties with their chartered Boy Scout troop, Troop 674.

Troop 674 has also been purposeful with developing a closer community service effort with the City of Montgomery. During the past year, they have provided volunteers for the catch basin labeling project. Also, their troop boasts 12 Eagle Scouts, all having completed an Eagle Scout project directly benefiting their community. The troop is comprised of 92 young men, mostly Montgomery residents.

Church of the Saviour United Methodist Church and Boy Scout Troop 674 request \$1,500 to support the work of the volunteers to assist Montgomery's senior citizens and disabled neighbors with several seasonal tasks that may be difficult for these individuals to accomplish. These tasks include leaf raking in the fall, light yard work in the fall and spring, and care of the paver sidewalks, specifically for the spraying of weeds.

This grant request will also assist with home care tasks, which may include several light maintenance duties. These duties include front and back porch handrail, ramps and building repair; sidewalk weed treatment and edging; driveway or front/back walk patch repair; storm door installation; outdoor security motion porch light install; replacement of light bulbs inside home; and miscellaneous odd jobs around the home.

Staff recommends funding of this project at \$1,500. If awarded, staff will remind the recipient in the award letter that funds are not to be used for personnel costs, but only for materials and supplies.

Honor Flight Tri-State

Honor Flight Tri-State is a Cincinnati-based non-profit organization, which transports veterans to Washington D.C. to visit the memorials dedicated to the service and sacrifices of the nation's veterans. This program gives World War II and Korean veterans the highest priority, followed by those 65 years of age or older, and those having served either stateside or overseas. Veterans are provided this service free of charge, but the flight does cost \$475 per veteran. Honor Flight Tri-State requests \$2,500 and will use these funds to take five veterans to see their memorials in Washington D.C.

Staff recognizes the honorable goal of Honor Flight Tri-State and is appreciative of the sacrifice our veterans have endured to secure our freedom. Many of us are veterans or have family members who are veterans. However, the application does not meet the overall intent of the grant as it does not address an identified need in the community and it does not clearly define measurable outcomes. It is also not clear if the veterans would be Montgomery residents. Because of this, staff does not recommend awarding the grant to Honor Flight Tri-State unless it could be demonstrated that the veterans who benefit will be Montgomery residents, a family member of a Montgomery resident, or an employee of a Montgomery business. If awarded, staff will request that the veterans who receive this assistance from the City of Montgomery attend the July 3 Concert and be recognized for their service.

Recommendation

The Community and Information Services Department and the grant team recommends funding as previously outlined in this memo for Sycamore Junior High School, Church of the Saviour United Methodist Church and Boy Scout Troop 674, and Honor Flight Tri-State.



Service to the Community
Grant Program

Application and Guidelines

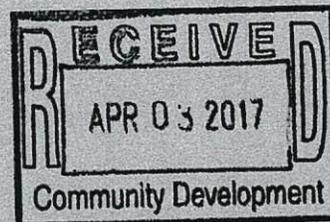
Church of the
SAVIOUR
UNITED METHODIST

TROOP 674



BOY SCOUTS
OF AMERICA
DAN BEARD COUNCIL

2017-2018



City of Montgomery Service to Community Grant Application Guidelines

The purpose of the Service to the Community Grant program is to provide a fair and consistent method of establishing grant funding for community groups or organizations that have the ideas and the skills necessary to execute creative community projects to benefit and engage citizens in the City of Montgomery.

Service to the community is defined as providing a beneficial service, project or event that engages or improves the quality of life of Montgomery residents.

The City of Montgomery is a local government agency with the mission "Providing superior services and engaging with you to enhance our community!" As this mission statement states, it takes a partnered approach to provide services to a community and this grant is one opportunity for Montgomery service organizations to partner with the City for the benefit of our community.

We encourage you to review this document while filling out the grant application.

Funding Criteria

1. All projects must be a creative effort to address an identified issue and build on assets in the community to improve conditions and enhance the quality of life in Montgomery.
2. All projects must be inclusive, bring the community together and involve the community in the project. All projects/activities must benefit and be open to the general public.
3. Projects must be sponsored by not-for-profit or civic organizations, educational organizations, neighborhood associations or religious organizations serving the Montgomery community.
4. The project must have a clearly defined plan of action with measurable outcomes for success.
5. We encourage community groups to team up to create transformative change in our city. In order to encourage groups to work together on joint projects, two or more groups who work together on a single project may submit one grant application. Special consideration will be granted to applications that involve more than one entity.
6. Projects should encourage increased involvement of residents in neighborhood or community activities, may involve a wide variety of participants including youth, and clearly provide benefits to the entire community.
7. The project/activity should be enjoyable, build citizen leadership capacity, and provide opportunities to increase social connections among residents.
8. The organization should match the grant with investments of their own funds, other donations or grants or other in-kind donations, such as labor.
9. The group must agree to report on expenditures, lessons learned, photos and stories to capture the impact of the project and grant.
10. The proposal must document how this project can be sustained without grant funding.
11. Grantees are encouraged to publicize their project/activity to spread the word on this grant and the good work that they are doing for the community.

Eligibility

Eligible grantees are limited to those not-for-profit or civic organizations, educational organizations, neighborhood associations or religious organizations serving the Montgomery community. Requests will not be considered from organizations that discriminate on the basis of race, creed, color, age, sex, religion, national origin or veteran status. The grant cannot fund commercial activities or charitable activities that are not directly of service within the City of Montgomery. Special consideration will be given for joint applications submitted by more than one group working together.

Documentation is required that the requested amount of the grant be equally matched from other sources in either cash contributions or in-kind property or equipment contributions. The applicant may also provide up to 50% of the matching contribution in service hours by the applicant's members or supporters, to be credited at \$20 per hour. The contributing service work should be specifically described to be considered.

Grant applications must be submitted by April 1 of each year to be considered in that year's grant cycle. As a matter of fairness to all applicants, no exceptions to the deadline will be made. Notifications of decisions will be made to applicants within 90 days of April 1.

Financial Need

Recipients with documented outstanding project performance and demonstrated financial need may reapply for the grant but would be limited to a maximum of two consecutive years of funding. Applicants will not be considered for a third consecutive year of funding but could reapply after sitting out a year, unless no other applications are submitted by the April 1 deadline.

Agreement and Final Report

The Montgomery City Council must authorize all grants. All grant applications will be reviewed and scored by City Staff and City Council and awarded by City Council by motion. Such grants will require an agreement entered into by the City of Montgomery and grantee. The agreement shall specify how the funds will be used and require that, upon completion, the grantee give a detailed report on the outcomes of the projects including the expenditures and funds remaining. Any funds remaining shall be returned to the City consistent with the grant agreement. Applicants must also provide a plan for recognizing the City of Montgomery for the support provided through this grant.

Snapshot of Timeline

Applications Due: 4:00 p.m. on Monday, April 3, 2017

Funding decisions will be made within 90 days following the application due date.

Project Completion: The date of completion will be made within one (1) year of receiving the grant funds.



Thank you for your interest in the City of Montgomery's Service to Community Grant Program. Please review the enclosed materials carefully and provide all of the information requested. Incomplete applications or applications that do not meet the definition of community engagement or service to community will not be considered.

Application Contents

1. Group Fact Sheet
2. Certifications
3. Application Questionnaire
4. Budget Worksheet

Eligibility Requirements

- Applicants must be a qualified tax-exempt 501 (c) (3) organizations or a registered non-profit with the State of Ohio that serves Montgomery residents, or an organized and identifiable group of citizens that serves Montgomery residents.
- Only one grant application per year will be considered for any one group or organization. More than one group or organization may join together for a single grant application.
- Grant requests can be made for all project and activity types which provide engagement or service to the citizens of Montgomery.

Deadline to Submit Applications

Completed applications must be received no later than 4:00 p.m., Monday, April 3, 2017. No exceptions will be made. These may be either dropped off or mailed. Emailed applications will not be accepted. Fully completed applications must be typed and not hand-written.

2017-2018 Grant Funding

A maximum of \$2,500 will be awarded to any one applicant in any given year. The City of Montgomery has budgeted \$5,000 for 2017.

The decision to continue funding of the Service to the Community Grant is subject to the appropriation of funds for such purpose by the Montgomery City Council. Funding for the Service to the Community Grant Program may be modified or suspended during times of economic downturn, when revenue sources for the City are reduced and/or by City Council consistent with the adopted budget.



Grant Process Timeline

Pre-application meeting for interested applicants	Tuesday, February 21, 2017 5:00 p.m. at City Hall
Applications available online	Wednesday, March 1, 2017
Applications due by 4:00 p.m.	Monday, April 3, 2017
Distribute application packets to the Grant Committee for review	Thursday, April 6, 2017
City staff review of applications	Tuesday, April 4, 2017

Incomplete applications will not be considered and the applicant will be notified by email.

****The following dates are subject to change based on the Government Affairs Committee of City Council and the City Council schedule.****

Grant Committee deliberation and award recommendations	Thursday, April 6, 2017
Government Affairs Committee of City Council considers Grant Committee award recommendations	Monday, April 10, 2017
Government Affairs Committee of City Council takes recommendations of grant awards to full City Council for motion to approve	Wednesday, April 19, 2017
Grant Award notification letters mailed to applicants	Monday, April 24, 2017
Checks presented to grant recipients at the City Council Meeting (7:00 p.m.)	Wednesday, May 3, 2017
Checks mailed to grant recipients not present at the City Council meeting	Friday, May 5, 2017
Article appears in Montgomery Bulletin notifying the community of grant awards	June newsletter, due May 10, 2017
Six month progress reports due to City of Montgomery for review	Thursday, November 2, 2017
Final Report due to City of Montgomery for review.	Exactly 1 year after the grant award



Application Checklist

For your application to be considered, please ensure that all of the items listed below are in a packet delivered, either by mail or in person, no later than 4:00 p.m., Monday, April 3, 2017 to Montgomery City Hall. Questions may be directed to Faith Lynch at 792-8358 or flynch@ci.montgomery.oh.us.

Please do not include the coversheet or pages 1 through 5 with your submission.

1. Grant application includes:

- a. Group fact sheet _____
- b. Certification _____
- c. Application questionnaire _____
- d. Grant Request budget worksheet _____
- e. Proof of tax exempt status and/or Articles of Incorporation as a not-for-profit organization, If applicable. _____
- f. Completed W-9 Form _____

Contact:

Faith Lynch
City of Montgomery
(513) 792-8358
flynch@ci.montgomery.oh.us



Deadline: 4:00 p.m., Monday, April 3, 2017

Applications received after the deadline will not be accepted

Group Fact Sheet

Group name: Church of the Saviour United Methodist & Boy Scouts of America Troop 674

Address: 8005 Pfeiffer Rd

City: Montgomery, OH

Zip: 45242

Mailing Address: Same

City: Same Zip: Same

Phone: 513-791-3142 ext. 26

Fax:

Contact Person: Rev. Kevin Jobe

Title: Director of Outreach and Nurture

Phone: 513-791-3142 ext. 26

Fax:

Email: kevin.jobe@cos-umc.org

Project/Program Title: Neighbors 4 Neighbors

Project/Program Start Date: May 1, 2017

Group Fiscal Year End: December 31

Project/Program End Date: April 30, 2018

Federal Tax ID # (EIN) 31-0948163



Certification

Groups or organizations applying for fund through this program are obligated to spend the funds in the manner described in their application. All funds are specifically used for the purposes described in this application must be returned to the City of Montgomery. Failure to meet the objectives outlined in the application may result in future disqualification from applying for and receiving City of Montgomery Service to Community Grant Program funds.

I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct.

I agree to carry out the project or program as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the return of all Service to Community Grant Program funding to the City of Montgomery.

Church of the Saviour United Methodist

Name of Group/Organization

Signature of Authorizing Official

4/3/2017

Date

Rev. Kevin Jobe, Director of Outreach & Nurture, Church of the Saviour United Methodist

Printed Name and Title of Authorizing Official



Application Questionnaire

1. Funding amount requested: \$1500 Application submitted last fiscal year? No

Amount requested last year: N/A Amount awarded: N/A

List the source and amount of any government funding received for the project or program (include funding received from City of Montgomery departments outside of this grant application process).

Government Agency	Amount
None	

List all other pending grants related to the project or program to which you are applying for funding.

Partner group	Amount
None	

2. What is your group's mission statement?

Church of the Saviour *Making disciples of Jesus Christ to transform the church, the community, and the world*

Boy Scouts of America *The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.*

3. What is your group's annual budget?

Church of the Saviour

- Annual Budget for Outreach & Mission \$125,150
- Total Annual Budget 2017 \$1,420,200

BSA Troop 674

- Total Annual Budget \$70,000
 - Most of is pass-through; paid in fees for events then paid out directly for sites, food, transportation and supplies related to events.
- Total Annual Net Income/Expense \$ 9,000

4. Detail the group's history, purpose, accomplishments and goals.

Church of the Saviour was founded in 1957 as an effort to support the spiritual and emotional needs of the small, but growing Village of Montgomery. 2017 will mark 60 years of vitality and community contribution from the church as a people, and from the participation of her individual members in the life of Montgomery.

In keeping with our mission and cores values of loving, serving, and growing people, Church of the Saviour has made it a goal to deepen our connections to the Montgomery community. In 2016, we provided service for the 4th of July and Bastille Day Festivals and a 100+ member crew gathering trash from the streets following the 4th of July Parade. The service plan proposed herein has a two-fold goal: to take next steps in service to our community and to partner on a regular basis with our home Boy Scout Troop 674.

Troop 674 delivers the mission of the Boy Scouts of America by providing the leadership and learning opportunities for our youth to practice and demonstrate the Scout Oath and Scout Law through outdoor programs and community service. Our youth have contributed significantly to our community through Eagle Scout and other service project since we were first chartered by Church of the Savior in 1958. We are working to develop a closer community service effort within the City of Montgomery- during the past year we had several scouts contribute to the catch basin labeling and information project sponsored by the city Environmental Advisory Commission. Our troop is healthy and growing with 92 current youth members, many of them residents of the City of Montgomery.

5. What is the group's primary funding sources (government, private, other and estimated amounts)?

Source	Amount
<u>Church of the Saviour Outreach Budget</u>	<u>\$1500 (for this project)</u>
<u>Boy Scout Troop 674</u>	<u>Service hours donated by Scouts</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

6. How does your group meet the City's definition of service to the community as defined on page one (1) of the application?

Church of the Saviour qualifies as a local, Montgomery church congregation/religious organization. Boy Scout Troop 674 qualifies both as an extension ministry of Church of the Saviour, as well as a civic service and educational organization training and serving boys and young men who live in the community in the ways of service to Montgomery and the surrounding community.

7. Describe how your group plans to use the funds being requested. Please be as specific as possible including a timeline for the project as well as explaining the sustainability of the project and how that would be managed.

The requested funds would be used across the first year of a partnership between the City of Montgomery, Boy Scout Troop 674, and Church of the Saviour United Methodist in service to our community's Senior citizens and disabled neighbors. We envision the service ministry being two-fold.

1. Both organizations, at the behest of and with guidance from city leadership, will offer labor force to see to accomplish seasonal tasks including:
 - a. Leaf raking in the Fall
 - b. Light yard work in Fall and/or Spring
 - c. Caring for the paver sidewalks throughout the city, particularly spraying of weeds.

2. We will work alongside city leaders, church members and friends, Boy Scouts and their circles, in order to identify those who fit into our service population so to care for a flexible vocabulary of home care tasks. These may include (but are not necessarily limited to):
 - a. Front/ back steps/handrail/ramps building repair
 - b. Sidewalk weed treatment & edging
 - c. Driveway, front/back walk patch repair
 - d. Storm door installation
 - e. Outdoor security motion porch light install
 - f. Replacement of light bulbs inside home
 - g. Miscellaneous odd jobs around the home.

Both of our partner organizations are blessed with laborers who have the requisite skills to perform these tasks with care and excellence.

8. How will this project/service have a public purpose and engage citizens of Montgomery for this public purpose?

Members of Church of the Saviour and Boy Scout Troop 674, along with family and friends are members of the community.

Work in neighbors' yards and homes, as well as the public maintenance aspects of the project (sidewalks, etc) are visible public works.

Our partnership is willing to take a leading responsibility for a paver spraying service.

9. How will you identify residents in need of services, if applicable?

First, by criteria to receive services:

1. Those benefiting from this service are to be:
 - a. Residents of the City of Montgomery
 - b. At least 65 years of age and/or having a physical or mental challenge which makes these common tasks a hardship or impossibility.
 - c. Lacking in financial resources to take care of the needs on their own.

Identifying those who require collaboration on several levels:

1. Direct referrals from City of Montgomery leadership as they would receive petitions for assistance.
2. Personal reference from Church of the Saviour and Boy Scout Troop 674 members regarding neighbors, family, and friends who qualify.
3. Active advertising facilitating the service of the Director of Communications of Church of the Saviour.
Publications may include:
 - a. Church of the Saviour website, Sunday bulletin inserts (400 people see these weekly), weekly electronic NEWSFLASH, and monthly newsletters.
 - b. Montgomery Bulletin
 - c. Suburban Press
4. The use of flyers and other communication sent out through Boys Scout Troop 674, as well as Montgomery Nursery School which is an extension ministry of Church of the Saviour.

10. Have you received in the past, or currently receiving grant funding, for this or a similar project? If yes, please provide a detailed description.

No

11. How will awarding funds to your group benefit City of Montgomery residents? Special consideration will be given for joint applications submitted by more than one group working together. You may share a specific example or a brief past "success story".

There are several levels on which the partnership we propose will benefit our city.

The simple fact of neighbor serving neighbor serves to nurture a rich sense of community and this in turn creates a pride in the residents of the community. As we know, these kinds of happenings lead to an outward testimony by residents which witnesses to the benefits of living here.

Those who are served may receive the most immediate benefit, as their practical needs are met. However, the nature of this service also facilitates interaction between people of all generations and a variety of interest groups within our city. Those served will benefit from this phenomenon.

Often unspoken in service situations is the clear benefit that comes to those who offer the service. First of all, learning to serve another person is on its own a life enriching experience. Learning to make a habit of such a thing can lead to greater desire to continue to offer service. Further, those who serve will come to know and relate to those receiving service.

Also, those receiving service can do so without the fear that so often surround senior citizens and those with physical handicap that they might be taken advantage of easily. Our servants will come to them with integrity and serve with love, helping them to not only complete projects but to be treated with respect and dignity.

The service, along with personal interactions should result in ties that bind all involved.

12. What is the anticipated number of recipients to be served by the project or program for which grant funds are being requested? We anticipate that this number is open ended. At least in the dozens and, dependent on any or all of the city-wide

13. List other groups providing the same or similar services in the Montgomery area?

Students at Sycamore Jr. High take part in a single Fall yard work/leaf raking service day. Apart from this, we are not certain.

14. Is the project or program still feasible if awarded partial funding? (please explain)

Yes. Simply put, it's a scalable project. It can be as large or small as funding and labor force dictate. Ultimately, up and running after some time, it ought to become a self-sustaining operation.

15. How will you evaluate success of the project or program? Please note that your group will be required to submit a 6 (six) month progress report if awarded funds (see the Grant Process Timeline on page 4.)

Quantitatively the relative success of our program can be measured in # of households served or projects completed successfully along with the # of volunteer servants who work in these projects.

Qualitatively the success of the program can be measured in growing relationships between Church of the Saviour, Troop 674, the City of Montgomery, and those we are privileged to serve.

Anecdotal success can be measured in the sharing of experience offered by those involved on all levels.

16. What is your plan to provide recognition to the City of Montgomery for the support provided through this grant?

Church of the Saviour will use all our in-house resources (bulletins, monthly newsletter, weekly email NEWSFLASH, Mission Catalog) along with our website (www.cos-umc.org) which reaches a broader audience.

Scout Troop 674 will make use of their own available informational outlets to see that their constituents know of the city's contributions to the project.



Grant Request Budget Worksheet

Grant Request is for: Neighbors 4 Neighbors
(name of project/program and group name)

Amount of Grant Request \$ 1500

Time period covered by grant request May 1, 2017- April 30, 2018

Project/Program Funding Sources

- City of Montgomery \$ 1500
- Other governmental entity \$ _____
- Other pending grants \$ _____
- Private business sponsors \$ _____
- Donations, events, fundraising, etc. \$ _____
- Other Cash: Church of the Saviour \$ 750
 - Labor Hours: Boy Scouts/COS \$ 750 (minimum 37.5 work hours)

Total Funding Sources \$ 3000

Project/Program Expenses

- Personnel \$ 750 (figured in 37.5 hours above)
- Equipment \$ 500-750
 - This figure could increase per the nature of home repair projects which may arise. This is a rough estimate.
- Materials \$ 250-350
- Other \$ _____

Total Expenses \$ 1500-1900

Final report

The final report must include an itemized budget with a copy of financial statements or statement of income and expenditures and assets and liabilities. The report must also include lessons learned and impact of the project and grant.

The final report should include the following information for each expenditure.

1. The amount and check number
2. The date paid
3. To whom payment was made
4. The purpose of the expenditure
5. Documentation of matching fund including names and time worked if service hours contributed to matching fund requirements.
6. Documentation of the recognition given to the City of Montgomery for the support provided through this grant.



Scoring Sheet

Question	Points	Points Awarded
Group's history, purpose, accomplishments, and goals	5	
How does the group meet the City's definition of Service to the Community	10	
Describe how your group plans to use the funds requested	15	
How will this project/ service have a public purpose?	15	
How will you identify residents in need of services	10	
Have you received funding in the past?	5	
How will the award benefit Montgomery residents (weighted here for more than 1 group)	20	
Anticipated number that will be served	5	
List the other groups involved	5	
Evaluate success of the program	5	
How will your plan provide recognition to the City of Montgomery?	5	
TOTAL Points Awarded	100	

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Church of the Saviour United Methodist	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u>5</u> Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 8005 Pfeiffer Road	Requester's name and address (optional)
	6 City, state, and ZIP code Montgomery, OH 45242	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									
or									
Employer identification number									
3	1	-	0	9	4	8	1	6	3

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ **DIRECTOR OF OPERATIONS** Date ▶ 3/31/2017

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



DATE:	DOCUMENT ID	DESCRIPTION	FILING	EXPED	PENALTY	CERT	COPY
03/12/2013	201307001275	CERTIFICATE OF CONTINUED EXISTENCE (CCE)	25.00	.00		.00	.00

Receipt

This is not a bill. Please do not remit payment.

CHURCH OF THE SAVIOUR (UNITED METHODIST)
8005 PFEIFFER ROAD
CINCINNATI, OH 45242

**STATE OF OHIO
CERTIFICATE**

**Ohio Secretary of State, Jon Husted
269321**

It is hereby certified that the Secretary of State of Ohio has custody of the business records for
CHURCH OF THE SAVIOUR (UNITED METHODIST)
and, that said business records show the filing and recording of:

Document(s)

CERTIFICATE OF CONTINUED EXISTENCE

Document No(s):

201307001275

Effective Date: 03/07/2013



United States of America
State of Ohio
Office of the Secretary of State

Witness my hand and the seal of
the Secretary of State at Columbus,
Ohio this 12th day of March, A.D.
2013.

Ohio Secretary of State



PO Box 340029
Nashville, TN 37203-0029

THE UNITED METHODIST CHURCH

October 13, 2014

CHURCH OF THE SAVIOUR UNITED METHODIST CHURCH
8005 Pfeiffer Road
Montgomery, OH 45242

Re: Certification of Inclusion in The United Methodist Church Group Tax Exemption Ruling
Affiliated Organization: Church of the Saviour United Methodist Church
Affiliated Organization's Employer Identification Number (EIN): 31-0948163

This letter will certify that the affiliated organization named above is included in The United Methodist Church Group Tax Exemption Ruling ("UMC Group Ruling"). In particular, as stated in the group ruling determination letter issued to The United Methodist Church by the Internal Revenue Service ("IRS"), this affiliated organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

This certification letter is issued by the General Council on Finance and Administration of The United Methodist Church ("GCFA"), who is the central organization for the UMC Group Ruling. As the central organization, GCFA has been granted the authority by the IRS to determine which organizations are included in the UMC Group Ruling. (The IRS Group Exemption Number ("GEN") for the UMC Group Ruling is 2573.) Thus, this certification letter, together with the enclosed copy of the IRS group ruling determination letter, serves to verify the tax-exempt status of this affiliated organization.

If you have any further questions, please feel free to contact the GCFA Legal Department at (866) 367-4232 or legal@gcfa.org.

Sincerely,

GENERAL COUNCIL ON FINANCE AND ADMINISTRATION OF
THE UNITED METHODIST CHURCH

Leticia Mayberry Wright
Assistant Counsel

Enclosures

Church of the Saviour + Boy Scouts

\$1,500

Question	Points	Staff	Council	Applicant	Total
Group's history, purpose, accomplishments, and goals	5	5			
How does the group meet the City's definition of Service to the Community	10	10			
Describe how your group plans to use the funds requested.	15	10			
How will this project/ service have a public purpose?	15	15			
How will you identify residents in need of services	10	10			
Have you received funding in the past?	5	0			
How will the award benefit Montgomery residents (weighted here for more than 1 group)	20	20			
Anticipated number that will be served	5	5			
List the other groups involved	5	5			

Evaluate success of the program	5	5			
How will your plan provide recognition to the City of Montgomery?	5	5			

Scoring Sheet

90

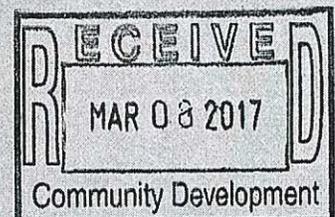
Sycamore Junior High



Service to Community Grant Program

Application and Guidelines

2017-2018



City of Montgomery Service to Community Grant Application Guidelines

The purpose of the Service to the Community Grant program is to provide a fair and consistent method of establishing grant funding for community groups or organizations that have the ideas and the skills necessary to execute creative community projects to benefit and engage citizens in the City of Montgomery.

Service to the community is defined as providing a beneficial service, project or event that engages or improves the quality of life of Montgomery residents.

The City of Montgomery is a local government agency with the mission "Providing superior services and engaging with you to enhance our community!" As this mission statement states, it takes a partnered approach to provide services to a community and this grant is one opportunity for Montgomery service organizations to partner with the City for the benefit of our community.

We encourage you to review this document while filling out the grant application.

Funding Criteria

1. All projects must be a creative effort to address an identified issue and build on assets in the community to improve conditions and enhance the quality of life in Montgomery.
2. All projects must be inclusive, bring the community together and involve the community in the project. All projects/activities must benefit and be open to the general public.
3. Projects must be sponsored by not-for-profit or civic organizations, educational organizations, neighborhood associations or religious organizations serving the Montgomery community.
4. The project must have a clearly defined plan of action with measurable outcomes for success.
5. We encourage community groups to team up to create transformative change in our city. In order to encourage groups to work together on joint projects, two or more groups who work together on a single project may submit one grant application. Special consideration will be granted to applications that involve more than one entity.
6. Projects should encourage increased involvement of residents in neighborhood or community activities, may involve a wide variety of participants including youth, and clearly provide benefits to the entire community.
7. The project/activity should be enjoyable, build citizen leadership capacity, and provide opportunities to increase social connections among residents.
8. The organization should match the grant with investments of their own funds, other donations or grants or other in-kind donations, such as labor.
9. The group must agree to report on expenditures, lessons learned, photos and stories to capture the impact of the project and grant.
10. The proposal must document how this project can be sustained without grant funding.
11. Grantees are encouraged to publicize their project/activity to spread the word on this grant and the good work that they are doing for the community.

Eligibility

Eligible grantees are limited to those not-for-profit or civic organizations, educational organizations, neighborhood associations or religious organizations serving the Montgomery community. Requests will not be considered from organizations that discriminate on the basis of race, creed, color, age, sex, religion, national origin or veteran status. The grant cannot fund commercial activities or charitable activities that are not directly of service within the City of Montgomery. Special consideration will be given for joint applications submitted by more than one group working together.

Documentation is required that the requested amount of the grant be equally matched from other sources in either cash contributions or in-kind property or equipment contributions. The applicant may also provide up to 50% of the matching contribution in service hours by the applicant's members or supporters, to be credited at \$20 per hour. The contributing service work should be specifically described to be considered.

Grant applications must be submitted by April 1 of each year to be considered in that year's grant cycle. As a matter of fairness to all applicants, no exceptions to the deadline will be made. Notifications of decisions will be made to applicants within 90 days of April 1.

Financial Need

Recipients with documented outstanding project performance and demonstrated financial need may reapply for the grant but would be limited to a maximum of two consecutive years of funding. Applicants will not be considered for a third consecutive year of funding but could reapply after sitting out a year, unless no other applications are submitted by the April 1 deadline.

Agreement and Final Report

The Montgomery City Council must authorize all grants. All grant applications will be reviewed and scored by City Staff and City Council and awarded by City Council by motion. Such grants will require an agreement entered into by the City of Montgomery and grantee. The agreement shall specify how the funds will be used and require that, upon completion, the grantee give a detailed report on the outcomes of the projects including the expenditures and funds remaining. Any funds remaining shall be returned to the City consistent with the grant agreement. Applicants must also provide a plan for recognizing the City of Montgomery for the support provided through this grant.



Snapshot of Timeline

Applications Due: 4:00 p.m. on Monday, April 3, 2017

Funding decisions will be made within 90 days following the application due date.

Project Completion: The date of completion will be made within one (1) year of receiving the grant funds.



Thank you for your interest in the City of Montgomery's Service to Community Grant Program. Please review the enclosed materials carefully and provide all of the information requested. Incomplete applications or applications that do not meet the definition of community engagement or service to community will not be considered.

Application Contents

1. Group Fact Sheet
2. Certifications
3. Application Questionnaire
4. Budget Worksheet

Eligibility Requirements

- Applicants must be a qualified tax-exempt 501 (c) (3) organizations or a registered non-profit with the State of Ohio that serves Montgomery residents, or an organized and identifiable group of citizens that serves Montgomery residents.
- Only one grant application per year will be considered for any one group or organization. More than one group or organization may join together for a single grant application.
- Grant requests can be made for all project and activity types which provide engagement or service to the citizens of Montgomery.

Deadline to Submit Applications

Completed applications must be received no later than 4:00 p.m., Monday, April 3, 2017. No exceptions will be made. These may be either dropped off or mailed. Emailed applications will not be accepted. Fully completed applications must be typed and not hand-written.

2017-2018 Grant Funding

A maximum of \$2,500 will be awarded to any one applicant in any given year. The City of Montgomery has budgeted \$5,000 for 2017.

The decision to continue funding of the Service to the Community Grant is subject to the appropriation of funds for such purpose by the Montgomery City Council. Funding for the Service to the Community Grant Program may be modified or suspended during times of economic downturn, when revenue sources for the City are reduced and/or by City Council consistent with the adopted budget.



Grant Process Timeline

Pre-application meeting for interested applicants	Tuesday, February 21, 2017 5:00 p.m. at City Hall
Applications available online	Wednesday, March 1, 2017
Applications due by 4:00 p.m.	Monday, April 3, 2017
Distribute application packets to the Grant Committee for review	Thursday, April 6, 2017
City staff review of applications	Tuesday, April 4, 2017

Incomplete applications will not be considered and the applicant will be notified by email.

****The following dates are subject to change based on the Government Affairs Committee of City Council and the City Council schedule.****

Grant Committee deliberation and award recommendations	Thursday, April 6, 2017
Government Affairs Committee of City Council considers Grant Committee award recommendations	Monday, April 10, 2017
Government Affairs Committee of City Council takes recommendations of grant awards to full City Council for motion to approve	Wednesday, April 19, 2017
Grant Award notification letters mailed to applicants	Monday, April 24, 2017
Checks presented to grant recipients at the City Council Meeting (7:00 p.m.)	Wednesday, May 3, 2017
Checks mailed to grant recipients not present at the City Council meeting	Friday, May 5, 2017
Article appears in Montgomery Bulletin notifying the community of grant awards	June newsletter, due May 10, 2017
Six month progress reports due to City of Montgomery for review	Thursday, November 2, 2017
Final Report due to City of Montgomery for review.	Exactly 1 year after the grant award



Application Checklist

For your application to be considered, please ensure that all of the items listed below are in a packet delivered, either by mail or in person, no later than 4:00 p.m., Monday, April 3, 2017 to Montgomery City Hall. Questions may be directed to Faith Lynch at 792-8358 or flynch@ci.montgomery.oh.us.

Please do not include the coversheet or pages 1 through 5 with your submission.

1. Grant application includes:

- a. Group fact sheet _____
- b. Certification _____
- c. Application questionnaire _____
- d. Grant Request budget worksheet _____
- e. Proof of tax exempt status and/or Articles of Incorporation as a not-for-profit organization, If applicable. _____
- f. Completed W-9 Form _____

Contact:

Faith Lynch
City of Montgomery
(513) 792-8358
flynch@ci.montgomery.oh.us



Deadline: 4:00 p.m., Monday, April 3, 2017

Applications received after the deadline will not be accepted

Group Fact Sheet

Group name: Sycamore Junior High
Make a Difference Way

Address: 5757 Cooper Rd

City: Cincinnati Zip: 45242

Mailing Address:

Sycamore Junior High School

City: Cincinnati Zip: 45242

Phone: (513) 686-1760 Fax: _____

Contact Person: Jim DeJoy

Title: Teacher / athletic Director

Phone: 686-1760 ext 2582 Fax: _____

Email: dejoyj@sycamoreschools.org

Project/Program Title: Make a Difference Way

Project/Program Start Date: Oct 17, 2016 Project/Program End Date: once a year!

Group Fiscal Year End: _____ Federal Tax ID # (EIN) _____



Certification

Groups or organizations applying for fund through this program are obligated to spend the funds in the manner described in their application. All funds are specifically used for the purposes described in this application must be returned to the City of Montgomery. Failure to meet the objectives outlined in the application may result in future disqualification from applying for and receiving City of Montgomery Service to Community Grant Program funds.

I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct.

I agree to carry out the project or program as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the return of all Service to Community Grant Program funding to the City of Montgomery.

Make a Difference Day

Name of Group/Organization

Jim Wef 02-16-2017

Signature of Authorizing Official

Date

Jim Wef Teacher / athletic Director
Sycamore Junior High School

Printed Name and Title of Authorizing Official



Application Questionnaire

1. Funding amount requested: \$500,000 Application submitted last fiscal year? _____

Amount requested last year: — Amount awarded: —

List the source and amount of any government funding received for the project or program (include funding received from City of Montgomery departments outside of this grant application process).

Government Agency	Amount

List all other pending grants related to the project or program to which you are applying for funding.

Partner group	Amount

2. What is your group's mission statement?

3. At this time we do not have a budget. We depend on group members to bring their own supplies.

4. Sycamore Junior High started participating in Make a Difference Day during the 2010 school year. Our purpose was to help the elderly and shut-ins, who live in the community, with raking leaves and cleaning their yards during the fall. It's a way to say thank you for their support of our students and schools. On average we'll rake 6-10 homes that day!

5. At the moment we do not have a source of income other than private donations.

6. By participating in Make a Difference Day, students, teachers, and volunteers are giving back to those who are unable to perform these outdoor tasks during the fall season. The people who we are helping have endorsed and supported our schools for years. Many of their children attended and graduated from Sycamore Schools and it's just a way to say thank you!

7. With the grant funds we plan to purchase rakes, a leaf blower, and bags for the leaves. All of this will be stored here at the Junior High School. These items would be purchased soon after the grant is received.

8. We believe this will raise awareness that both the elderly and shut-ins want and need to maintain their yards, especially with the high standards of living in Montgomery.

9. Residents will be identified through the application process. We have not had to turn anyone away so it is our hope this trend will continue.

10. No

11. Our students have received praise and thank you notes from people we've helped. Residents appreciate students taking time to perform community service by helping rake and clean their yards.

12. 6-10 residents

13. I am not aware of any.

14. Yes! Any financial aide for this project is helpful.

15. I personally think it's a success when 20-30 Junior High Students give up their morning, on a day off, and go out in the community in order to help those in need.

16. Through our school newsletter and website the city will be recognized for helping provide funds for the purchase of supplies for the project.



3. What is your group's annual budget?

4. Detail the group's history, purpose, accomplishments and goals.



5. What is the group's primary funding sources (government, private, other and estimated amounts)?

Source	Amount

6. How does your group meet the City's definition of service to the community as defined on page one (1) of the application?



7. Describe how your group plans to use the funds being requested. Please be as specific as possible including a timeline for the project as well as explaining the sustainability of the project and how that would be managed.



8. How will this project/service have a public purpose and engage citizens of Montgomery for this public purpose?



9. How will you identify residents in need of services, if applicable?

10. Have you received in the past, or currently receiving grant funding, for this or a similar project? If yes, please provide a detailed description.



11. How will awarding funds to your group benefit City of Montgomery residents? Special consideration will be given for joint applications submitted by more than one group working together. You may share a specific example or a brief past "success story".



12. What is the anticipated number of recipients to be served by the project or program for which grant funds are being requested? _____

13. List other groups providing the same or similar services in the Montgomery area?

14. Is the project or program still feasible if awarded partial funding? (please explain)



15. How will you evaluate success of the project or program? Please note that your group will be required to submit a 6 (six) month progress report if awarded funds (see the Grant Process Timeline on page 4.)

16. What is your plan to provide recognition to the City of Montgomery for the support provided through this grant?



Grant Request Budget Worksheet

Grant Request is for:

(name of project/program and group name)

Amount of Grant Request

\$ _____

Time period covered by grant request

Project/Program Funding Sources

- City of Montgomery \$ _____
- Other governmental entity \$ _____
- Other pending grants \$ _____
- Private business sponsors \$ _____
- Donations, events, fundraising, etc. \$ _____
- Other _____ \$ _____

Total Funding Sources

Project/Program Expenses

- Personnel \$ _____
- Equipment \$ _____
- Materials \$ _____
- Other \$ _____

Total Expenses

\$ _____



Final report

The final report must include an itemized budget with a copy of financial statements or statement of income and expenditures and assets and liabilities. The report must also include lessons learned and impact of the project and grant.

The final report should include the following information for each expenditure.

1. The amount and check number
2. The date paid
3. To whom payment was made
4. The purpose of the expenditure
5. Documentation of matching fund including names and time worked if service hours contributed to matching fund requirements.
6. Documentation of the recognition given to the City of Montgomery for the support provided through this grant.



Scoring Sheet

Question	Points	Points Awarded
Group's history, purpose, accomplishments, and goals	5	
How does the group meet the City's definition of Service to the Community	10	
Describe how your group plans to use the funds requested	15	
How will this project/ service have a public purpose?	15	
How will you identify residents in need of services	10	
Have you received funding in the past?	5	
How will the award benefit Montgomery residents (weighted here for more than 1 group)	20	
Anticipated number that will be served	5	
List the other groups involved	5	
Evaluate success of the program	5	
How will your plan provide recognition to the City of Montgomery?	5	
TOTAL Points Awarded	100	

Sycamore H.S.

\$500

Question	Points	Staff	Council	Applicant	Total
Group's history, purpose, accomplishments, and goals	5	5			
How does the group meet the City's definition of Service to the Community	10	10			
Describe how your group plans to use the funds requested.	15	15			
How will this project/ service have a public purpose?	15	15			
How will you identify residents in need of services	10	9			
Have you received funding in the past?	5	4			
How will the award benefit Montgomery residents (weighted here for more than 1 group)	20	10			
Anticipated number that will be served	5	4			
List the other groups involved	5	0			

Evaluate success of the program	5	5			
How will your plan provide recognition to the City of Montgomery?	5	5			

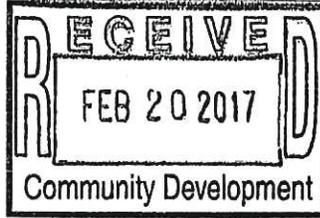
Scoring Sheet

82



FILE Honor Flight

Service to Community Grant Application
2017-2018



Application Checklist

For your application to be considered, please ensure that all of the items listed below are in a packet delivered, either by mail or in person, no later than 4:00 p.m., Monday, April 3, 2017 to Montgomery City Hall. Questions may be directed to Faith Lynch at 792-8358 or flynch@ci.montgomery.oh.us.

Please do not include the coversheet or pages 1 through 5 with your submission.

1. Grant application includes:

- a. Group fact sheet ✓

- b. Certification ✓

- c. Application questionnaire ✓

- d. Grant Request budget worksheet ✓

- e. Proof of tax exempt status and/or Articles of Incorporation as a not-for-profit organization, If applicable. ✓

- f. Completed W-9 Form ✓

Contact:

Faith Lynch
City of Montgomery
(513) 792-8358
flynch@ci.montgomery.oh.us



Certification

Groups or organizations applying for fund through this program are obligated to spend the funds in the manner described in their application. All funds are specifically used for the purposes described in this application must be returned to the City of Montgomery. Failure to meet the objectives outlined in the application may result in future disqualification from applying for and receiving City of Montgomery Service to Community Grant Program funds.

I hereby certify that all the facts, figures, and representations made in this application, including all attachments, are true and correct.

I agree to carry out the project or program as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the return of all Service to Community Grant Program funding to the City of Montgomery.

HONOR FLIGHT TRI-STATE

Name of Group/Organization

Cheryl Popp 2/24/17

Signature of Authorizing Official

Date

CHERYL POPP , EXECUTIVE DIRECTOR

Printed Name and Title of Authorizing Official

Application Questionnaire

1. Funding amount requested: \$2500.00 Application submitted last fiscal year? NO

Amount requested last year: — Amount awarded: —

List the source and amount of any government funding received for the project or program (include funding received from City of Montgomery departments outside of this grant application process).

Government Agency	Amount
<u>NO GOVERNMENT FUNDING</u>	<u>— 0 —</u>

List all other pending grants related to the project or program to which you are applying for funding.

Partner group	Amount
<u>NONE AT THIS TIME</u>	

2. What is your group's mission statement?

SEE ATTACHED DOCUMENT

HONOR FLIGHT Tri-State

MISSION STATEMENT:

Transport America's veterans to Washington DC to visit those Memorials dedicated to their service and sacrifices.

GOAL :

Helping every single veteran in the Tri- State area, willing and able of getting on a plane and a bus to visit THEIR memorial. World War II and Korean veterans have priority , followed by anyone 65 or over who served either stateside or overseas.

PRIORITY :

Top priority is given to America's most senior heroes – survivors of World War II and Korean conflict -- and any veteran with a terminal illness who wishes to visit THEIR memorial. The program will naturally transition to the Viet Nam War and all other veterans who served, in chronological order .

PHILOSOPHY:

Since America felt it was important to build memorials to the service and the ultimate sacrifices of her veterans, the HONOR FLIGHT Network believes it's equally important that they actually get to visit and experience THEIR memorials.

OUR MOTTO:

" We can't all be heroes. Some of us have to stand on the curb and clap as they go by..... - Will Rogers

3. What is your group's annual budget?

\$325,000.⁰⁰

4. Detail the group's history, purpose, accomplishments and goals.

— SEE 3 ATTACHMENTS —

10. A
10. B
10. C

What is HONOR FLIGHT

HONOR FLIGHT Tri- State is a Cincinnati based non-profit organization created to honor America's Veterans for all of their sacrifices. We fly our hero's to Washington D.C. to visit and reflect on their memorial -- absolutely FREE . Top priority is given to senior veterans -- World War II and Korean survivors, we are now accepting applications from anyone 65 and older, who served stateside or overseas .

When the National World War II memorial opened in 2004, Earl Morse ,(retired Air Force Captain and Physician's assistant, working for the VA) noted that patients who had served in WW II were excited about the Memorial and loved talking about it. Mr. Morse realized, however, that age, finances and poor health, prevented them from making the trip to Washington to see their memorial alone. He came up with an idea -- he would take them !

The first HONOR FLIGHT flew in May 2005 with six small private planes from Mr. Morse's flying Club with 12 World War II Veterans , on board from Springfield , OH. In 2006, with the waiting list of veterans expanding rapidly, we transitioned to commercial airline carriers to accommodate the maximum number of Veterans as quickly as possible. To date, the Honor Flight Network has flown over 130,000 vets nationwide from over 133 HUBS in the USA.

Based on recent statistics, we are losing World War II Veterans at a rate of 800 per day. HONOR FLIGHT will continue to do whatever it takes to fulfill the dreams of our Veterans, and very importantly, all of our hero's travel absolutely FREE. This is why we have stepped up our fund raising efforts and want to accomplish our mission , while the Veterans are still able to travel.

"It is our distinct pleasure and singular honor to be with these Veterans ,on their special day and to see the respect they all have for each other and our country," said one of our guardians. " It is a day that will change your life ", our director, Cheryl Popp commented. Every vet is accompanied by a guardian / escort . All guardians travel at their own expense and many guardians have been on several trips. The fee for 2017 is \$475 per guardian.

HONOR FLIGHT Tri- State is affiliated with the HONOR FLIGHT NETWORK and is serving the Veterans in the Greater Cincinnati, Northern Kentucky and southeastern Indiana. We are now taking applications online for all flights.

**Honor Flight Tri- State has flown 380 Veterans in 2016
The projection for 2017 is 400 !**

Help us make a difference in a Veteran's life... with a trip of a lifetime !
www.honorflighttristate.org *Hotline number -513-277-9626*

DID YOU KNOW.....

16 million men and women served in World War II only 1million are still alive today.

They call them veteranswe call them Dad and Grandpa, Mom, Aunt ,Uncle, sister and brother.

We lose 800 World War II Veterans daily in the US and the Korean veterans are following quickly behind them

We are expanding to any veterans, over the age of 65, either stateside or overseas for the 2017 flying season

Honor Flight Tri-state hosted the first ALL Women Flights on September 22, 2015- --150 women were honored

HONOR FLIGHT Tri- State is a member of the HONOR FLIGHT Network based and founded in Springfield , OH

Sadly, despite our best efforts seeking National fundraising, HONOR FLIGHT receives no national or government funding.

All funding comes primarily from individuals from across the country, that recognize we need to take our Veterans to Washington to see their memorials erected in their honor.

All funds raised locally by Honor Flight Tri-State remain in Cincinnati.

5 charter flights this year are being sponsored by our many donors including -- the Simply Money Foundation, , Mary Haile Foundation and ANG, Chickasaw Foundation, the Honor Run Half Marathon -- private donors and other grants --

Corporate donations were up 140% last year, private donations were up 27 % and memorial donations were up also unfortunately

Honor Flight Tri-State has no paid employees – we are all volunteers. 100 cent dollars goes to fly the veterans .

We mailed over 1900 thank you notes for donations received in 2016 alone

We have made presentations in schools, rotary clubs, business associations, private companies, church groups and many events

Video produced by Jennifer Otten of the ICRC won three cable awards during 2013 and she has produced our new guardian video and Honor Flight Movie - available on our website

Nationally since 2005 – the Honor Flight Network has flown over 185,000 veterans to see their memorials, 4000 in Cincinnati alone

Guardian fees of \$475 pay for half of the flight expenses and we hope to hold the fee for the 2018 season

48 World War II and 170 Korean vets, and over 600 Vietnam and other conflict veterans - - remain on the waiting list, and we are expanding in 2017 to include anyone who served in the military either stateside or overseas , who is age 65 or older

Honor Flight Tri-State flew 380 veterans with 365 guardians in 2016

Honor Flight Tri-State volunteers spent 9000 + hours working for the mission in 2016 . There is no paid staff

There are 130 hubs in 44 states and Tri-State is hub #5

These men and woman saved the world and asked for nothing in return ... this is their mission – to thank them. It is never too late to say thank you for their sacrifices

They were not all kissing nurses on Times Square – most came home alone on a train or a ship , Returning without a parade.

This is their long overdue Parade – Honor Flight Tri-State gives them a day they will never forget --

5. What is the group's primary funding sources (government, private, other and estimated amounts)?

Source

Amount

WE ARE FUNDED TOTALLY BY PRIVATE DONATIONS,
CORPORATE DONATIONS, GRANTS ; MEMORIAL
DONATIONS

6. How does your group meet the City's definition of service to the community as defined on page one (1) of the application?

THESE MEN AND WOMEN SERVED OUR
COUNTRY AND OBTAINED OUR FREEDOMS,
OFTEN WITH HUGE PERSONAL SACRIFICES.
THEY NOT ONLY SERVED OUR COMMUNITY
BUT OUR NATION AS WELL. THEY RETURNED
TO BUILD OUR COMMUNITY. OUR VETERANS
ARE THE FOUNDATION OF OUR COMMUNITY.

Honor Flight Tri-State will use the funds to take 5 veterans to see their memorials in Washington DC.

The honoring and thanking of elderly veterans can not be underestimated. They came back from a heartbreaking war or military service, and 440,000 American perished in World War II. They built our nation, with no fan fare or accolades. They started families and continued to be productive citizens for decades.

Honor Flight Tri-State wants to continue to honor and thank them for their service even though their service was rendered so many years ago. It is never too late to say thank you. The Vietnam and Korean memorials were completed when the veterans were very young and only 20 years in the case of the Korean war and 10 years in the case of the Vietnam memorial, but many of these veterans have never seen their memorials. It is our mission to take them.

Our World War II and Korean veterans have waited decades to see their memorials and we intend to continue flying them as long as we can continue to raise the necessary funds. Many of them are in failing health and not able to travel alone. Many do not have the means for a trip like this one alone. This is why Honor Flight was founded. We will continue to fly our veterans to see their memorials as fast as we can.

7. Describe how your group plans to use the funds being requested. Please be as specific as possible including a timeline for the project as well as explaining the sustainability of the project and how that would be managed.

SEE ATTACHMENT 12. A
12. B
12. C

in the terminal is often the part of the trip that impresses the vets the most. It is a parade they never had and the appreciation of everyone waving flags and cheering is unexpected. Honor Flight's arrival is announced on the terminal PA system and often waiting passengers greet and shake hands with all of the vets in the terminal. They are often in tears by then and they love it.

We proceed to the waiting buses and remember the color coding . Honor Flight bus leaders will help you find the correct bus. Remember – you will always travel on the same bus.

Please listen for instructions – the itinerary can change suddenly and times and places may change – listen for these changes. The blue itinerary you have is an estimation of times only.

We will take the veterans pictures in a group as we enter the World War II memorial .You will be given instructions to assemble by the ranger's station –near where we will be getting off of the bus. Get your veteran there as quickly as possible. Restrooms are available at the memorial but we will be asking you to wait until we can take the picture first. There are bathroom facilities on the bus – please remind your vet of that. Often they can not hear the announcements – it will be your responsibility to tell them what is coming next. We give out the instructions as we go as to not overwhelm them. As you can imagine the logistics are enormous on a trip like this. Time is built in for restroom stops and the slow pace of the veterans etc. Please be punctual.....!

We will be bringing along a folded American flag in a case – this has gone with us on every trip. It was draped on the casket of a departed World War II Vet. We put the flag case on the Ohio pillar and it will go home with us when we leave. We will spend about 1 ½ hours at the memorial. You will be given a time to be back at the bus. Just enjoy – take your vet to his theater of war, walk around and look at everything .A board member may also host a tour – listen for the times There is often politicians at the memorial – you are not obligated to speak to them and if we see them bothering the vets we ask them to leave. They can speak to them outside of the memorial. But no formal speeches will be allowed. This is the vet's time to enjoy the memorials..

After waiting so many years to see their memorials to be built – let them enjoy and do whatever they want . Talk to them, make sure they do not stumble etc. Be with them through the whole visit. Water is available on every stop – see the medics.

The itinerary is approximate and we will see the Changing of the Guard in Arlington, Lay a wreath at the Korean and WW II memorials, Iwo Jima, Lincoln, Vietnam and Air Force memorials. The schedule changes with each trip and to accommodate traffic etc. We then proceed to our buffet dinner at a local buffet . We have a reserved area. Help the vets with their dinner selections. This is a long stop –there is ample time to be with new friends. We will go directly to the airport after dinner.

This is a trip that will bond us together forever and they will remember it for the rest of their lives. When we get back to CVG – do not be surprised if there is a large welcome home reception . But save the surprise for the VETS . The perfect end to an incredible day . If you know of anyone wanting to wait for our return and be part of the welcome home rally – please have them report to greeting area at the bottom of the escalator in the terminal about 10:00pm. There will be Honor Flight ground crew to assist in the evening also. This welcome home celebration will be so amazing, you will not be able to believe it !

Thank you for being a guardian and let's make this the day of their lives !! With all of us working together it will be a very memorable occasion for them. It is a day that will change your life. Remember this is *THEIR* day. The least we can do for them – the small gift, at last, from a grateful nation. It is never too late to say THANK YOU . !

This is a “ typical flight “ and things may change at anytime without notice

8. How will this project/service have a public purpose and engage citizens of Montgomery for this public purpose?

THE CITIZENS OF MONTGOMERY WILL BE SERVED BY THE KNOWLEDGE THAT THE GRANT MONEY WILL BE USED TO HELP THE SENIOR MEMBERS OF THE AREA ON THIS FREE TRIP. A THANK YOU FROM THE GRATEFUL CITIZENS OF MONTGOMERY. THESE VETERANS BELONG TO ALL OF US!

9. How will you identify residents in need of services, if applicable?

WE HAVE SERVED AND CONTINUE TO SERVE
THE CITIZENS OF THIS AREA.

10. Have you received in the past, or currently receiving grant funding, for this or a similar project? If yes, please provide a detailed description.

WE HAVE RECEIVED GRANTS FOR OUR
FLIGHTS FOR SEVERAL YEARS TO FUND
OUR MISSION. DONORS OR GRANT PROVIDERS
DONATE TO OUR GENERAL FUND - WE
THEN USE THE MONEY FOR OUR TRIPS.
WE ONLY HAVE ONE MISSION.

11. How will awarding funds to your group benefit City of Montgomery residents? Special consideration will be given for joint applications submitted by more than one group working together. You may share a specific example or a brief past "success story".

WE HAVE WRITTEN 2 BOOKS "LEGACY OF COURAGE: TRUE STORIES OF HONOR FLIGHT VETERANS" AND "LEGACY OF COURAGE II: NEW STORIES OF HONOR FLIGHT VETERANS". MUCH MEDIA HAS BEEN DEVOTED TO OUR TRIPS. VETERANS LIVES HAVE BEEN CHANGED BY OUR TRIPS. THEIR SERVICE HAS FINALLY BEEN ACKNOWLEDGED. MANY OF OUR HONOREES ARE FROM MONTGOMERY.

12. What is the anticipated number of recipients to be served by the project or program for which grant funds are being requested? 5

13. List other groups providing the same or similar services in the Montgomery area?

NONE

14. Is the project or program still feasible if awarded partial funding? (please explain)

YES, WE HAVE BEEN FUNDRAISING AND APPLYING FOR GRANTS SINCE 2007, AND WE WILL CONTINUE TO DO SO.

15. How will you evaluate success of the project or program? Please note that your group will be required to submit a 6 (six) month progress report if awarded funds (see the Grant Process Timeline on page 4.)

WE WILL BE ABLE TO EVALUATE OUR SUCCESS BY THE SMILES ON THE FACES OF OUR VETERANS AND TO STORIES & LETTERS OF GRATITUDE FROM THEIR FAMILIES.

16. What is your plan to provide recognition to the City of Montgomery for the support provided through this grant?

WE WILL HAVE MEDIA COVERAGE, NEWS RELEASES, WEBSITE HIGHLIGHTS, PICTURES AND STORIES IN THE COMMUNITY PRESS AND ENQUIRER.

Grant Request Budget Worksheet

Grant Request is for:
(name of project/program and group name)

HONOR FLIGHT TRI-STATE

Amount of Grant Request

\$ \$2500.00

Time period covered by grant request

1/17 - 12/2017

Project/Program Funding Sources

- City of Montgomery
- Other governmental entity
- Other pending grants
- Private business sponsors
- Donations, events, fundraising, etc.
- Other _____

\$ NONE SO FAR

\$ - 0 -

\$ UNKNOWN (SEVERAL APPLIED FOR)

\$ \$100,000.00

\$ \$250,000.00

\$ _____

Total Funding Sources

Project/Program Expenses

- Personnel
- Equipment
- Materials
- Other

\$ NONE

\$ WE OWN 40 WHEELCHAIRS
(OUR ONLY INVENTORY)

\$ _____

\$ - 0 -

Total Expenses

\$ \$350,000 - VETERANS TRIPS
ONLY
WE ARE ALL VOLUNTEERS

Final report

The final report must include an itemized budget with a copy of financial statements or statement of income and expenditures and assets and liabilities. The report must also include lessons learned and impact of the project and grant.

The final report should include the following information for each expenditure.

1. The amount and check number
2. The date paid
3. To whom payment was made
4. The purpose of the expenditure
5. Documentation of matching fund including names and time worked if service hours contributed to matching fund requirements.
6. Documentation of the recognition given to the City of Montgomery for the support provided through this grant.

WE WILL FILE A FINAL REPORT IF THE
GRANT IS REALIZED.
OUR EXPENSES ETC, ARE AVAILABLE
ON LINE , ON OUR 990 IRS STATEMENT.

Scoring Sheet

Question	Points	Points Awarded
Group's history, purpose, accomplishments, and goals	5	
How does the group meet the City's definition of Service to the Community	10	
Describe how your group plans to use the funds requested	15	
How will this project/ service have a public purpose?	15	
How will you identify residents in need of services	10	
Have you received funding in the past?	5	
How will the award benefit Montgomery residents (weighted here for more than 1 group)	20	
Anticipated number that will be served	5	
List the other groups involved	5	
Evaluate success of the program	5	
How will your plan provide recognition to the City of Montgomery?	5	
TOTAL Points Awarded	100	

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 23 2010**

HONOR FLIGHT TRI-STATE
C/O CHERYL POPP
8627 CALUMET WAY
CINCINNATI, OH 45249

Employer Identification Number:
27-2172958
DLN:
300162008
Contact Person:
WAYNE WHITE ID# 75907
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
October 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
August 1, 2007
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106, or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

~~Please see enclosed Publication 4221-PC, Compliance Guide For 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.~~

Letter 947 (DO/CG)

DUPLICATE COPY

Form **8879-EO**

IRS e-file Signature Authorization for an Exempt Organization

OMB No. 1545-1878

For calendar year 2015, or fiscal year beginning _____, 2015, and ending _____, 2015

2015

Department of the Treasury
Internal Revenue Service

▶ Do not send to the IRS. Keep for your records.

▶ Information about Form 8879-EO and its instructions is at www.irs.gov/form8879eo.

Name of exempt organization

Employer identification number

HONOR FLIGHT TRI-STATE

27-2172958

Name and title of officer

CHERYL POPP

EXECUTIVE DIRECTOR

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than 1 line in Part I.

1a	Form 990 check here	▶ <input checked="" type="checkbox"/>	b	Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	442,009.
2a	Form 990-EZ check here	▶ <input type="checkbox"/>	b	Total revenue, if any (Form 990-EZ, line 9)	2b	
3a	Form 1120-POL check here	▶ <input type="checkbox"/>	b	Total tax (Form 1120-POL, line 22)	3b	
4a	Form 990-PF check here	▶ <input type="checkbox"/>	b	Tax based on investment income (Form 990-PF, Part Vi, line 5)	4b	
5a	Form 8868 check here	▶ <input type="checkbox"/>	b	Balance Due (Form 8868, Part I, line 3c or Part II, line 8c)	5b	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2015 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

I authorize SMITHPEARLMAN & CO. to enter my PIN 12345
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the organization's tax year 2015 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2015 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature _____ Date _____

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

31437254321
do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2015 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature  Date 4/21/2016

**ERO Must Retain This Form - See Instructions
Do Not Submit This Form To the IRS Unless Requested To Do So**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form as they may be made public.
- ▶ Information about Form 990 and its instructions is at www.irs.gov/form990.

2015

Open to Public Inspection

A For the 2015 calendar year, or tax year beginning and ending:

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization HONOR FLIGHT TRI-STATE		D Employer identification number 27-2172958
	Doing business as		E Telephone number 513-489-2022
	Number and street (or P.O. box if mail is not delivered to street address) Room/suite		G Gross receipts \$ 442,009.
	8627 CALUMET WAY		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	City or town, state or province, country, and ZIP or foreign postal code CINCINNATI, OH 45249		H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: **WWW.HONORFLIGHTTRISTATE.ORG**

K Form of organization: Corporation Trust Association Other

L Year of formation: **2010** **M** State of legal domicile: **OH**

Part I Summary

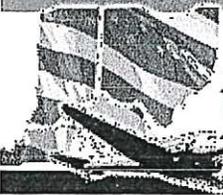
1 Briefly describe the organization's mission or most significant activities: TO FLY VETERANS TO THEIR MEMORIALS IN WASHINGTON D.C.		
2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
Activities & Governance	3 Number of voting members of the governing body (Part VI, line 1a) 7	
	4 Number of independent voting members of the governing body (Part VI, line 1b) 7	
	5 Total number of individuals employed in calendar year 2015 (Part V, line 2a) 0	
	6 Total number of volunteers (estimate if necessary) 0	
	7a Total unrelated business revenue from Part VIII, column (C), line 12 0.	
	7b Net unrelated business taxable income from Form 990-T, line 34 0.	
	8 Contributions and grants (Part VIII, line 1h)	Prior Year: 327,181. Current Year: 293,496.
9 Program service revenue (Part VIII, line 2g)	146,666. 137,776.	
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	570. 467.	
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0. 10,270.	
12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	474,417. 442,009.	
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0. 0.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0. 0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0. 0.
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0. 0.
	b Total fundraising expenses (Part IX, column (D), line 25) 0.	
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	314,422. 371,075.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	314,422. 371,075.
19 Revenue less expenses. Subtract line 18 from line 12	159,995. 70,934.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year: 519,085. End of Year: 590,019.
	21 Total liabilities (Part X, line 26)	0. 0.
	22 Net assets or fund balances. Subtract line 21 from line 20	519,085. 590,019.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer EXECUTIVE DIRECTOR	Date			
	Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name ALVIN M PEARLMAN CPA	Preparer's signature <i>[Signature]</i>	Date 4/20/16	Check if self-employed <input type="checkbox"/>	PTIN P00026104
	Firm's name SMITHPEARLMAN & CO.	Firm's EIN 31-1175701	Firm's address 100 TECHNECENTER DRIVE SUITE 200 MILFORD, OH 45150	Phone no. 513-248-9210	

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No



HONOR FLIGHT TRI-STATE

Honor Flight Itinerary

****ALL TIMES ARE SUBJECT TO CHANGE.....***

- 05:30** Arrive at CVG terminal for Check in and Registration
- 06:00** Welcome to Veterans and departure ceremony
- 08:00** Flight departs from CVG
- 09:20** Arrive at DCA (Washington Reagan Airport)
- 10:10** Depart DCA on Bus for Iwo Jima
- 10:30** Arrive at the Iwo Jima Memorial (Marine Memorial)
- 11:15** Depart the Iwo Jima Memorial for Arlington National Cemetery
- 11:25** Arrive at Arlington for the changing of the guard 12:00, and Wreath laying ceremony at 12:15
- 12:30** Depart Arlington National Cemetery
- 12:40** Arrive at the Air Force Memorial, box lunch break
- 1:40** Depart Air Force Memorial
- 1:40** Washington city tour
- 2:20** Arrive at World War II Memorial
- 3:25** Depart World War II Memorial
- 3:35** Arrive at the Korean War Memorial, Viet Nam and Lincoln Memorial Area
- 5:30** Depart Korean War Memorial, Viet Nam and Lincoln Memorial Area
- 5:50** Arrive at Restaurant, *(Great American Steak, 5902 Richmond Hwy, Alexandria, 22303. (703) 329-1555)*
- 7:05** Depart Restaurant for Airport and return flight
- 7:25** Arrive at DCA and check in
- 9:00** Depart DCA for CVG
- 10:20** Arrive at CVG

Honor Flight

\$2,500

Question	Points	Staff	Council	Applicant	Total
Group's history, purpose, accomplishments, and goals	5	5			
How does the group meet the City's definition of Service to the Community	10	2			
Describe how your group plans to use the funds requested.	15	15			
How will this project/ service have a public purpose?	15	1			
How will you identify residents in need of services	10	1			
Have you received funding in the past?	5	5			
How will the award benefit Montgomery residents (weighted here for more than 1 group)	20	5			
Anticipated number that will be served	5	1			
List the other groups involved	5	0			

Evaluate success of the program	5	1			
How will your plan provide recognition to the City of Montgomery?	5	5			

Scoring Sheet

41

April 7, 2017

To: Wayne S. Davis, City Manager

From: Faith Lynch, Communications and Engagement Coordinator *FAL*

Subject: Request for Proposal for 2017-2018 Newsletter and 2018 Annual Calendar

Request

The Community and Information Systems Department staff would like to update the Government Affairs Committee on the process for the Request for Proposal for the Montgomery Bulletin and the annual City Calendar, effective November 2017 through November 2018. For planning purposes and consistency in design, the department will include both publications in the same request for a one-year contract.

Background

Since December 2013, the City of Montgomery has partnered with Cox Media Ohio to produce and publish the Montgomery Bulletin. In addition, Cox Media Ohio has also produced and/or printed the annual City Calendar. In the past, a quote on the calendar product was solicited separately. The current agreement with Cox Media Ohio for the Montgomery Bulletin runs through 2017.

Over the last year, we have encountered many challenges working with Cox Media Ohio. City staff has worked with three different account managers and two different designers to produce these key communications pieces. This has meant that staff has needed to teach our specific design expectations several times over. Staffing changes do happen and this is, of course, the cost of doing business; however, the number of staff changes has brought undue burden on City staff, and placed added pressure on City resources and sacrificed quality.

In addition to these staffing changes, City staff was unprepared for the dramatic increase in price for the annual calendar. In 2015, the City of Montgomery paid Cox Media Ohio \$7,879.37 for the 2016 Calendar; for the 2017 Calendar, the City paid \$12,673.17. This accounted for a 61 % increase. Their explanation for the increase was due to increasing operation and production costs which previous quotes did not adequately capture. Staff opted to continue this relationship for the 2017 Calendar, despite a steep increase in the quote from last year's final cost, due to Cox's knowledge of the project, an effective working relationship, collateral on hand from the newsletter and a design concept created for the 2017 Calendar. At that point in time, City staff had been working with the same designer who did the previous calendar design and a newer account manager who had produced four newsletters with the City. The other quotes from two competing companies were also substantially more than Cox's 2015 quote.

When the City of Montgomery signed the contract with Cox, a letter was included to communicate that the Bulletin agreement expires at the end of 2017, at which time, the City of Montgomery will send out a request for proposals to area printers and designers. This letter also stated that if the proposal for the Bulletin is consistent with the calendar's cost increase, the City will reconsider its partnership with Cox. Finally, the letter included a request for an estimate on future Bulletin production costs for budgetary planning purposes. The current rate for a 16-page newsletter is \$2,784.00 and their future pricing estimate (provided in September 2016) for a 16-page newsletter was \$5,416.79. This represents a 95% increase!

It appears that Cox Media Ohio is moving away from the direct mail business. After talking to a number of sources, including communications colleagues in other jurisdictions, staff has concluded that Cox will honor this signed 2015-2017 quote, but highly doubts that they will rebid the project.

To summarize, staff would like to begin working with the new vendor on the annual calendar in July 2017, and on the newsletter in November 2017, to mail out the December 2017 Bulletin with the annual calendar. By mailing these two pieces together, the City saves \$1,100. The recommendation is to terminate the agreement with Cox effective November 1, 2017. We will contact them regarding this change on July 1, 2017, which is more than 60 days prior notice as required in the 2014/2015 contract and was extended in a 2016/2017 signed quote.

Recommendation

Staff will circulate the attached Request for proposal by May 1 to known printers and designers, as well as post on the City website, for the purpose of designing and printing the Montgomery Bulletin, from November 2017 through November 2018, and the 2018 City Calendar. Both the December 2017 newsletter and the 2018 City Calendar will need to be mailed together, with a delivery to the post office by November 22, 2017, in order to save approximately \$1,100 in postage costs. By starting this contract process earlier, it will allow staff to adjust budget numbers based on the initial quotes, allow time to make a decision and accommodate Council's legislative process.

Request for Proposals for Monthly Newsletters and Annual Calendar City of Montgomery, Ohio

The City of Montgomery, Ohio is seeking proposals to assist with the design, editing, printing and mailing of a monthly publication and yearly calendar publication.

Project details are below. Project timeline is a one-year contract for 2017-2018.

The newsletters would be sent monthly. Content would be provided by the City of Montgomery. A working timeline is set to meet the goal of having the newsletter in the hands of all recipients by the first of each month and to allow for agenda items from the Council meeting to be included in the publication. It is critical that all proposals include a timeline to allow for layout, editing, finalization, print, mailing and delivery that meet this expectation. The annual calendar would be published once a year, with the project starting in July and concluding in November to be delivered with the December newsletter.

When submitting a proposal, please include three business references and please provide hard copies of newsletter samples for those businesses. In addition, please provide a sample copy of an annual calendar.

Only proposals submitted on this form will be considered. Preference may be given to vendors who are able to manage all aspects of the project. Please indicate the name and contact information of the person who would serve as the contact for this project if selected.

Direct any questions and send proposals by 5:00 p.m. on Monday, May 15, 2017, to: Faith Lynch, Communications and Engagement Coordinator, City of Montgomery **Fax:** 513-891-2498 **Phone:** 513-792-8358
Email: flynch@ci.montgomery.oh.us **Address:** 10101 Montgomery Rd, Montgomery, OH 45242

Newsletter

ITEM	DETAILS	ESTIMATE
Newsletter project preparation	<ul style="list-style-type: none"> • Newsletter audit, if recommended (please note what an audit would entail). • Combined newsletter creative meeting, if recommended (please note what meeting or creative process would entail). • Edits to design (please include how many rounds of client changes/edits are included in price, if limited). • Sample of current Montgomery newsletters are available on the City website at www.montgomeryohio.org or paper copies available at City Hall. 	
Newsletter	<ul style="list-style-type: none"> • 1 time original design for layout, features and titles (annual recommendations on redesign and special features to refresh the look and effectiveness of the newsletter and build in brand consistency with the City and City website). • 8-16 pages. 	
Newsletter	<ul style="list-style-type: none"> • Newsletter layout <i>per issue</i>. • Newsletter proofs. • Alterations/edits (please note if there is a limited amount, otherwise "unlimited" will be assumed). • Purchase and maintain rights to use artwork or stock photos to enhance publication. • Final digital artwork for web posting (PDF). • Press ready at work for printing. 	

Newsletter Printing	<ul style="list-style-type: none"> • Print 5,000. • Stock 80# matte. • Stapled. • Trimmed. • Delivery and coordination with mail house. 	
Newsletter Mailing	<ul style="list-style-type: none"> • Mail 5,000. • Mail processing (sorting, labeling, bundling). • Bulk Postage (permit account). • Delivery to post office. • Overage delivery to Montgomery City Hall. • Management of mail house timetable to meet with monthly schedule for timely delivery to all recipients. 	
Discounts	<ul style="list-style-type: none"> • Please note discounts (E-rate, packages, commitment discount, etc). • Please consider this the opportunity for discussion on discounts. 	

**please include expiration date if estimates expire*

***project details outlined in this RFP are subject to change*

Monthly Project Timeline*

Estimated In-Home dates:	2-6 days from delivery to Post Office
Delivery to Post Office/Montgomery City Hall:	7 days from final approval
Final approval from the City of Montgomery:	1 business day
Final proof provided to the City of Montgomery:	1 business day
Edits from City of Montgomery to Vendor:	2 business days following the 1st proof
1st Proof to The City of Montgomery:	3 business days following the 9th or 10th
Art/Editorial Submission to vendor:	by the 9th or 10th of each month.

Sample Month:

January 9 th	Art/editorial submission from The City of Montgomery
January 14 th	1st Proof to the City of Montgomery
January 16 th	Edits received from The City of Montgomery
January 17 th	2nd Proof to the City of Montgomery
January 20 th	Final approval from The City of Montgomery
January 20 th	Art sent to print and final digital PDF sent to City of Montgomery
January 27 th	Delivery to the Post Office and additional copies delivered to The City of Montgomery
January 28 th -31 st	Delivery in Homes

Calendar Project

ITEM	DETAILS	ESTIMATE
Calendar project preparation	<ul style="list-style-type: none"> • Calendar audit, if recommended (please note what an audit would entail). • Combined calendar creative meeting, if recommended (please note what meeting or creative process would entail). • Edits to design (please include how many rounds of client changes/edits are included in price, if limited). • Sample of current Montgomery Calendar paper copies available at City Hall. 	

Calendar Design	<ul style="list-style-type: none"> • 1 time yearly original design for layout, features and titles (annual recommendations on redesign and special features to refresh the look and effectiveness of the Calendar and build in brand consistency with the City, newsletter and City website). • 28-page full color, semi glossy calendar (eight 12"X18" sheets folded and stapled) calendar with 80# cover stock for cover and 80# text inside pages. 	
	<ul style="list-style-type: none"> • Calendar layout. • Calendar proofs. • 1 single side 8.5" by 11" cover letter in two colors. • 1 double side 8.5 by 11" full color semi glossy insert. • Alterations/edits (please note if there is a limited amount, otherwise "unlimited" will be assumed). • Purchase and maintain rights to use artwork or stock photos to enhance publication. • Press ready artwork for printing. 	
Calendar Printing	<ul style="list-style-type: none"> • Print 5,300. • 80# cover stock for cover and 80# text inside pages (eight 12" x 18" sheets folded and stapled). • Envelopes to enclose all of the above plus December newsletter to maximize cost savings and efficiencies. • Stapled. • Trimmed. • Delivery and coordination with mail house. 	
Calendar Mailing	<ul style="list-style-type: none"> • Mail 5,000. • Mail processing (sorting, labeling, bundling). • Mail with December newsletter to maximize cost savings and efficiencies. • Bulk Postage (permit account). • Delivery to post office to coincide with delivery of December newsletter to recipients by December 1. • Overage delivery to Montgomery City Hall. • Management of mail house timetable to meet with monthly schedule for timely deliver to all recipients. • Must provide cost for mailhouse prep plus postage cost per month. 	
Discounts	<ul style="list-style-type: none"> • Please note discounts (E-rate, packages, commitment discount, etc). • Please consider this the opportunity for discussion on discounts. 	

Please contact with any questions:
Faith Lynch
Communications & Engagement Coordinator
City of Montgomery

10101 Montgomery Road
Montgomery, OH 45242
(513) 792-8358
flynch@ci.montgomery.oh.us

These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council. Formal adoption is noted by signature of the Chair within the minutes.

City of Montgomery
Governmental Affairs Committee Minutes
March 13, 2017

Present

Wayne Davis, City Manager
Matthew Vanderhorst, Community and Information Services Director
Connie Gaylor, Clerk of Council

City Council Committee Members Present

Gerri Harbison, Chair
Lynda Roesch
Craig Margolis

The Governmental Affairs Committee of Council convened in the City Hall Conference Room at 4:00 p.m. with Mrs. Harbison presiding.

Review of Proposed Tchotchke Items

Mr. Vanderhorst explained to the Committee that over the years, the City has used a variety of items to serve as gifts for visitors, volunteers and partners of the City. These gifts have included umbrellas, coffee cups, hats, blankets, keys to the City and various other items. He stated that the City's inventory of these gifts has dwindled over the years and staff has taken advantage of this opportunity to research and recommend updated options. Mr. Vanderhorst stated that as these gifts will be given out primarily by City Council, staff would like City Council's feedback on the items staff has researched to be considered for purchase for special circumstances as well as for general purposes. The Committee and staff reviewed and discussed the proposed purchase of Challenge Coins, the TrackR device, Keys to the City and other miscellaneous items for reorder. The Committee did express their interest in Option #2 of the challenge coin which features an antique finish. Mr. Vanderhorst stated that he would pursue obtaining a sample of the coin for the entire City Council to view before ordering.

Review of Board and Commission Expiration Terms

Mr. Davis explained that after a review of the Board and Commission reappointment processes by staff, it was determined that it would be more efficient and consistent to align all Boards and Commissions to have consistent term expiration dates. The Arts, Beautification and Tree, and Sister Cities Commissions all have terms that expire on February 28, which differs from all other Boards and Commissions. After a review of past processes, staff is not aware of a specific need for this staggering of terms and finds it would be easier for tracking purposes to conduct all appointments at the same time. This change would only affect Commissions that are created by an Ordinance and will not affect those created by Charter. Staff would recommend that in the future if Charter amendments are required, that consideration would be given to changing all term expirations to March 31. This change would give the Boards and Commissions time to hold meetings outside of the holidays in which applicants could attend the required meetings, allow new City Council Members to become better acquainted with their Liaison duties for the Board and Commission to which they are assigned, and would still work within the schedule parameters of the election of officers and Chair updates to City Council.

Mr. Margolis made a motion to change the expiration terms that are currently ending on February 28 to commence on January 3. Ms. Roesch seconded. The Committee unanimously agreed.

Update on Hiring Processes

Chief Simpson explained that staff is currently in the process of hiring two (2) police officers to fill vacant positions within the police department. He stated that he and Assistant Chief John Crowell feel it would be in the best interest of the City to consider hiring a total of four (4) officers during this process if the candidates successfully pass all phases outlined by the Civil Service Commission. He further explained that in addition to these positions, he has tendered his letter of intent to retire from the City effective June 17, 2017. Additionally, Police Officer Greg

These Minutes are a draft of the proposed minutes from the Government Affairs Committee of City Council meeting. They do not represent the official record of proceedings until formally adopted by the Government Affairs Committee of City Council. Formal adoption is noted by signature of the Chair within the minutes.

City Council Government Affairs Committee Minutes

March 13, 2017

Page 2.

Schill has verbally shared his plans to retire in August of 2017.

Chief Simpson stated that the recent round of interviews identified several potential candidates as being eligible through the Civil Service Commission to have scored well up to this point in the process. Recognizing the many steps remaining in the hiring process, staff feels pursuing four (4) candidates would benefit the City by minimizing the amount of time the department would be under staffed. Logistically, the department would need to stagger the start dates for each candidate to allow for the assigned field training officers to rotate through each shift. This would also add time to the hiring process.

Chief Simpson stated that this recommendation may temporarily add one or two positions to the police department, depending upon the total amount of time of the hiring process. After examining the budget for salary and personnel, staff feels any overlap or temporary additional staffing would not adversely impact the police department budget. This overlapping of staff would be offset by the savings from the two (2) open positions we have endured up to this point of the 2017 budget cycle. The City's police department at the beginning and end would still only be authorized to employ 21 uniformed officers as presented and approved in the 2017 Budget.

The Committee and staff discussed the request. Ms. Roesch moved to accept Chief Simpson's request dated March 1, 2017. Mr. Margolis seconded. The Committee unanimously agreed.

Approval of Minutes

Mr. Margolis moved to approve the January 9, 2017 Government Affairs Committee minutes. Ms. Roesch seconded. The Committee unanimously agreed.

Adjournment

Mr. Margolis moved for adjournment. Ms. Roesch seconded. The Governmental Affairs Committee of Council meeting was adjourned at 4:38 p.m.

Chair