

**SUPPLEMENTAL BUDGET – JUSTIFICATION**  
**NOVEMBER 5, 2024**

The City of Boardman applied for a grant for Congressionally Discreet Dollars with the application stating that the Boardman Community Development Association (BCDA) would be the sub-recipient of the entirety of the funds. The City received the fully executed Notice of Award on August 14, 2024 and was immediately funded the entire grant amount of \$1,500,000. This grant was issued out of the U.S. Small Business Administration office and is also referred to as the FY24-Community Project Fund.

This grant was accepted by the Boardman City Council along with the terms and conditions that accompany it. In order to be in compliance with the accounting of said funds and project, the City will create a new fund, Congressional Community Project Fund. The fund was not created during the budget process; therefore, it requires a supplemental budget process to create it. It was believed that the grant would be on a reimbursement basis or a draw down request basis as the construction costs were incurred. It was not expected to be deposited in one lump sum to our bank account. This supplemental budget is to request for this new Fund be created.

Below is a summary of the project and award, as sent by the U.S. Small Business Administration.

**Award Number:** SBAHQ24I0115

**Project Title:** Boardman Business Opportunity Incubator

**Project Purpose:** The Boardman Community Development Association, which is a local nonprofit and the subrecipient of the entirety of this award, aims to provide a dedicated space for small and medium-sized businesses, with a particular emphasis on supporting women and minority owned business enterprises (MBE) and low-income populations. This project addresses a significant community need by fostering economic development in Boardman, which currently lacks sufficient commercial activity and startup locations for small businesses. This initiative will enhance the health and vitality of Boardman, especially for disadvantaged populations.

The development will create a space through a public/private partnership. Initial conceptual design has begun, although construction has not yet started. A National

Environmental Policy Act (NEPA) review may be required, and if so, a categorical exclusion is expected.

The overall facility construction is estimated to cost \$1,500,000.00 and will be situated on property owned by the Boardman Community Development Association (BCDA). The facility is anticipated to cover approximately 5,000 to 7,000 square feet and will house multiple business opportunities within.

This development will benefit the City of Boardman, residents, and the surrounding communities in Morrow County and the region. No matching funds, personnel, or equipment (other than those required per code as part of the structure installation) are anticipated as the project proceeds to final design and construction.

**Award Amount:** \$1,500,000

**Period of Performance:** 9/1/2024 – 8/31/2028

The Fund accounts for the interfund transfer from the General Fund, which currently houses the money and with possible interest earnings of \$45,000 for the year. The appropriations are the full \$1,500,000, if BCDA were to start construction immediately and the \$45,000 is allocated to the Contingency. All appropriations will be for construction, as stated in the grant agreement.