



## City of Goshen Board of Public Works & Safety

Regular Meeting Agenda

4:00 p.m., MARCH 5, 2026

Goshen Police & Court Building, 111 East Jefferson Street, Goshen, Indiana

*To access online streaming of the meeting, go to <https://goshenindiana.org/calendar>*

### Call to Order by Mayor Gina Leichty

**Approval of Minutes:** *Not yet ready*

### Approval of Agenda

- 1) Interra Credit Union request:** Approve the closure and use of the City's Powerhouse parking lot for the annual "Shred-It Days" event, June 5 and 6, 2026
  
- 2) Legal Department request:** Approve the agreements with: Downtown Goshen, Inc. for \$50,000; First In – Chaplain Crisis Response Team for \$10,000; Goshen Historical Society Museum for 15,000; South Bend – Elkhart Regional Partnership for \$2,750; and Warsaw Housing Authority for \$35,000.00 to support the work described in each agreement and authorize Mayor Leichty to execute each agreement
  
- 3) Engineering Department request:** Approve periodic lane closures on College Avenue, from Lincolnway East/US 33 east to the railroad crossing, from Friday, March 6, until Friday, July 31, 2026.
  
- 4) Clerk-Treasurer's Office request:** Allow the Clerk-Treasurer's Office and Utilities Office to void \$4,461.53 in outstanding warrants dated on or before Dec. 31, 2022

### Privilege of the Floor

### Approval of Civil City and Utility Claims

### Adjournment



February 27, 2026

City of Goshen – Board of Works  
202 S. 5<sup>th</sup> St.  
Goshen, IN 46528

Dear board members:

**Name:** Interra Credit Union  
**Address:** PO Box 727 (300 W. Lincoln Ave.)  
Goshen, IN 46527  
**Contact(s):** Ellen Meihofers, Sr Marketing/Comm. Engagement - 534.2506, ext. 7501

**The credit union respectfully requests the following use of the Powerhouse parking lot:**

**Purpose:** "Shred-It Days" staging  
**Date(s):** Friday – June 5, 2026  
7:30 am to 3:30 pm  
Event is 9 am to 11:00 am and 1:00 – 3:00 pm\*  
Saturday – June 6, 2026  
7:30 am to 12:00 noon  
Event is 9:00-11:00 am\*

\*Because of the popularity, the times may be adjusted – yet to be finalized.

In addition, we request the use of four barricades from the Street Department.

**A popular event for Interra members is the annual "Shred-It Days."**

- To encourage ID theft prevention and recycling, Interra brings in Mountain High Shredding with their mobile truck/shredder.
- Because it is a popular event, several cars are often in line to drop off their shredding materials.
- Interra staff members are present and involved – unloading, weighing, etc.
- Interra pays for the first 50 pounds, with a nominal fee charged thereafter.
- There will be directional signage to ensure orderly entrance into and exit from the parking lot.
- As an example of the popularity, the total in 2025 was almost 27,000 pounds.

Thank you for your consideration,

Ellen Meihofers  
Senior Marketing & Community Engagement Lead



**Legal Department, CITY OF GOSHEN**

204 East Jefferson Street, Suite 2 • Goshen, IN 46528-3405

Phone (574) 537-3820 • Fax (574) 537-3817 • TDD (574) 534-3185  
www.goshenindiana.org

March 5, 2026

**To:** Board of Public Works and Safety  
**From:** Christina M. Bonham, Paralegal  
**Subject:** Community Service Partnership Agreements

The City of Goshen has many organizations that provide services or programs to its residents more efficiently than what the City could provide. The City has supported certain such organizations with funds in the past and wishes to continue to do so. Organizations considered for support are subject to an application process, which includes a detailed description of how these funds will be used. Organizations chosen must account for how the funds were used.

The City seeks to enter into agreements with the following:

<b>Organization</b>	<b>Grant Amount</b>
Downtown Goshen, Inc. – First Fridays	\$50,000
First In Chaplain Crisis Response Team	\$10,000
Goshen Historical Society Museum	\$15,000
South Bend Elkhart Regional Partnership	\$ 2,750
Warsaw Housing Authority	\$35,000

**Suggested Motion:** I move that the City of Goshen approve the agreements with:

- Downtown Goshen, Inc. – First Fridays for Fifty Thousand Dollars (\$50,000.00)
- First In – Chaplain Crisis Response Team for Ten Thousand Dollars (\$10,000.00)
- Goshen Historical Society Museum for Fifteen Thousand Dollars (\$15,000.00)
- South Bend – Elkhart Regional Partnership for Two Thousand Seven Hundred Fifty Dollars (\$2,750)
- Warsaw Housing Authority for Thirty-Five Thousand Dollars (\$35,000.00)

to support the work described in each agreement and authorize Mayor Leichty to execute each agreement.

**COMMUNITY SERVICE  
PARTNERSHIP AGREEMENT**

With Downtown Goshen, Inc. to Provide Programmatic and Operational Support

This Community Service Partnership Agreement (“Agreement”), entered into by and between the City of Goshen, Indiana (“the City”) and Downtown Goshen, Inc. (the “Partner”), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Purpose of this Agreement; Funds Award.

A. The purpose of this Agreement is to enable the City to award funds, in the amount of Fifty Thousand and 00/100 Dollars (\$50,000.00), to the Partner for eligible costs related to support a wide range of programmatic and operational needs, described in more detail in Partner’s Community Services Partnership Application, a copy of which is attached hereto and made a part hereof (the “Project”).

B. The funds shall be used exclusively in accordance with the provisions contained in this Agreement, in Partner’s Community Services Partnership Application, and in conformance with any applicable Indiana Code provisions. The funds received by the Partner pursuant to this Agreement shall be used only to implement the Project or to provide the services in conformance with this Agreement and for no other purpose.

2. Representations and Warranties of the Partner.

A. The Partner expressly represents and warrants to the City that it is statutorily eligible to receive these funds and that the information set forth in its Community Services Partnership Application is true, complete, and accurate. The Partner expressly agrees to promptly repay all funds paid to it under this Agreement should it be determined either that it was ineligible to receive the funds, or it made any material misrepresentation on its Community Services Partnership Application.

B. By entering into this Agreement, Partner certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Agreement by any federal or state department or agency. The term “principal” for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Partner.

3. Implementation of and Reporting on the Project.

A. The Partner shall implement and complete the Project in accordance with the description contained in Partner’s Community Services Partnership Application. Any modification of the Project from the description given in Partner’s Community Services Partnership Application shall require prior written approval of the City.

B. The Partner shall submit to the City a Final Community Services Partnership Report Form within thirty (30) days of completion of the Project, but no later than December 16, 2026, on forms provided by the City.

4. Term. This Agreement commences upon execution by both parties and approval by the Goshen Board of Public Works and Safety, and shall remain in effect through completion of the Project, or December 31, 2026, whichever is later.

5. Funding.

A. The City shall fund this award during its term, pursuant to the project budget set forth within Partner's Community Services Partnership Application. The Partner shall not make substantial modifications to any line item in the budget without the prior written consent of the City, nor shall the Project costs funded by this Agreement be changed or modified without the prior written consent of the City.

B. The disbursement of funds to the Partner shall not be made until this Agreement has been fully approved by the City.

6. Payment of Claims.

A. If advance or lump payment of all or a portion of the funds is not prohibited by statute or regulation, and the City agrees to provide such advance payment, advance payment shall be made only upon submission of a proper claim setting out the intended purposes of those funds. Otherwise, all payments shall be made forty-five (45) days in arrears in conformance with applicable fiscal policies and procedures.

B. Requests for payment will be processed only upon presentation of a claim in the form designated by the City, and must be submitted with accompanying supportive documentation as requested by the City.

7. Project Monitoring by the City. The City may conduct on-site or off-site monitoring reviews of the Project during the term of this Agreement and for up to ninety (90) days after it expires or is otherwise terminated. The Partner shall extend its full cooperation and give full access to the Project site and to relevant documentation to the City or its authorized designees for the purpose of determining, among other things:

A. whether Project activities are consistent with those set forth in the Partner's Community Services Partnership Application;

B. the actual expenditure of funds to date on the Project is in conformity with the amounts for each budget line item as contained in Partner's Community Services Partnership Application and that unpaid costs have been properly accrued; and

C. that Partner is making timely progress with the Project, and that its project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Agreement and are fully and accurately reflected in Project reports submitted to the City.

8. Audits and Maintenance of Records. Partner may be required to submit to an audit of funds paid pursuant to this Agreement, and shall make all books, accounting records, and other documents available at all reasonable times during the term of this Agreement and for a period of three (3) years after final payment for inspection by the City or its authorized designee. Copies shall be furnished to the City at no cost.

9. Compliance with Laws.

A. The Partner shall comply with all applicable federal, state and local laws, rules, regulations and ordinances. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Agreement shall be reviewed by the City and the Partner to determine whether the provisions of this Agreement require formal modification.

B. The Partner warrants that the Partner and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of any work activities. Failure to do so may be deemed a material breach of this Agreement and grounds for immediate termination and denial of further opportunities with the City under this program.

C. The Partner affirms that, if it is an entity described in Indiana Code Title 23, it is properly registered, and owes no outstanding reports to the Indiana Secretary of State.

D. As required by I.C. § 5-22-3-7:

i. The Partner and any principals of the Partner certify that:

a. the Partner, except for *de minimis* and nonsystematic violations, has not violated the terms of:

- (i) I.C. 24-4.7 [Telephone Solicitation of Consumers];
- (ii) I.C. 24-5-12 [Telephone Solicitations]; or
- (iii) I.C. 24-5-14 [Regulation of Automatic Dialing Machines];

in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law; and

b. the Partner will not violate the terms of I.C. 24-4.7 for the duration of this Agreement, even if I.C. 24-4.7 is preempted by federal law.

ii. The Partner and any principals of the Partner certify that an affiliate or principal of the Partner and any agent acting on behalf of the Partner or on behalf of an affiliate or principal of the Partner, except for *de minimis* and nonsystematic violations,

c. has not violated the terms of I.C. 24-4.7 in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law; and

d. will not violate the terms of I.C. 24-4.7 for the duration of this Agreement even if I.C. 24-4.7 is preempted by federal law.

10. Employment Eligibility Verification. As required by I.C. 22-5-1.7, the Partner hereby swears or affirms under the penalties of perjury that:

A. The Partner has enrolled and is participating in the E-Verify program;

B. The Partner has provided documentation to the City that it has enrolled and is participating in the E-Verify program;

A. The Partner does not knowingly employ an unauthorized alien.

B. The Partner shall require its contractors who perform work under this Agreement to certify to Partner that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Partner shall maintain this certification throughout the duration of the term of a contract with a contractor.

The City may terminate for default if the Partner fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

11. Funding Cancellation. When a written determination is made that funds are not appropriated or otherwise available to support continuation of performance of this Agreement, it shall be canceled.

12. Governing Law. This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in Elkhart County, State of Indiana.

13. Nondiscrimination. Pursuant to the Indiana Civil Rights Law, specifically including I.C. § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Partner covenants that it shall not discriminate against any employee or applicant for employment relating to this Agreement with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, sexual orientation or identity, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Partner certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The Partner understands that the City is a recipient of federal funds, and therefore, where applicable, Partner and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

14. Contracting with Relatives. Pursuant to IC 36-1-21, if Partner is wholly or partially owned by a relative of an elected official of the City Partner certifies that Partner has notified in

writing both the elected official of the City and the City's legal department prior to entering into this contract that an elected official of the City is a relative of an owner of Partner.

15. Notice to Parties. Whenever any notice, statement or other communication is required under this Agreement, it shall be sent by first class mail or via an established courier/delivery service to the following addresses, unless otherwise specifically advised.

A. Notices to the City shall be sent to:

City of Goshen  
Attn: Legal Department  
204 E. Jefferson Street  
Goshen, IN 46526  
[bodiestegelmann@goshencity.com](mailto:bodiestegelmann@goshencity.com)

B. Notices to the Partner shall be sent to:

Downtown Goshen, Inc.  
Attn: Amanda Rose  
324 S. 5<sup>th</sup> Street  
Goshen, IN 46528  
[amanda@eyedart.com](mailto:amanda@eyedart.com)

16. Order of Precedence. Any inconsistency or ambiguity in this Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal or State law; (2) this Agreement; (3) the Community Services Partnership Application.

17. Termination for Breach.

A. Failure to complete the Project and expend funds in accordance with this Agreement may be considered a material breach, and shall entitle the City to suspend payments under this Agreement, and suspend the Partner's participation in the City Community Service Partnership program until such time as all material breaches are cured to the City's satisfaction.

B. The expenditure of funds other than in conformance with the Project or the Budget may be deemed a breach. The Partner explicitly covenants that it shall promptly repay to the City all funds not spent in conformance with this Agreement.

18. Termination for Convenience. Unless prohibited by a statute or regulation relating to the award under this Agreement, this Agreement may be terminated, in whole or in part, by the City whenever, for any reason, the City determines that such termination is in the best interest of the City. Termination shall be affected by delivery to the Partner of a Termination Notice, specifying effective date of termination and extent of termination. The Partner shall be compensated for completion of the Project properly done prior to the effective date of termination. The City will not be liable for work on the Project performed after the effective date of termination.

19. Non-Collusion, Acceptance. The undersigned individual signing on behalf of the Partner attests, subject to the penalties for perjury, that the undersigned is the Partner or a properly

authorized representative, agent, member, or officer of the Partner. To the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent, or officer of the Partner, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Agreement other than that which appears upon the face hereof.

In Witness Whereof, Partner and the City have, through their duly authorized representatives, entered into this Agreement. The parties, having read and understood the foregoing terms of this Agreement, do by their respective signatures dated below agree to the terms thereof.

**CITY:**

**City Of Goshen, Indiana**

\_\_\_\_\_  
Gina Leichty, Mayor

Date: \_\_\_\_\_

**PARTNER:**

**Downtown Goshen, Inc.**

\_\_\_\_\_  
Veronica Berkey, President

Date: \_\_\_\_\_

**From:** [Amanda Rose](#)  
**To:** [CommunityRelations](#)  
**Subject:** New submission from Community Partnership Application  
**Date:** Wednesday, November 12, 2025 10:58:52 AM

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

<b>Date</b>
11/12/2025
<b>Organization</b>
Downtown Goshen Inc.
<b>Address</b>
324 S 5th Street Goshen, Indiana 46528 United States <a href="#">Map It</a>
<b>Contact Person</b>
Amanda Rose
<b>Email</b>
<a href="mailto:amanda@eyedart.com">amanda@eyedart.com</a>
<b>Project Title</b>
First Fridays
<b>Amount Requested</b>
50,000
<b>Website</b>
<a href="https://www.downtowngoshen.org">https://www.downtowngoshen.org</a>
<b>Additional Organizational Information</b>
<p>Since its establishment in 2006, Downtown Goshen, Incorporated (DGI) has played a vital role in revitalizing and activating the downtown business district, transforming it into a vibrant destination for residents and visitors alike. Through regular community programming, collaborative marketing initiatives with local businesses, strategic economic development efforts, and visual enhancements such as façade improvement projects, DGI has strengthened the economic and cultural vitality of downtown Goshen.</p> <p>One of DGI's most successful programs is First Fridays, a free monthly community event designed to increase foot traffic, tourism, and community engagement in Downtown Goshen. Each themed event highlights local artisans, live music, business promotions, car shows, parades, and other family-friendly activities. First Fridays also provide a platform for local businesses and nonprofit organizations to connect directly with the public, offering educational opportunities and a direct way to highlight their goods and services. These events foster a strong sense of community pride while supporting small businesses and the local creative economy.</p>
<b>Additional Organizational Information Continued</b>
Vision Statement: Downtown Goshen will be a thriving, inclusive downtown that is a world-class

destination for residents and visitors, fostering economic vitality and preserving our historic charm.

Mission Statement: Downtown Goshen Inc. strengthens Goshen through strategic partnerships, preservation, and fostering vibrant experiences for the community in historic downtown Goshen.

#### **Years in operation**

19

#### **Number of full-time paid staff**

1

#### **Number of volunteers**

50+

#### **List of Board Members**

Jesse Sensenig  
Justin Bell – Vice President  
Rosie Singh  
Jon Hunsberger  
Anne Thiel  
Amy Phelps – Treasurer  
Veronica Berkey – President  
Kate Steury  
Amy Worsham  
Tara Sparks – Secretary  
Amanda Schutz

#### **Describe how the funds were utilized**

Grant funds were utilized to support a wide range of programmatic and operational needs, including but not limited to live entertainment, contracted event services, event equipment and supplies, marketing and promotional efforts, volunteer support, family-oriented activities, and essential administrative expenses.

#### **How was the City recognized as a Partner?**

Preferred stage recognition (when the stage was present)  
Preferred Emcee recognition events (when present)  
Website Listing: Logo on every page of the DGI website  
Individual tagged thank you posts for all events on social media  
Preferred booth space offered (Available for all events and to all City departments and adjacent organizations)  
Dedicated spotlight on social media outside of the event thank you  
Free parade entrant participation in the Goshen Light Parade  
Invitation to annual supporter reception  
Collaboration opportunities for all events

#### **Proposed Project Description**

First Fridays is a free, monthly community event designed to increase foot traffic, activate local commerce, and attract visitors to Downtown Goshen. Held on the first Friday of each month, these events feature a unique theme that celebrates local artisans, live music, business promotions, car shows, parades, and other engaging activities. Beyond entertainment, First Fridays offers valuable opportunities for local businesses and nonprofit organizations to connect with the communities that they serve. This event provides educational activities for families, gives a platform to organizations to showcase their services, and supports local vendors who sell handcrafted goods, all while highlighting the vibrant and

bustling Downtown Goshen.

### **Community needs or problems to be addressed**

Downtown Goshen Inc. and First Fridays seeks to bring visibility to our many businesses and amenities in Downtown Goshen. First Fridays promotes foot traffic and draws attention to our local organizations, businesses, stores, resources, people, non-profits, neighborhoods, and talented creatives.

First Fridays also instill a sense of community pride in Goshen residents. Each year, thousands of visitors and Goshenites enjoy the benefits of free downtown activities (often in times when free activities are much needed). An increase in community pride brings a renewed sense of belonging and camaraderie. It encourages residents and non-residents to continue visiting our thriving downtown throughout the year. Car shows, contests of skill, live dance, local music, local food trucks, and non-profits showcasing services all remind us of the value of our community and improve the quality of life for residents. These events provide areas of clear common ground. They also attract those from out of town to consider Goshen as a place that welcomes them to live, work, and play with open arms.

### **Population or area to be served**

Our target audience is multi-tiered and diverse across all demographics, but with a specific focus on families. This audience includes those living in Goshen and the surrounding area, as well as those traveling from southern Michigan and the counties surrounding Elkhart County.

### **Person(s) responsible to complete the work**

Amanda Rose – Fundraising and Stewardship, Project Management  
Demarée Noneman – Event Lead & Coordination, Entertainment Coordination  
Niomi Lara – Vendor Coordinator, Event Coordination  
Rose Goyette – Vendor Coordinator, Event Coordination  
Neil King – Marketing and Promotion, Strategy and Development  
Ivonne Ortiz – Content Creator, Photographer  
James King – Photographer, Graphic Design, Strategy and Development  
Ben Stutzman – Web Design, Strategy and Development  
Kyle Taft – Videographer, Content Creator  
Jake Sandock – Copywriting and Public Relations

### **Start Date**

01/02/2026

### **End Date**

12/04/2026

### **Goals:**

#### **Merchant Success and Visibility**

Downtown Goshen businesses are surveyed following each First Fridays event to assess foot traffic, sales performance, and overall satisfaction. Success will be measured by a high rate of positive feedback from participating merchants, reflecting increased visibility, customer engagement, and business activity during and after the events.

#### **Event Attendance**

First Fridays partners with external organizations to accurately track attendance and gather attendee feedback. Success will be evaluated through data indicating a diverse audience in terms of age, race, and background, as well as high overall attendee satisfaction with the event experience.

#### **Stewardship**

First Fridays is committed to creating a welcoming and supportive environment for all vendors, volunteers, sponsors, partners, and staff. Success in this area will be measured through face-to-face

interactions, consistent communication, and surveys conducted throughout the season, reflecting positive relationships and strong community collaboration.

#### Digital Engagement

Downtown Goshen, Inc. aims to expand its digital presence and engagement across all social media platforms, email marketing campaigns, and web traffic channels. Success will be measured through growth in followers, engagement rates, and visibility metrics reported by each platform, demonstrating increased community reach and awareness of Downtown Goshen's offerings.

#### What date do you anticipate need these funds?

01/01/2026

#### Describe how grant funds will be utilized

Grant funds will be utilized to support a wide range of programmatic and operational needs, including but not limited to live entertainment, contracted event services, event equipment and supplies, marketing and promotional efforts, volunteer support, family-oriented activities, safety initiatives, trainings, participant and partner stewardship, and essential administrative expenses.

#### How will the project meet one of more objectives

First Fridays advances the grant's goals by strengthening Goshen's sense of place (N-3) and celebrating neighborhood diversity (N-4). Each monthly event brings together residents and visitors of all ages and backgrounds through art, live music, parades, and family activities, fostering a sense of community connection and pride.

The program supports economic vitality by diversifying the local economy (E-1) and promoting small, locally-owned businesses (E-3). Merchants and artisans gain visibility, increased foot traffic, and opportunities to sell goods, while nonprofits connect with the community to educate and engage residents. First Fridays also attracts regional visitors, supporting tourism in Goshen (E-8) and highlighting the city's unique cultural offerings.

Through arts and cultural engagement (C-4) and intentional programming, the initiative helps maintain a vibrant, attractive downtown (L-6). By integrating economic, cultural, and community objectives, First Fridays strengthens Goshen's downtown as a hub for commerce, creativity, and inclusivity, demonstrating measurable impact across multiple community and economic priorities.

#### Please confirm that you can provide this information by checking this box.

- Yes. We have Liability Insurance and can provide a Certificate of Liability naming the City of Goshen as an additional insured on our policy.

#### Upload previous year financial statement for your organization (PDF)

- [ProfitandLoss-1.pdf](#)

#### Upload list of previous years sponsors (PDF)

- [DGI25\\_Sponsors-2025-Sponsor-Master.pdf](#)

#### Upload 2-4 previous year photos (.jpg preferred)

- [DGI25\\_Nov-FF\\_Light-Parade-125.jpg](#)
- [DGI25\\_May-FF-43.jpg](#)
- [DGI25\\_Jan-FF\\_FireIce-126.jpg](#)
- [DGI25\\_June-FF\\_Wheels-Deals-093.jpg](#)

**Upload current fiscal year budget for your organization**

- [DGI26\\_FFBudget-2026-Budget-Workshopped-1.pdf](#)

**Applicant Signature**

Signature Image



**Date**

11/12/2025

**COMMUNITY SERVICE  
PARTNERSHIP AGREEMENT**

With First In Chaplain Crisis Response Team to Provide Operational Support for  
Chaplain Services to Goshen Fire & Police Departments and the Citizens They Serve

This Community Service Partnership Agreement (“Agreement”), entered into by and between the City of Goshen, Indiana (“the City”) and First In Chaplain Crisis Response Team (the “Partner”), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Purpose of this Agreement: Funds Award.

A. The purpose of this Agreement is to enable the City to award funds, in the amount of Ten Thousand and 00/100 Dollars (\$10,000.00), to the Partner for eligible costs related to support a wide range of operational needs, described in more detail in Partner’s Community Services Partnership Application, a copy of which is attached hereto and made a part hereof (the “Project”).

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B. By entering into this Agreement, Partner certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Agreement by any federal or state department or agency. The term “principal” for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Partner.

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B. the actual expenditure of funds to date on the Project is in conformity with the amounts for each budget line item as contained in Partner's Community Services Partnership Application and that unpaid costs have been properly accrued; and

C. that Partner is making timely progress with the Project, and that its project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Agreement and are fully and accurately reflected in Project reports submitted to the City.

8. Audits and Maintenance of Records. Partner may be required to submit to an audit of funds paid pursuant to this Agreement, and shall make all books, accounting records, and other documents available at all reasonable times during the term of this Agreement and for a period of three (3) years after final payment for inspection by the City or its authorized designee. Copies shall be furnished to the City at no cost.

9. Compliance with Laws.

A. The Partner shall comply with all applicable federal, state and local laws, rules, regulations and ordinances. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Agreement shall be reviewed by the City and the Partner to determine whether the provisions of this Agreement require formal modification.

B. The Partner warrants that the Partner and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of any work activities. Failure to do so may be deemed a material breach of this Agreement and grounds for immediate termination and denial of further opportunities with the City under this program.

C. The Partner affirms that, if it is an entity described in Indiana Code Title 23, it is properly registered, and owes no outstanding reports to the Indiana Secretary of State.

D. As required by I.C. § 5-22-3-7:

i. The Partner and any principals of the Partner certify that:

a. the Partner, except for *de minimis* and nonsystematic violations, has not violated the terms of:

- (i) I.C. 24-4.7 [Telephone Solicitation of Consumers];
- (ii) I.C. 24-5-12 [Telephone Solicitations]; or
- (iii) I.C. 24-5-14 [Regulation of Automatic Dialing Machines];

in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law; and

b. the Partner will not violate the terms of I.C. 24-4.7 for the duration of this Agreement, even if I.C. 24-4.7 is preempted by federal law.

ii. The Partner and any principals of the Partner certify that an affiliate or principal of the Partner and any agent acting on behalf of the Partner or on behalf of an affiliate or principal of the Partner, except for *de minimis* and nonsystematic violations,

c. has not violated the terms of I.C. 24-4.7 in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law; and

d. will not violate the terms of I.C. 24-4.7 for the duration of this Agreement even if I.C. 24-4.7 is preempted by federal law.

10. Employment Eligibility Verification. As required by I.C. 22-5-1.7, the Partner hereby swears or affirms under the penalties of perjury that:

A. The Partner has enrolled and is participating in the E-Verify program;

B. The Partner has provided documentation to the City that it has enrolled and is participating in the E-Verify program;

A. The Partner does not knowingly employ an unauthorized alien.

B. The Partner shall require its contractors who perform work under this Agreement to certify to Partner that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Partner shall maintain this certification throughout the duration of the term of a contract with a contractor.

The City may terminate for default if the Partner fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

11. Funding Cancellation. When a written determination is made that funds are not appropriated or otherwise available to support continuation of performance of this Agreement, it shall be canceled.

12. Governing Law. This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in Elkhart County, State of Indiana.

13. Nondiscrimination. Pursuant to the Indiana Civil Rights Law, specifically including I.C. § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Partner covenants that it shall not discriminate against any employee or applicant for employment relating to this Agreement with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, sexual orientation or identity, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Partner certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The Partner understands that the City is a recipient of federal funds, and therefore, where applicable, Partner and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

14. Contracting with Relatives. Pursuant to IC 36-1-21, if Partner is wholly or partially owned by a relative of an elected official of the City Partner certifies that Partner has notified in

writing both the elected official of the City and the City's legal department prior to entering into this contract that an elected official of the City is a relative of an owner of Partner.

15. Notice to Parties. Whenever any notice, statement or other communication is required under this Agreement, it shall be sent by first class mail or via an established courier/delivery service to the following addresses, unless otherwise specifically advised.

A. Notices to the City shall be sent to:

City of Goshen  
Attn: Legal Department  
204 E. Jefferson Street  
Goshen, IN 46526  
[bodiestegelmann@goshencity.com](mailto:bodiestegelmann@goshencity.com)

B. Notices to the Partner shall be sent to:

First In Chaplain Crisis Response Team  
Attn: Gregory Lanzen  
17625 Shannon Avenue  
Goshen, IN 46526-8963  
[gregglanzen@gmail.com](mailto:gregglanzen@gmail.com)

16. Order of Precedence. Any inconsistency or ambiguity in this Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal or State law; (2) this Agreement; (3) the Community Services Partnership Application.

17. Termination for Breach.

A. Failure to complete the Project and expend funds in accordance with this Agreement may be considered a material breach, and shall entitle the City to suspend payments under this Agreement, and suspend the Partner's participation in the City Community Service Partnership program until such time as all material breaches are cured to the City's satisfaction.

B. The expenditure of funds other than in conformance with the Project or the Budget may be deemed a breach. The Partner explicitly covenants that it shall promptly repay to the City all funds not spent in conformance with this Agreement.

18. Termination for Convenience. Unless prohibited by a statute or regulation relating to the award under this Agreement, this Agreement may be terminated, in whole or in part, by the City whenever, for any reason, the City determines that such termination is in the best interest of the City. Termination shall be affected by delivery to the Partner of a Termination Notice, specifying effective date of termination and extent of termination. The Partner shall be compensated for completion of the Project properly done prior to the effective date of termination. The City will not be liable for work on the Project performed after the effective date of termination.

19. Non-Collusion, Acceptance. The undersigned individual signing on behalf of the Partner attests, subject to the penalties for perjury, that the undersigned is the Partner or a properly

authorized representative, agent, member, or officer of the Partner. To the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent, or officer of the Partner, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Agreement other than that which appears upon the face hereof.

In Witness Whereof, Partner and the City have, through their duly authorized representatives, entered into this Agreement. The parties, having read and understood the foregoing terms of this Agreement, do by their respective signatures dated below agree to the terms thereof.

**CITY:**

**City Of Goshen, Indiana**

\_\_\_\_\_  
Gina Leichty, Mayor

Date: \_\_\_\_\_

**PARTNER:**

**First In Chaplain Crisis Response Team**

\_\_\_\_\_  
Greggory Lanzen, President

Date: \_\_\_\_\_

**From:** [Greggory Lanzen](#)  
**To:** [CommunityRelations](#)  
**Subject:** New submission from Community Partnership Application  
**Date:** Tuesday, November 18, 2025 11:41:23 AM

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

<b>Date</b>
11/04/2025
<b>Organization</b>
First In Chaplain Crisis Response Team
<b>Address</b>
17625 Shannon Avenue Goshen, Indiana 46526-8963 United States <a href="#">Map It</a>
<b>Contact Person</b>
Greggory Lanzen
<b>Email</b>
<a href="mailto:gregglanzen@gmail.com">gregglanzen@gmail.com</a>
<b>Project Title</b>
Chaplain Crisis Response Team
<b>Amount Requested</b>
\$10,000
<b>Additional Organizational Information</b>
We are 6 volunteer chaplains led by Lead/Senior Chaplain Dr. Gregg Lanzen. All of our chaplains are nationally certified to provide emergency emotional, psychological, spiritual, and limited physical assistance to the victims of fire and/or the sudden death of family member, relative, or close friend. We are also trained, certified and equipped to provide physical, emotional, psychological and spiritual rehabilitation, adaptation, and support to Goshen's Firefighters, Paramedics and Police Officers, and their families who experience the trauma of the crisis incidents they respond to daily.
<b>Additional Organizational Information Continued</b>
The First In ~ Chaplain Crisis Response Team, is a group of dedicated volunteer chaplains whose mission is to minister to the emotional, psychological, spiritual and physical needs of the Goshen (IN) Police and Fire Departments, and the citizens they serve.
<b>Years in operation</b>
19
<b>Number of full-time paid staff</b>
0
<b>Number of volunteers</b>

**List of Board Members**

Dr. Gregg Lanzen – founder, president, & 1st commander  
 Mr. Leon Geigley – vice president, treasurer & 2nd commander  
 Mr. Joe Smith – vice president & 3rd commander  
 Mr. Michael Pennington – member  
 Mr. Jason Miller – member  
 Mrs. Jennifer Lanzen – member

**Describe how the funds were utilized**

- Rehabilitation supplies including: food, water & hydrating drinks, energy bars, etc.
- Short term emergency lodging (24 hours) at a local hotel for victims of fire.
- Crisis Response Trailer supplies including: generator fuel & cords, batteries, tent supplies, cooling fan, etc.
- First Responder & families training including: food, printed material, promotion and other related expenses.
- Continuing education expenses including: conference & seminar registration fees, materials, and other related expenses.
- Uniform needs including: Class A (dress) & duty uniform purchase, replacement, dry-cleaning, hardware, etc.
- Annual First Responder Cookout supplies including: food, pop, condiments, tableware, gifts for children, etc. for about 100 first responders and families.

**How was the City recognized as a Partner?**

The city is recognized in our print material, public presentations, in our social media, and verbally (when the opportunity arises).

**Proposed Project Description**

To continue to serve the Goshen Fire and Police Departments, their families, and the citizens of Goshen who face crisis incidents where our services can be of value and assistance.

**Community needs or problems to be addressed**

- Victims of fire, and/or the death of a loved one who need the comfort, guidance and short-term assistance provided by our chaplain team.
- Firefighters, medics and police officers and their families who face the stress of emergency services.

**Population or area to be served**

All of the area, citizens and guests of Goshen and the area around Goshen served by the Goshen Fire and Police Departments, especially those who experience a crisis incident and the related stresses of a crisis incident.

**Person(s) responsible to complete the work**

The six chaplains on our team. See "List of Board Members" above.

**Start Date**

01/01/2026

**End Date**

12/31/2026

**Goals:**

We will consider our service to be successful when:

- When the chief officers of the Goshen Fire and Police Departments are satisfied.
- When those in need find a level of relief due to our efforts.

**What date do you anticipate need these funds?**

03/01/2026

**Describe how grant funds will be utilized**

To fulfill the various needs of the chaplain crisis response team including, but not limited to:

- Purchase of rehabilitation supplies.
- Purchase and upkeep of equipment.
- Training and certification expenses.
- Certifying organization dues.
- Insurance and corporate premiums.
- Purchase and upkeep of uniforms.

**How will the project meet one of more objectives**

"For the Good of Goshen" has been the city motto for several years. An important part of that good happens when Goshen's First In Chaplains arrive on the scene of a crisis incident to help mitigate the critical incident stress being experienced by the victims and first responders through the chaplain's resources, training, and heart for those in need. Although the focus of the chaplain's service may be somewhat limited in scope, the benefits for the victims and first responders involved is often immeasurable. Goshen's First In Chaplains all serve "For the Good of Goshen" in ways most other organizations are not equipped nor trained to serve.

**Please confirm that you can provide this information by checking this box.**

- Yes. We have Liability Insurance and can provide a Certificate of Liability naming the City of Goshen as an additional insured on our policy.

**Upload previous year financial statement for your organization (PDF)**

- [2025-Budget.pdf](#)

**Upload list of previous years sponsors (PDF)**

- [25-Donors-List.pdf](#)

**Upload 2-4 previous year photos (.jpg preferred)**

- [20250804\\_174510.jpg](#)
- [7907127934532570313.jpg](#)
- [content.jpg](#)

**Upload current fiscal year budget for your organization**

- [2025-Budget1.pdf](#)

**Upload Certificate of Liability Insurance naming the City of Goshen as an additional insured**

- [FI-Liability-Ins.pdf](#)

**Applicant Signature**

Signature Image



**Date**

11/04/2025

**COMMUNITY SERVICE  
PARTNERSHIP AGREEMENT**

With Goshen Historical Society Museum for Continued Assistance for the  
Growth Coordinator & Building Maintenance Assistant Positions

This Community Service Partnership Agreement (“Agreement”), entered into by and between the City of Goshen, Indiana (“the City”) and Goshen Historical Society Museum (the “Partner”), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Purpose of this Agreement; Funds Award.

A. The purpose of this Agreement is to enable the City to award funds, in the amount of Fifteen Thousand and 00/100 Dollars (\$15,000.00), to the Partner for eligible costs related to continued assistance for the Growth Coordinator and Building Maintenance Assistant positions, described in more detail in Partner’s Community Services Partnership Application, a copy of which is attached hereto and made a part hereof (the “Project”).

B. The funds shall be used exclusively in accordance with the provisions contained in this Agreement, in Partner’s Community Services Partnership Application, and in conformance with any applicable Indiana Code provisions. The funds received by the Partner pursuant to this Agreement shall be used only to implement the Project or to provide the services in conformance with this Agreement and for no other purpose.

2. Representations and Warranties of the Partner.

A. The Partner expressly represents and warrants to the City that it is statutorily eligible to receive these funds and that the information set forth in its Community Services Partnership Application is true, complete, and accurate. The Partner expressly agrees to promptly repay all funds paid to it under this Agreement should it be determined either that it was ineligible to receive the funds, or it made any material misrepresentation on its Community Services Partnership Application.

B. By entering into this Agreement, Partner certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Agreement by any federal or state department or agency. The term “principal” for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Partner.

3. Implementation of and Reporting on the Project.

A. The Partner shall implement and complete the Project in accordance with the description contained in Partner’s Community Services Partnership Application. Any modification of the Project from the description given in Partner’s Community Services Partnership Application shall require prior written approval of the City.

B. The Partner shall submit to the City a Final Community Services Partnership Report Form within thirty (30) days of completion of the Project, but no later than December 16, 2026, on forms provided by the City.

4. Term. This Agreement commences upon execution by both parties and approval by the Goshen Board of Public Works and Safety, and shall remain in effect through completion of the Project, or December 31, 2026, whichever is later.

5. Funding.

A. The City shall fund this award during its term, pursuant to the project budget set forth within Partner's Community Services Partnership Application. The Partner shall not make substantial modifications to any line item in the budget without the prior written consent of the City, nor shall the Project costs funded by this Agreement be changed or modified without the prior written consent of the City.

B. The disbursement of funds to the Partner shall not be made until this Agreement has been fully approved by the City.

6. Payment of Claims.

A. If advance or lump payment of all or a portion of the funds is not prohibited by statute or regulation, and the City agrees to provide such advance payment, advance payment shall be made only upon submission of a proper claim setting out the intended purposes of those funds. Otherwise, all payments shall be made forty-five (45) days in arrears in conformance with applicable fiscal policies and procedures.

B. Requests for payment will be processed only upon presentation of a claim in the form designated by the City, and must be submitted with accompanying supportive documentation as requested by the City.

7. Project Monitoring by the City. The City may conduct on-site or off-site monitoring reviews of the Project during the term of this Agreement and for up to ninety (90) days after it expires or is otherwise terminated. The Partner shall extend its full cooperation and give full access to the Project site and to relevant documentation to the City or its authorized designees for the purpose of determining, among other things:

A. whether Project activities are consistent with those set forth in the Partner's Community Services Partnership Application;

B. the actual expenditure of funds to date on the Project is in conformity with the amounts for each budget line item as contained in Partner's Community Services Partnership Application and that unpaid costs have been properly accrued; and

C. that Partner is making timely progress with the Project, and that its project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Agreement and are fully and accurately reflected in Project reports submitted to the City.

8. Audits and Maintenance of Records. Partner may be required to submit to an audit of funds paid pursuant to this Agreement, and shall make all books, accounting records, and other documents available at all reasonable times during the term of this Agreement and for a period of three (3) years after final payment for inspection by the City or its authorized designee. Copies shall be furnished to the City at no cost.

9. Compliance with Laws.

A. The Partner shall comply with all applicable federal, state and local laws, rules, regulations and ordinances. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Agreement shall be reviewed by the City and the Partner to determine whether the provisions of this Agreement require formal modification.

B. The Partner warrants that the Partner and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of any work activities. Failure to do so may be deemed a material breach of this Agreement and grounds for immediate termination and denial of further opportunities with the City under this program.

C. The Partner affirms that, if it is an entity described in Indiana Code Title 23, it is properly registered, and owes no outstanding reports to the Indiana Secretary of State.

D. As required by I.C. § 5-22-3-7:

i. The Partner and any principals of the Partner certify that:

a. the Partner, except for *de minimis* and nonsystematic violations, has not violated the terms of:

- (i) I.C. 24-4.7 [Telephone Solicitation of Consumers];
- (ii) I.C. 24-5-12 [Telephone Solicitations]; or
- (iii) I.C. 24-5-14 [Regulation of Automatic Dialing Machines];

in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law; and

b. the Partner will not violate the terms of I.C. 24-4.7 for the duration of this Agreement, even if I.C. 24-4.7 is preempted by federal law.

ii. The Partner and any principals of the Partner certify that an affiliate or principal of the Partner and any agent acting on behalf of the Partner or on behalf of an affiliate or principal of the Partner, except for *de minimis* and nonsystematic violations,

c. has not violated the terms of I.C. 24-4.7 in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law; and

d. will not violate the terms of I.C. 24-4.7 for the duration of this Agreement even if I.C. 24-4.7 is preempted by federal law.

10. Employment Eligibility Verification. As required by I.C. 22-5-1.7, the Partner hereby swears or affirms under the penalties of perjury that:

A. The Partner has enrolled and is participating in the E-Verify program;

B. The Partner has provided documentation to the City that it has enrolled and is participating in the E-Verify program;

A. The Partner does not knowingly employ an unauthorized alien.

B. The Partner shall require its contractors who perform work under this Agreement to certify to Partner that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Partner shall maintain this certification throughout the duration of the term of a contract with a contractor.

The City may terminate for default if the Partner fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

11. Funding Cancellation. When a written determination is made that funds are not appropriated or otherwise available to support continuation of performance of this Agreement, it shall be canceled.

12. Governing Law. This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in Elkhart County, State of Indiana.

13. Nondiscrimination. Pursuant to the Indiana Civil Rights Law, specifically including I.C. § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Partner covenants that it shall not discriminate against any employee or applicant for employment relating to this Agreement with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, sexual orientation or identity, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Partner certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The Partner understands that the City is a recipient of federal funds, and therefore, where applicable, Partner and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

14. Contracting with Relatives. Pursuant to IC 36-1-21, if Partner is wholly or partially owned by a relative of an elected official of the City Partner certifies that Partner has notified in

writing both the elected official of the City and the City's legal department prior to entering into this contract that an elected official of the City is a relative of an owner of Partner.

15. Notice to Parties. Whenever any notice, statement or other communication is required under this Agreement, it shall be sent by first class mail or via an established courier/delivery service to the following addresses, unless otherwise specifically advised.

A. Notices to the City shall be sent to:

City of Goshen  
Attn: Legal Department  
204 E. Jefferson Street  
Goshen, IN 46526  
[bodiestegelmann@goshencity.com](mailto:bodiestegelmann@goshencity.com)

B. Notices to the Partner shall be sent to:

Goshen Historical Society Museum  
Attn: Ron Hoke  
124 S. Main Street  
Goshen, IN 46526-9491  
[museum@goshenhistorical.org](mailto:museum@goshenhistorical.org)

16. Order of Precedence. Any inconsistency or ambiguity in this Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal or State law; (2) this Agreement; (3) the Community Services Partnership Application.

17. Termination for Breach.

A. Failure to complete the Project and expend funds in accordance with this Agreement may be considered a material breach, and shall entitle the City to suspend payments under this Agreement, and suspend the Partner's participation in the City Community Service Partnership program until such time as all material breaches are cured to the City's satisfaction.

B. The expenditure of funds other than in conformance with the Project or the Budget may be deemed a breach. The Partner explicitly covenants that it shall promptly repay to the City all funds not spent in conformance with this Agreement.

18. Termination for Convenience. Unless prohibited by a statute or regulation relating to the award under this Agreement, this Agreement may be terminated, in whole or in part, by the City whenever, for any reason, the City determines that such termination is in the best interest of the City. Termination shall be affected by delivery to the Partner of a Termination Notice, specifying effective date of termination and extent of termination. The Partner shall be compensated for completion of the Project properly done prior to the effective date of termination. The City will not be liable for work on the Project performed after the effective date of termination.

19. Non-Collusion, Acceptance. The undersigned individual signing on behalf of the Partner attests, subject to the penalties for perjury, that the undersigned is the Partner or a properly

authorized representative, agent, member, or officer of the Partner. To the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent, or officer of the Partner, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Agreement other than that which appears upon the face hereof.

In Witness Whereof, Partner and the City have, through their duly authorized representatives, entered into this Agreement. The parties, having read and understood the foregoing terms of this Agreement, do by their respective signatures dated below agree to the terms thereof.

**CITY:**

**City Of Goshen, Indiana**

\_\_\_\_\_  
Gina Leichty, Mayor

Date: \_\_\_\_\_

**PARTNER:**

**Goshen Historical Society Museum**

\_\_\_\_\_  
Ron Hoke, Executive Director

Date: \_\_\_\_\_

**From:** [Ron Hoke](#)  
**To:** [CommunityRelations](#)  
**Subject:** New submission from Community Partnership Application  
**Date:** Tuesday, November 11, 2025 4:09:20 PM

**Warning:** The sender of this email could not be validated and may not match the person in the "From" field.

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

<b>Date</b>
11/11/2025
<b>Organization</b>
Goshen Historical Society Museum
<b>Address</b>
124 South Main Street GOSHEN, Indiana 46526-9491 United States <a href="#">Map It</a>
<b>Contact Person</b>
Ron Hoke
<b>Email</b>
<a href="mailto:museum@goshenhistorical.org">museum@goshenhistorical.org</a>
<b>Project Title</b>
Growth Coordinator and Building Maintenance Assistant Support
<b>Amount Requested</b>
\$15,000.00
<b>Website</b>
<a href="https://goshenhistorical.org/">https://goshenhistorical.org/</a>
<b>Additional Organizational Information</b>
<p>The museum is staffed primarily by volunteers, many of whom also serve on the Board of Directors. The Society employs two very part-time staff members: a grant writer/growth coordinator and a building maintenance assistant. Unpaid volunteers include a formally trained Collections Committee, an Executive Director, a senior building maintenance manager, office staff who handle daily operations, a historian, and more than a dozen trained docents.</p> <p>The Executive Director is responsible to the Board of Directors. The museum day-to-day operations are overseen by the Executive Director.</p> <p>The museum is free and open to the public Tuesday through Thursday from 10:00 a.m. to 4:00 p.m. In addition to public exhibits, the Society offers guided tours, field trips, access to research materials, and a range of community outreach programs both on- and off-site. The museum has become an actively engaging participant in Downtown First Fridays and other city events.</p>
<b>Additional Organizational Information Continued</b>

Our mission: Preserving and sharing the ongoing story of Goshen

Our vision: "To inspire curiosity and deepen understanding of our shared history through engaging exhibits and meaningful, interactive experiences."

We are committed to making history accessible, inclusive, and relevant to everyone in our community. By preserving our heritage and sharing the stories that connect us, we strive to foster understanding, respect, and unity—ensuring that our collective past remains vibrant and meaningful for generations to come.

#### **Years in operation**

The Goshen Historical Society: 44 yrs. Museum 24 yrs.

#### **Number of full-time paid staff**

0

#### **Number of volunteers**

32

#### **List of Board Members**

Ron Hoke, Executive Director  
Danaé Wirth, President  
Rod Pletcher, Vice-president  
Susan Haney, Secretary  
Randy Clouse, Treasurer  
Paul Gingerich, Business Manager  
Dale Garber, Curator  
Steve Hrynewycz, Building Maintenance Manager  
Jane Iwema, Office Manager  
Jackson Beck, Legal Council  
Janet Buccicone, Gift Shop  
Jeff Keim, Social Media  
Michael Phend, Landmarks Representative  
Shaun Gunderson

Auxiliary Board  
Ervin Beck  
John Hertzler  
Wanda Hoffman  
Ursula Mars  
Earlene Nofziger  
Ellen Straw

#### **Describe how the funds were utilized**

Our previous grant supported two vital part-time positions: a Growth Coordinator and a Building Maintenance Assistant. Although we originally requested \$20,000 for 2025, we received \$15,000 which was carefully divided between the two roles, averaging 15 total hours per week, based on the museum's most urgent needs.

During the past year, a severe storm caused significant water damage to our building. Recovery required extensive hands-on work to clean, dust, and secure our collections following professional water mitigation. Having a dedicated Building Maintenance Assistant was invaluable, allowing us to protect our artifacts, maintain safe operations, and minimize disruption to public access at a fraction of the cost to hire outside help.

The Growth Coordinator helped strengthen community engagement and successfully secured a \$12,000.00 grant from the Community Foundation to offset repair costs bringing in over twice the amount of the cost of that position.

Together, these positions have off-set costs far beyond the grant and been essential to the museum's stability —ensuring both the preservation of our historic building and the quality of service we provide to the community.

#### **How was the City recognized as a Partner?**

The City of Goshen is recognized prominently on our public facing museum display window monitor, in each of our quarterly newsletters, reaching approximately 400 society members, and is recognized as a strong partner in every grant application.

#### **Proposed Project Description**

We are requesting \$15,000.00 in order to continue to fund our part-time Growth Coordinator and Maintenance Assistant positions. Both positions play a vital role in the growth and sustainability of our daily operations and future security. Having completed our financial goals for renovation and expansion, we are now engaged in an endowment campaign with the Community Foundation of Elkhart County to reach our target amount in the next two years. The Growth Coordinator will continue to promote this campaign through community outreach and social media, while seeking and completing smaller grants for our growing list of building upkeep projects. Additionally, the Growth Coordinator is committed to strengthen community outreach and downtown partnerships.

The Maintenance Assistant will continue to provide support for planned and unplanned building maintenance, small tasks, and volunteer shifts as needed. Both positions have and remain committed to volunteering for unpaid hours at least 10% above regular work hours.

#### **Community needs or problems to be addressed**

The Goshen Historical Museum provides essential educational and cultural resources by offering free access to historical exhibits, programs, and events. This ensures individuals of all ages and backgrounds can engage with history, regardless of financial circumstances.

Schools often face budget constraints that limit field trips and hands-on learning. The museum fills this gap with free educational programming that enriches classroom instruction.

Retirement communities also benefit from engaging historical programs that foster social and intellectual stimulation. Our partnership with Greencroft Goshen provides free, easily accessible historical presentations to members of the community at their Jennings Auditorium.

Beyond education, the museum boosts Goshen's historic downtown by attracting visitors who support local businesses, strengthening the economy. We often serve as the first tourist stop downtown promoting local sites and businesses.

Additionally, by preserving diverse historical narratives, the museum addresses the promotes inclusivity and cross-cultural understanding, fostering a stronger sense of community.

Always free and accessible, the museum provides a source of family friendly entertainment and promotes a sense of community belonging.

#### **Population or area to be served**

We uniquely serve individuals of all ages and abilities, from toddlers to retirees, presenting diverse historical perspectives. Last year, we welcomed between 6,000-7,000 visitors of all ages, race, and cultural identities, including local residents and international guests and visitors from many states across the US.

As a cornerstone of Goshen's historic downtown, the museum provides free educational and cultural

programming for schools and retirement communities, enriching learning across generations. Beyond education, the museum attracts visitors who support local businesses, contributing to the economic vitality of the downtown district. Increased tourism strengthens the area's vibrancy, benefiting the entire community.

Delivering high-quality programs, maintaining our facilities, and preserving the museum as both a cultural and economic asset to the City of Goshen benefits the entire community. as well as future generations.

**Person(s) responsible to complete the work**

Ron Hoke, Executive Director of the Goshen Historical Museum, and the Board of Directors will serve as oversight for both positions. Randy Clouse, Treasure will handle all financial records and reporting regarding the positions.

The Growth Coordinator and the Building Maintenance Assistant will assume responsibilities for their duties under the direction of the Executive Director and Building Maintenance Manger respectively.

**Start Date**

01/01/2026

**End Date**

12/31/2026

**Goals:**

The Growth Coordinator role will:

1. Identify and pursue new funding opportunities from diverse sources, including government, private, and corporate grants
2. Submit at least 2 grant proposals per year
3. Recruit and train at least 2 new volunteers
4. Continue to support current volunteers and organize at least 1 volunteer event or recognition activities annually
5. Continue to promote growth opportunities with downtown businesses, community partnerships, and social media with the goal of adding 2 additional yearly sponsors
6. Participate in day-to-day operations including greeting, assisting visitors, public presentations and tours.

The Building Maintenance Assistant will:

1. Assist the building maintenance manager with needed repairs, updates, and building projects at least 70% of work time
2. Participate in day-to-day operations including greeting and assisting visitors and tours.

Both positions will maintain a combined average of 15 work hours per week. All activities will be logged and reported to the Executive Director. Both positions will also contribute an additional 10% of non-paid hours as volunteers. All volunteer hours are tracked in our management platform. Meeting these target goals will be our measure of success.

**What date do you anticipate need these funds?**

01/01/2026

**Describe how grant funds will be utilized**

The funds will be allocated to pay for two very part-time employees; the Growth Coordinator and the Building Maintenance Assistant, covering approximately 15 combined hours per week ensuring the continued efficiency and sustainability of their specialized roles.

This funding will complement the added-value volunteer contributions these individuals already provide

while ensuring the continued fair use of their expertise to sustain museum operations.

#### How will the project meet one of more objectives

Our proposal directly supports the following community priorities:

##### C-4: Arts & Cultural Engagement

The museum provides ADA-accessible opportunities for all ages to explore Goshen's rich history and cultural influences. Visitors can engage with tour guides or browse exhibits at their own pace, fostering personal connections to the past. As active participants in First Fridays, Chamber events, and the Elkhart County 4H Fair, we serve as history ambassadors and promoters of Downtown Goshen—always free to the public.

##### C-5: Lifelong Learning

We encourage partnerships between municipal and educational institutions through our involvement in the Parks Department's Lifelong Learning program. We collaborate with Greencroft to provide quarterly programs for seniors, work with local schools on specialized field trips, and partner with Goshen College to engage students in local history through action projects.

##### E-8: Travel & Tourism

The museum attracts visitors from across the region, including those who discover us via toll road promotions. We actively encourage out-of-town guests to explore Goshen's downtown shops and restaurants, boosting local tourism. Our presence at the 4H Fair and involvement in the Elkhart County Museum Association further enhance cultural tourism in the area.

##### Preserving Architectural & Cultural Heritage

We assist local property owners in preserving Goshen's historic structures and serve as a prime example of architectural preservation. Our well-maintained building reflects its original store design, allowing visitors to step back in time while exploring the city's history.

#### Upload previous year financial statement for your organization (PDF)

- [251031-Financial-report.pdf](#)

#### Upload list of previous years sponsors (PDF)

- [Sponsors.docx](#)

#### Upload 2-4 previous year photos (.jpg preferred)

- [8857.jpg](#)
- [8855.jpg](#)
- [8854.jpg](#)
- [8846.jpg](#)
- [Photos.zip](#)

#### Upload current fiscal year budget for your organization

- [2025-Budget-YTD.pdf](#)

#### Upload IRS 501c3 designation letter (optional)

- [501c3.pdf](#)

#### Applicant Signature

Signature Image



**Date**

11/11/2025

**COMMUNITY SERVICE  
PARTNERSHIP AGREEMENT**

With South Bend – Elkhart Regional Partnership for  
Regional Economic Development Strategy Implementation

This Community Service Partnership Agreement (“Agreement”), entered into by and between the City of Goshen, Indiana (“the City”) and South Bend – Elkhart Regional Partnership (the “Partner”), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Purpose of this Agreement: Funds Award.

A. The purpose of this Agreement is to enable the City to award funds, in the amount of Two Thousand Seven Hundred Fifty and 00/100 Dollars (\$2,750.00), to the Partner for eligible costs for regional economic development strategy implementation, described in more detail in Partner’s Community Services Partnership Application, a copy of which is attached hereto and made a part hereof (the “Project”).

B. The funds shall be used exclusively in accordance with the provisions contained in this Agreement, in Partner’s Community Services Partnership Application, and in conformance with any applicable Indiana Code provisions. The funds received by the Partner pursuant to this Agreement shall be used only to implement the Project or to provide the services in conformance with this Agreement and for no other purpose.

2. Representations and Warranties of the Partner.

A. The Partner expressly represents and warrants to the City that it is statutorily eligible to receive these funds and that the information set forth in its Community Services Partnership Application is true, complete, and accurate. The Partner expressly agrees to promptly repay all funds paid to it under this Agreement should it be determined either that it was ineligible to receive the funds, or it made any material misrepresentation on its Community Services Partnership Application.

B. By entering into this Agreement, Partner certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Agreement by any federal or state department or agency. The term “principal” for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Partner.

3. Implementation of and Reporting on the Project.

A. The Partner shall implement and complete the Project in accordance with the description contained in Partner’s Community Services Partnership Application. Any modification of the Project from the description given in Partner’s Community Services Partnership Application shall require prior written approval of the City.

B. The Partner shall submit to the City a Final Community Services Partnership Report Form within thirty (30) days of completion of the Project, but no later than December 16, 2026, on forms provided by the City.

4. Term. This Agreement commences upon execution by both parties and approval by the Goshen Board of Public Works and Safety, and shall remain in effect through completion of the Project, or December 31, 2026, whichever is later.

5. Funding.

A. The City shall fund this award during its term, pursuant to the project budget set forth within Partner's Community Services Partnership Application. The Partner shall not make substantial modifications to any line item in the budget without the prior written consent of the City, nor shall the Project costs funded by this Agreement be changed or modified without the prior written consent of the City.

B. The disbursement of funds to the Partner shall not be made until this Agreement has been fully approved by the City.

6. Payment of Claims.

A. If advance or lump payment of all or a portion of the funds is not prohibited by statute or regulation, and the City agrees to provide such advance payment, advance payment shall be made only upon submission of a proper claim setting out the intended purposes of those funds. Otherwise, all payments shall be made forty-five (45) days in arrears in conformance with applicable fiscal policies and procedures.

B. Requests for payment will be processed only upon presentation of a claim in the form designated by the City, and must be submitted with accompanying supportive documentation as requested by the City.

7. Project Monitoring by the City. The City may conduct on-site or off-site monitoring reviews of the Project during the term of this Agreement and for up to ninety (90) days after it expires or is otherwise terminated. The Partner shall extend its full cooperation and give full access to the Project site and to relevant documentation to the City or its authorized designees for the purpose of determining, among other things:

A. whether Project activities are consistent with those set forth in the Partner's Community Services Partnership Application;

B. the actual expenditure of funds to date on the Project is in conformity with the amounts for each budget line item as contained in Partner's Community Services Partnership Application and that unpaid costs have been properly accrued; and

C. that Partner is making timely progress with the Project, and that its project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Agreement and are fully and accurately reflected in Project reports submitted to the City.

8. Audits and Maintenance of Records. Partner may be required to submit to an audit of funds paid pursuant to this Agreement, and shall make all books, accounting records, and other documents available at all reasonable times during the term of this Agreement and for a period of three (3) years after final payment for inspection by the City or its authorized designee. Copies shall be furnished to the City at no cost.

9. Compliance with Laws.

A. The Partner shall comply with all applicable federal, state and local laws, rules, regulations and ordinances. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Agreement shall be reviewed by the City and the Partner to determine whether the provisions of this Agreement require formal modification.

B. The Partner warrants that the Partner and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of any work activities. Failure to do so may be deemed a material breach of this Agreement and grounds for immediate termination and denial of further opportunities with the City under this program.

C. The Partner affirms that, if it is an entity described in Indiana Code Title 23, it is properly registered, and owes no outstanding reports to the Indiana Secretary of State.

D. As required by I.C. § 5-22-3-7:

i. The Partner and any principals of the Partner certify that:

a. the Partner, except for *de minimis* and nonsystematic violations, has not violated the terms of:

- (i) I.C. 24-4.7 [Telephone Solicitation of Consumers];
- (ii) I.C. 24-5-12 [Telephone Solicitations]; or
- (iii) I.C. 24-5-14 [Regulation of Automatic Dialing Machines];

in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law; and

b. the Partner will not violate the terms of I.C. 24-4.7 for the duration of this Agreement, even if I.C. 24-4.7 is preempted by federal law.

ii. The Partner and any principals of the Partner certify that an affiliate or principal of the Partner and any agent acting on behalf of the Partner or on behalf of an affiliate or principal of the Partner, except for *de minimis* and nonsystematic violations,

c. has not violated the terms of I.C. 24-4.7 in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law; and

d. will not violate the terms of I.C. 24-4.7 for the duration of this Agreement even if I.C. 24-4.7 is preempted by federal law.

10. Employment Eligibility Verification. As required by I.C. 22-5-1.7, the Partner hereby swears or affirms under the penalties of perjury that:

A. The Partner has enrolled and is participating in the E-Verify program;

B. The Partner has provided documentation to the City that it has enrolled and is participating in the E-Verify program;

A. The Partner does not knowingly employ an unauthorized alien.

B. The Partner shall require its contractors who perform work under this Agreement to certify to Partner that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Partner shall maintain this certification throughout the duration of the term of a contract with a contractor.

The City may terminate for default if the Partner fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

11. Funding Cancellation. When a written determination is made that funds are not appropriated or otherwise available to support continuation of performance of this Agreement, it shall be canceled.

12. Governing Law. This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in Elkhart County, State of Indiana.

13. Nondiscrimination. Pursuant to the Indiana Civil Rights Law, specifically including I.C. § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Partner covenants that it shall not discriminate against any employee or applicant for employment relating to this Agreement with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, sexual orientation or identity, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Partner certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The Partner understands that the City is a recipient of federal funds, and therefore, where applicable, Partner and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

14. Contracting with Relatives. Pursuant to IC 36-1-21, if Partner is wholly or partially owned by a relative of an elected official of the City Partner certifies that Partner has notified in

writing both the elected official of the City and the City's legal department prior to entering into this contract that an elected official of the City is a relative of an owner of Partner.

15. Notice to Parties. Whenever any notice, statement or other communication is required under this Agreement, it shall be sent by first class mail or via an established courier/delivery service to the following addresses, unless otherwise specifically advised.

A. Notices to the City shall be sent to:

City of Goshen  
Attn: Legal Department  
204 E. Jefferson Street  
Goshen, IN 46526  
[bodiestegelmann@goshencity.com](mailto:bodiestegelmann@goshencity.com)

B. Notices to the Partner shall be sent to:

South Bend – Elkhart Regional Partnership  
Attn: Bethany Hartley  
635 S. Lafayette Blvd., Ste 123  
South Bend, IN 46601  
[bhartley@southbendelkhart.org](mailto:bhartley@southbendelkhart.org)

16. Order of Precedence. Any inconsistency or ambiguity in this Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal or State law; (2) this Agreement; (3) the Community Services Partnership Application.

17. Termination for Breach.

A. Failure to complete the Project and expend funds in accordance with this Agreement may be considered a material breach, and shall entitle the City to suspend payments under this Agreement, and suspend the Partner's participation in the City Community Service Partnership program until such time as all material breaches are cured to the City's satisfaction.

B. The expenditure of funds other than in conformance with the Project or the Budget may be deemed a breach. The Partner explicitly covenants that it shall promptly repay to the City all funds not spent in conformance with this Agreement.

18. Termination for Convenience. Unless prohibited by a statute or regulation relating to the award under this Agreement, this Agreement may be terminated, in whole or in part, by the City whenever, for any reason, the City determines that such termination is in the best interest of the City. Termination shall be affected by delivery to the Partner of a Termination Notice, specifying effective date of termination and extent of termination. The Partner shall be compensated for completion of the Project properly done prior to the effective date of termination. The City will not be liable for work on the Project performed after the effective date of termination.

19. Non-Collusion, Acceptance. The undersigned individual signing on behalf of the Partner attests, subject to the penalties for perjury, that the undersigned is the Partner or a properly

authorized representative, agent, member, or officer of the Partner. To the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent, or officer of the Partner, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Agreement other than that which appears upon the face hereof.

In Witness Whereof, Partner and the City have, through their duly authorized representatives, entered into this Agreement. The parties, having read and understood the foregoing terms of this Agreement, do by their respective signatures dated below agree to the terms thereof.

**CITY:**

**City Of Goshen, Indiana**

\_\_\_\_\_  
Gina Leichty, Mayor

Date: \_\_\_\_\_

**PARTNER:**

**South Bend – Elkhart Regional  
Partnership**

\_\_\_\_\_  
Bethany Hartley, President and CEO

Date: \_\_\_\_\_

**From:** [Bethany Hartley](#)  
**To:** [CommunityRelations](#)  
**Subject:** New submission from Community Partnership Application  
**Date:** Tuesday, November 18, 2025 11:18:27 AM

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

<b>Date</b>
10/27/2025
<b>Organization</b>
South Bend - Elkhart Regional Partnership
<b>Address</b>
635 S Lafayette Blvd, Ste 123, South Bend, IN 46601 South Bend, Indiana 46601 United States <a href="#">Map It</a>
<b>Contact Person</b>
Bethany Hartley
<b>Email</b>
<a href="mailto:bhartley@southbendelkhart.org">bhartley@southbendelkhart.org</a>
<b>Project Title</b>
Regional Economic Development Strategy Implementation
<b>Amount Requested</b>
2750
<b>Website</b>
<a href="https://southbendelkhart.org/regional-economic-development-strategy/">https://southbendelkhart.org/regional-economic-development-strategy/</a>
<b>Additional Organizational Information</b>
<p>We believe the three biggest challenges our region faces still relate to the underlying root causes of previous economic declines:</p> <ol style="list-style-type: none"><li>1. First is Population Stagnation. Our rate of population growth continues to lag the state and nation. This is further exacerbated by the levels of out-migration, most often of the region's most talented individuals.</li><li>2. The second challenge relates to Educational Attainment. The region's Educational attainment levels are also lower than the state and nation, which limits the talent available to drive existing industry, as well as expansion into emerging areas of opportunity.</li><li>3. The third challenge is a Lack of economic diversification. Our region remains highly reliant upon key industry clusters that are extremely vulnerable to business cycles.</li></ol> <p>This grant supports execution of the collaborative Regional Economic Development Plan focused on five crucial strategies:</p> <ul style="list-style-type: none"><li>- Educating a world-class WORKFORCE. Raise the post-secondary attainment levels among the region's residents from 30 to 50 percent.</li><li>- Recruiting and retaining great TALENT. Stop the net out-migration of population and transform to a neutral or positive in-migration.</li><li>- Attracting and growing new economy companies in complement to our remarkably strong</li></ul>

manufacturing INDUSTRIES. Grow jobs in higher pay traded industry clusters by 20 percent.  
- Helping ENTREPRENEURS thrive. Establish 200 high-potential startups.  
- Promoting INCLUSION and sparking opportunities for minorities. Improve to the top 20 percent of metro areas for minority income equality.

#### **Additional Organizational Information Continued**

The South Bend - Elkhart Regional Partnership is a collaboration of the economic development partners from 47 smart connected communities in Northern Indiana and Southwest Michigan. The Regional Partnership focuses on a long-term systemic approach to advance the region's economy by aligning the efforts of various stakeholders around five key areas: Educating a world-class WORKFORCE, Recruiting and retaining great TALENT, Attracting and growing new economy companies in complement to our remarkably strong manufacturing INDUSTRIES, Promoting INCLUSION and sparking opportunities for minorities, and Helping ENTREPRENEURS thrive. The Regional Partnership seeks to unify and collaborate so that together, the communities across the region work together to achieve what cannot be done individually.

#### **Years in operation**

13

#### **Number of full-time paid staff**

10

#### **Number of volunteers**

Volunteers assist with various events, but we have no volunteer staff

#### **List of Board Members**

Carl Baxmeyer St. Joseph County Board of Commissioners  
Shannon Cullinan University of Notre Dame  
Mike Daigle South Bend International Airport  
Susan Ford Graham Allen Partners  
Larry Garatoni HQ Investments  
Greg Hildebrand Marshall County EDC  
Jon Hunsberger Elkhart County CVB  
Levon Johnson Elkhart County Chamber  
Susan King Beacon Health System Foundation  
Stan Klotz Marshall County Board of Commissioners  
Pete McCown Community Foundation of Elkhart County  
Rose Meissner Community Foundation of St. Joseph County  
Gary Neidig ITAMCO  
Kevin Overmyer Marshall County Board of Commissioners  
Jeff Rea South Bend Regional Chamber  
Amish Shah Kem Krest  
Andrea Short 1st Source Bank  
Chris Stager EDC of Elkhart County  
James Turnwald MACOG  
Natalie Tucker Marian University's Ancilla College  
Suzie Weirick Elkhart County Board of Commissioners  
Matthew Wesaw Pokagon Band of Potawatomi  
Andrew Wiand enFocus  
Linda Yoder Marshall County Community Foundation

#### **Describe how the funds were utilized**

Funds were used toward initiatives involved in the implementation of our Regional Economic Development Strategy. Our Industry Growth initiatives work to DIVERSIFY THE LOCAL ECONOMY by creating a supportive environment for entrepreneurship which will increase new businesses and

resiliency. Our work with the LIFT Network is focused on providing innovation facilities, expertise, and training for our region's legacy manufacturers. The SBE Region has a strong advanced mfg. sector on which to build, but the region's firms, are under tremendous competitive pressure. Maintaining and expanding the economic performance of advanced manufacturing in the SBE region will depend on these firms' ability to innovate and move new processes and products into the market rapidly. The LIFT Network's development of apprenticeship and internship programs are TRAINING THE SKILLED WORKFORCE needed to support these industries as they adopt new technologies. Execution of the WE +YOU brand and work to improve quality of life aid in the RECRUITMENT OF TALENT. Our entrepreneurship programming such as the Elevate Origins seed and pre-seed accelerator and the HustleSBE bootcamp SUPPORT THE DEVELOPMENT OF SMALL LOCALLY-OWNED BUSINESSES.

#### **How was the City recognized as a Partner?**

The City is listed as an investor in our REDS plan on our website and several various publications distributed throughout the year.

#### **Proposed Project Description**

Through our REDS plan outlined above, we anticipate the following:

- Increase in Per Capita Personal Income from 85.7% to 100% of the national average by 2025.
- Raise the post-secondary attainment levels among the region's residents from 34 to 50 percent by 2030.
- Stop the net out-migration of population and transform to a neutral or positive in-migration by 2030.
- Grow jobs in higher pay traded industry clusters by 20 percent by 2030.
- Establish 200 high-potential startups by 2030.
- Improve to the top 20 percent of metro areas for minority income equality by 2030

#### **Community needs or problems to be addressed**

We believe the three biggest challenges our region faces still relate to the underlying root causes of previous economic declines:

1. First is Population Stagnation. Our rate of population growth continues to lag the state and nation. This is further exacerbated by the levels of out-migration, most often of the region's most talented individuals.
2. The second challenge relates to Educational Attainment. The region's Educational attainment levels are also lower than the state and nation, which limits the talent available to drive existing industry, as well as expansion into emerging areas of opportunity.
3. The third challenge is a Lack of economic diversification. Our region remains highly reliant upon key industry clusters that are extremely vulnerable to business cycles.

This grant supports execution of the collaborative Regional Economic Development Plan focused on five crucial strategies:

- Educating a world-class WORKFORCE. Raise the post-secondary attainment levels among the region's residents from 30 to 50 percent.
- Recruiting and retaining great TALENT. Stop the net out-migration of population and transform to a neutral or positive in-migration.
- Attracting and growing new economy companies in complement to our remarkably strong manufacturing INDUSTRIES. Grow jobs in higher pay traded industry clusters by 20 percent.
- Helping ENTREPRENEURS thrive. Establish 200 high-potential startups.
- Promoting INCLUSION and sparking opportunities for minorities. Improve to the top 20 percent of metro areas for minority income equality.

#### **Population or area to be served**

All citizens of the region, regardless of demographics, will benefit from our initiatives to grow per-capita income.

#### **Person(s) responsible to complete the work**

Board and Staff of South Bend - Elkhart Regional Partnerships and partners.

#### **Start Date**

01/01/2025

**End Date**

01/01/2030

**Goals:**

- Increase in Per Capita Personal Income from 85.7% to 100% of the national average by 2025.
- Raise the post-secondary attainment levels among the region's residents from 34 to 50 percent by 2030.
- Stop the net out-migration of population and transform to a neutral or positive in-migration by 2030.
- Grow jobs in higher pay traded industry clusters by 20 percent by 2030.
- Establish 200 high-potential startups by 2030.
- Improve to the top 20 percent of metro areas for minority income equality by 2030

**What date do you anticipate need these funds?**

10/01/2025

**Describe how grant funds will be utilized**

We believe the three biggest challenges our region faces still relate to the underlying root causes of previous economic declines:

1. First is Population Stagnation. Our rate of population growth continues to lag the state and nation. This is further exacerbated by the levels of out-migration, most often of the region's most talented individuals.
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- Helping ENTREPRENEURS thrive. Establish 200 high-potential startups.
- Promoting INCLUSION and sparking opportunities for minorities. Improve to the top 20 percent of metro areas for minority income equality.

**How will the project meet one of more objectives**

The project aligns with the City of Goshen's ten-year Comprehensive Plan & Community Vision, particularly related to economic development. Our Industry Growth initiatives work to DIVERSIFY THE LOCAL ECONOMY by creating a supportive environment for entrepreneurship which will increase new businesses and resiliency. Our work with the LIFT Network is focused on providing innovation facilities, expertise, and training for our region's legacy manufacturers. The SBE Region has a strong advanced mfg. sector on which to build, but the region's firms, are under tremendous competitive pressure. Maintaining and expanding the economic performance of advanced manufacturing in the SBE region will depend on these firms' ability to innovate and move new processes and products into the market rapidly. The LIFT Network's development of apprenticeship and internship programs are TRAINING THE SKILLED WORKFORCE needed to support these industries as they adopt new technologies. Execution of the WE +YOU brand and work to improve quality of life aid in the RECRUITMENT OF TALENT. Our entrepreneurship programming such as the Elevate Origins seed and pre-seed accelerator and the HustleSBE bootcamp SUPPORT THE DEVELOPMENT OF SMALL LOCALLY-OWNED BUSINESSES.

**Please confirm that you can provide this information by checking this box.**

- Yes. We have Liability Insurance and can provide a Certificate of Liability naming the City of Goshen as an additional insured on our policy.

**Upload previous year financial statement for your organization (PDF)**

- [Financial.pdf](#)

**Upload list of previous years sponsors (PDF)**

- [Sponsors.pdf](#)

**Upload 2-4 previous year photos (.jpg preferred)**

- [DSC07517.jpg](#)
- [Idea-Week-25-Thur-013.jpg](#)

**Upload current fiscal year budget for your organization**

- [II.b.iii\\_-2025-Budget.pdf](#)

**Applicant Signature**

Signature Image



**Date**

10/27/2025

**COMMUNITY SERVICE  
PARTNERSHIP AGREEMENT**

With Warsaw Housing Authority to Provide Operational and Family Supportive Services

This Community Service Partnership Agreement (“Agreement”), entered into by and between the City of Goshen, Indiana (“the City”) and Warsaw Housing Authority (the “Partner”), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Purpose of this Agreement; Funds Award.

A. The purpose of this Agreement is to enable the City to award funds, in the amount of Thirty Five Thousand and 00/100 Dollars (\$35,000.00), to the Partner for eligible costs related to operational and family supportive services, described in more detail in Partner’s Community Services Partnership Application, a copy of which is attached hereto and made a part hereof (the “Project”).

B. The funds shall be used exclusively in accordance with the provisions contained in this Agreement, in Partner’s Community Services Partnership Application, and in conformance with any applicable Indiana Code provisions. The funds received by the Partner pursuant to this Agreement shall be used only to implement the Project or to provide the services in conformance with this Agreement and for no other purpose.

2. Representations and Warranties of the Partner.

A. The Partner expressly represents and warrants to the City that it is statutorily eligible to receive these funds and that the information set forth in its Community Services Partnership Application is true, complete, and accurate. The Partner expressly agrees to promptly repay all funds paid to it under this Agreement should it be determined either that it was ineligible to receive the funds, or it made any material misrepresentation on its Community Services Partnership Application.

B. By entering into this Agreement, Partner certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Agreement by any federal or state department or agency. The term “principal” for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Partner.

3. Implementation of and Reporting on the Project.

A. The Partner shall implement and complete the Project in accordance with the description contained in Partner’s Community Services Partnership Application. Any modification of the Project from the description given in Partner’s Community Services Partnership Application shall require prior written approval of the City.

B. The Partner shall submit to the City a Final Community Services Partnership Report Form within thirty (30) days of completion of the Project, but no later than December 16, 2026, on forms provided by the City.

4. Term. This Agreement commences upon execution by both parties and approval by the Goshen Board of Public Works and Safety, and shall remain in effect through completion of the Project, or December 31, 2026, whichever is later.

5. Funding.

A. The City shall fund this award during its term, pursuant to the project budget set forth within Partner's Community Services Partnership Application. The Partner shall not make substantial modifications to any line item in the budget without the prior written consent of the City, nor shall the Project costs funded by this Agreement be changed or modified without the prior written consent of the City.

B. The disbursement of funds to the Partner shall not be made until this Agreement has been fully approved by the City.

6. Payment of Claims.

A. If advance or lump payment of all or a portion of the funds is not prohibited by statute or regulation, and the City agrees to provide such advance payment, advance payment shall be made only upon submission of a proper claim setting out the intended purposes of those funds. Otherwise, all payments shall be made forty-five (45) days in arrears in conformance with applicable fiscal policies and procedures.

B. Requests for payment will be processed only upon presentation of a claim in the form designated by the City, and must be submitted with accompanying supportive documentation as requested by the City.

7. Project Monitoring by the City. The City may conduct on-site or off-site monitoring reviews of the Project during the term of this Agreement and for up to ninety (90) days after it expires or is otherwise terminated. The Partner shall extend its full cooperation and give full access to the Project site and to relevant documentation to the City or its authorized designees for the purpose of determining, among other things:

A. whether Project activities are consistent with those set forth in the Partner's Community Services Partnership Application;

B. the actual expenditure of funds to date on the Project is in conformity with the amounts for each budget line item as contained in Partner's Community Services Partnership Application and that unpaid costs have been properly accrued; and

C. that Partner is making timely progress with the Project, and that its project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Agreement and are fully and accurately reflected in Project reports submitted to the City.

8. Audits and Maintenance of Records. Partner may be required to submit to an audit of funds paid pursuant to this Agreement, and shall make all books, accounting records, and other documents available at all reasonable times during the term of this Agreement and for a period of three (3) years after final payment for inspection by the City or its authorized designee. Copies shall be furnished to the City at no cost.

9. Compliance with Laws.

A. The Partner shall comply with all applicable federal, state and local laws, rules, regulations and ordinances. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Agreement shall be reviewed by the City and the Partner to determine whether the provisions of this Agreement require formal modification.

B. The Partner warrants that the Partner and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of any work activities. Failure to do so may be deemed a material breach of this Agreement and grounds for immediate termination and denial of further opportunities with the City under this program.

C. The Partner affirms that, if it is an entity described in Indiana Code Title 23, it is properly registered, and owes no outstanding reports to the Indiana Secretary of State.

D. As required by I.C. § 5-22-3-7:

i. The Partner and any principals of the Partner certify that:

a. the Partner, except for *de minimis* and nonsystematic violations, has not violated the terms of:

- (i) I.C. 24-4.7 [Telephone Solicitation of Consumers];
- (ii) I.C. 24-5-12 [Telephone Solicitations]; or
- (iii) I.C. 24-5-14 [Regulation of Automatic Dialing Machines];

in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law; and

b. the Partner will not violate the terms of I.C. 24-4.7 for the duration of this Agreement, even if I.C. 24-4.7 is preempted by federal law.

ii. The Partner and any principals of the Partner certify that an affiliate or principal of the Partner and any agent acting on behalf of the Partner or on behalf of an affiliate or principal of the Partner, except for *de minimis* and nonsystematic violations,

c. has not violated the terms of I.C. 24-4.7 in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law; and

d. will not violate the terms of I.C. 24-4.7 for the duration of this Agreement even if I.C. 24-4.7 is preempted by federal law.

10. Employment Eligibility Verification. As required by I.C. 22-5-1.7, the Partner hereby swears or affirms under the penalties of perjury that:

A. The Partner has enrolled and is participating in the E-Verify program;

B. The Partner has provided documentation to the City that it has enrolled and is participating in the E-Verify program;

A. The Partner does not knowingly employ an unauthorized alien.

B. The Partner shall require its contractors who perform work under this Agreement to certify to Partner that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Partner shall maintain this certification throughout the duration of the term of a contract with a contractor.

The City may terminate for default if the Partner fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

11. Funding Cancellation. When a written determination is made that funds are not appropriated or otherwise available to support continuation of performance of this Agreement, it shall be canceled.

12. Governing Law. This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in Elkhart County, State of Indiana.

13. Nondiscrimination. Pursuant to the Indiana Civil Rights Law, specifically including I.C. § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Partner covenants that it shall not discriminate against any employee or applicant for employment relating to this Agreement with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, sexual orientation or identity, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Partner certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The Partner understands that the City is a recipient of federal funds, and therefore, where applicable, Partner and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

14. Contracting with Relatives. Pursuant to IC 36-1-21, if Partner is wholly or partially owned by a relative of an elected official of the City Partner certifies that Partner has notified in

writing both the elected official of the City and the City's legal department prior to entering into this contract that an elected official of the City is a relative of an owner of Partner.

15. Notice to Parties. Whenever any notice, statement or other communication is required under this Agreement, it shall be sent by first class mail or via an established courier/delivery service to the following addresses, unless otherwise specifically advised.

A. Notices to the City shall be sent to:

City of Goshen  
Attn: Legal Department  
204 E. Jefferson Street  
Goshen, IN 46526  
[bodiestegelmann@goshencity.com](mailto:bodiestegelmann@goshencity.com)

B. Notices to the Partner shall be sent to:

Warsaw Housing Authority  
Attn: Sandra Austin  
301 N Higbee St  
P.O. Box 387  
Milford, IN 46542  
[saustin@warsawhousing.com](mailto:saustin@warsawhousing.com)

16. Order of Precedence. Any inconsistency or ambiguity in this Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal or State law; (2) this Agreement; (3) the Community Services Partnership Application.

17. Termination for Breach.

A. Failure to complete the Project and expend funds in accordance with this Agreement may be considered a material breach, and shall entitle the City to suspend payments under this Agreement, and suspend the Partner's participation in the City Community Service Partnership program until such time as all material breaches are cured to the City's satisfaction.

B. The expenditure of funds other than in conformance with the Project or the Budget may be deemed a breach. The Partner explicitly covenants that it shall promptly repay to the City all funds not spent in conformance with this Agreement.

18. Termination for Convenience. Unless prohibited by a statute or regulation relating to the award under this Agreement, this Agreement may be terminated, in whole or in part, by the City whenever, for any reason, the City determines that such termination is in the best interest of the City. Termination shall be affected by delivery to the Partner of a Termination Notice, specifying effective date of termination and extent of termination. The Partner shall be compensated for completion of the Project properly done prior to the effective date of termination. The City will not be liable for work on the Project performed after the effective date of termination.

19. Non-Collusion, Acceptance. The undersigned individual signing on behalf of the Partner attests, subject to the penalties for perjury, that the undersigned is the Partner or a properly authorized representative, agent, member, or officer of the Partner. To the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent, or officer of the Partner, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Agreement other than that which appears upon the face hereof.

In Witness Whereof, Partner and the City have, through their duly authorized representatives, entered into this Agreement. The parties, having read and understood the foregoing terms of this Agreement, do by their respective signatures dated below agree to the terms thereof.

**CITY:**

**City Of Goshen, Indiana**

\_\_\_\_\_  
Gina Leichty, Mayor

Date: \_\_\_\_\_

**PARTNER:**

**Warsaw Housing Authority**

\_\_\_\_\_  
Sandra Austin, Deputy Director

Date: \_\_\_\_\_

**From:** [Sandra Austin](#)  
**To:** [Wanbaugh, Michael](#)  
**Subject:** New submission from Community Partnership Application  
**Date:** Tuesday, November 18, 2025 11:34:42 AM

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

<b>Date</b>
11/03/2025
<b>Organization</b>
Warsaw Housing Authority
<b>Address</b>
PO Box 387 Milford IN 46542 301 N Higbee St Indiana Milford United States <a href="#">Map It</a>
<b>Contact Person</b>
Sandra Austin
<b>Email</b>
<a href="mailto:saustin@warsawhousing.com">saustin@warsawhousing.com</a>
<b>Project Title</b>
Operational and Family Supportive Services
<b>Amount Requested</b>
\$20,000.00
<b>Additional Organizational Information</b>
<p>Warsaw Housing Authority Administers the Housing Choice Voucher Program for the City of Warsaw and the City of Goshen. We assist families with rental assistance. These families are low income, disabled and/or elderly. We have separate waitlists for both city of Warsaw and City of Goshen, however once pulled from the waitlist we allow the client to choose the city either Warsaw or Goshen. The applicants are chosen by date and time of the applications in the order they applied. Our agency is responsible to ensure each applicants eligibility by calculating their income including deducting allowable expenses.</p> <p>Our Executive Director developed a Rental Education program that HUD does not fund. Eligible applicants are offered a 3-hour class that educates in various topics including Tenant-Landlord Laws, budgeting and how to be a good neighbor. This class is funded by City of Warsaw and City of Goshen funding. Each participant has \$400 sent to their landlord for use of either rent or deposit upon leasing with our program.</p> <p>In addition, Warsaw Housing Authority also partners with landlords and property developers to ensure affordable housing is available to our clients. New landlords receive a one time \$250 incentive to help with any repairs that may need completed prior to a tenant leasing. This program is also funded by City of Goshen and City of Warsaw dollars.</p>

Clients in Goshen experience issues with transportation. In order to be more accessible to City of Goshen clients, one of our employees conduct recertification meetings at the Salvation Army once a week.

While our main funding comes from HUD for the rental assistance contract, Warsaw Housing Authority provides our clients to a clearer path to success, not only allows them a jump start and ability to lease but also sustain this ability going forward. We are able to provide this path by the funding provided by both City of Goshen and City of Warsaw as "Business Activity" funds.

#### **Additional Organizational Information Continued**

The mission of Warsaw Housing Authority is to enable access to quality affordable housing in the City of Warsaw and City of Goshen, while providing a foundation of inclusive and sustainable community growth.

The vision statement is to expand housing options by increasing Project Based Vouchers, and specialized voucher by partnering with developers in expanding quality, affordable housing to ser the vulnerable and address special housing needs and homelessness.

#### **Years in operation**

The Warsaw Housing Authority was formed in 1972. Our agency does business as North Central Indiana Housing to be more inclusive after beginning to serve the City of Goshen in 2011. As a rural housing authority, we are proud to be providing a local service to our communities. Most small agencies have been given back to the State of Indiana to administer remotely due to lack of funding. Our success has been through the support of the local cities we serve.

#### **Number of full-time paid staff**

Warsaw Housing Authority consist of three full time staff, one part time staff and an contracted Inspector.

#### **Number of volunteers**

The Board of Commissioners serve on a voluntary basis. We currently have 8 board members.

#### **List of Board Members**

See attached list

#### **Describe how the funds were utilized**

We are excited to partner with Oaklawn and LaCasa to assist youth aging out of foster care. This partnership will allow those youth that no longer are able to live with their past foster care families sustain housing. These vouchers will enable someone 18 to 24 their own unit but with continued support from Oaklawn and a LaCasa on-site liaison.

\_\_\_\_\_ Families were invited to the Rental Education Class and \_\_\_\_\_ attended. \_\_\_\_\_ was dispersed to landlords in 2025 so far.

The funding from Goshen paid for the above along with mileage to Goshen once a week, administrative and class supplies.

#### **How was the City recognized as a Partner?**

Our agency explains to each applicant that is issued a voucher that HUD funding is not used for the Rental Education program, it is funded by the City of Goshen or the City of Warsaw. Our agency explains the program is only available through the city funding and is unique to Warsaw Housing Authority. A survey is completed by each participant at the end of the Rental Education class stating which city funded their class.

Annual recertification meetings at the Salvation Army , Green Oaks, or their home for the physically impaired is a benefit due to the funding of Goshen or Warsaw.

## Proposed Project Description

For 2026 we will offer Rental Education Classes monthly in Goshen with the cost of \$400 deposit funding for attending the class and leasing. In addition, we will continue to meet clients at the Salvation Army once a week, continue to go to Green Oaks and clients homes for intake and annual recertifications for the physically disabled.

Our agency will continue to partner with Oaklawn and LaCasa with the foster youth to enhance partnership with the Goshen community to prevent homelessness and encourage stability and self sufficiency with those aging out of foster care.

We will also continue to administer the Good Housekeeping Award. The award has meant so much to the Goshen and Warsaw clients. Our clients work all year to be ready for their annual inspection and are very proud of the Good Housekeeping Award, in addition the landlords also are very proud of their tenants.

## Community needs or problems to be addressed

With the growing demands for affordable housing, Warsaw Housing Authority is always looking for ways to partner with landlords and project developers.

One of the continued reliability we provide is an open waitlist. The majority of Housing Authorities has a closed waitlist including IHCD. Warsaw Housing Authority has continued to have an open waitlist for more than 25 yrs. Anyone may come to our office Monday thru Friday 8:00 a.m. to 4:00 p.m. and complete an application. Applicants can print an application at our website at [www.ncihsection8.com](http://www.ncihsection8.com) and mail in their application. This provides an equal opportunity to all clients to apply.

Rising cost of rent has increased by 10% in 2025 compared to 2024. Cost burdened families are paying more than 30% of their income in rent and utilities. Our HUD program a tenant will pay 30% of their income in rent and utilities. This allows the subsidized families to retain their rental properties, preventing homelessness.

Youth aging out of foster care is an increasing concern. The rate of homelessness, incarceration, unemployment is higher for young adults leaving foster care. Our agency partnering with Oaklawn and LaCasa provides stable housing, with supportive services to achieve self-sufficiency

## Population or area to be served

The population to be served is City of Goshen residents. Elderly, low income families, disabled and youth aging out of foster care.

Our current demographics include

49% Elderly

70% Disabled

11% Hispanic

15% Black/African American

2% American Indian

2% Asian

## Person(s) responsible to complete the work

All employees at Warsaw Housing Authority share the responsibility, and the WHA Board of Commissioners

## Start Date

10/01/2025

## End Date

09/30/2026

**Goals:**

Warsaw Housing Authority keeps statistics every step of the way, including how many lease, how many no longer need assistance, number of individuals pulled from our waitlists.

Success is keeping tenants leased and utilizing funds to offer incentives to new landlords, our Good Housekeeping award program, Rental Education program providing deposits that enable our clients to lease.

**What date do you anticipate need these funds?**

01/01/2026

**Describe how grant funds will be utilized**

The funding will be used for landlord incentives, deposit assistance, conducting Rental Education Classes, traveling for voucher holder meetings, and to build partnerships with the Goshen community to meet the housing needs in our communities.

**How will the project meet one of more objectives**

CFBG Five Year Consolidated Plan Goals.

The funds provided by the City of Goshen will allow us to partner with the CDBG Five-Year Consolidated Plan Goal by assisting low income families to remain housed, deposit assistance to house new voucher holders, and to continue help families maintain suitable living environments with our Good Housekeeping awards and Rental Education classes to our clients a successful start.

(1) Decent Affordable Housing

Rehabilitation of single- and multi-unit housing, new housing construction, and energy conservation for affordable housing to meet the objective of decent, affordable housing.

(2) Suitable Living Environment

Public facilities and improvements to meet the objective of a suitable living environment.

Consolidated Plan 2020-24 Goshen 2

OMB Control No: 2506-0117 (exp. 06/30/2018)

Public service grants for direct assistance to low and moderate income families to meet the objective of a suitable living environment.

**Please confirm that you can provide this information by checking this box.**

- Yes. We have Liability Insurance and can provide a Certificate of Liability naming the City of Goshen as an additional insured on our policy.

**Upload previous year financial statement for your organization (PDF)**

- [09-2024-Audit.pdf](#)

**Upload list of previous years sponsors (PDF)**

- [2025-Board-of-Commissioners.docx](#)

**Upload current fiscal year budget for your organization**

- [2024-2025-Budget.xlsx](#)

**Applicant Signature**

Signature Image



**Date**

11/04/2025



**Engineering Department  
CITY OF GOSHEN**

204 East Jefferson Street, Suite 1 • Goshen, IN 46528-3405

Phone (574) 534-2201 • Fax (574) 533-8626 • TDD (574) 534-3185  
engineering@goshencity.com • www.goshenindiana.org

## MEMORANDUM

TO: Board of Public Works and Safety

FROM: Goshen Engineering Department

RE: **COLLEGE AVENUE PHASE I – LANE CLOSURES FOR NIPSCO  
ELECTRIC UTILITY RELOCATION  
DES NO. 1900739, DES NO. 2101631, DES NO. 2501041 (JN: 2019-0022)**

DATE: March 5, 2026

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NIPSCO Electric is requesting periodic lane closures on College Avenue between Lincolnway East / US 33 east to the Norfolk Southern railroad crossing from Friday, March 6, until Friday, July 31, 2026.

NIPSCO is requesting these lane closures to relocate overhead transmission and distribution electric lines for the College Avenue, Phase I roadway reconstruction project. Two-way traffic will be maintained and all appropriate traffic control devices and procedures will be utilized.

**Requested motion: Move to approve periodic lane closures on College Avenue from Lincolnway East / US 33 east to the railroad crossing from Friday, March 6, until Friday, July 31, 2026.**

**APPROVED:  
BOARD OF PUBLIC WORKS & SAFETY  
CITY OF GOSHEN, INDIANA**

\_\_\_\_\_  
Gina Leichty, Mayor

\_\_\_\_\_  
Barb Swartley, Member

\_\_\_\_\_  
Mary Nichols, Member

\_\_\_\_\_  
Orv Myers, Member

\_\_\_\_\_  
Michael Landis, Member



**Richard Aguirre, City Clerk-Treasurer**  
**CITY OF GOSHEN**

202 South Fifth Street, Suite 2 • Goshen, IN 46528-3714

Phone (574) 533-8625 • Fax (574) 533-9740

[richardaguirre@goshencity.com](mailto:richardaguirre@goshencity.com) • [www.goshenindiana.org](http://www.goshenindiana.org)

TO: Board of Public Works & Safety  
FROM: Clerk-Treasurer Richard R. Aguirre  
RE: Outstanding Warrants issued before Jan. 1, 2024  
DATE: March 5, 2026

---

The following request is made yearly to the Board. As you know the City issues checks, including deposit refunds, to individuals and for whatever reason, some checks are not cashed. After two years, the State allows the City to cancel those checks, take those commitments off our books and return the amounts to City funds.

Attached are lists of outstanding warrants from the Clerk-Treasurer's Office and the Utilities Office that are dated on or before December 31, 2023. Pursuant to IC 5-11-10.5-3 through 5, we request permission to void the attached warrants and record the receipts back into the funds from which they were drawn.

**Schedule A** reflects the **Utilities Accounts Payable** through December 31, 2023, totaling **\$3,501.00**.

Schedule B reflects the **City outstanding warrants** through December 31, 2023, totaling **\$1,416.04**

For comparison purposes, the Board approved the voiding of \$4,461.53 in outstanding warrants in 2025, \$5,217.02 in 2024, \$16,295.39 in 2023 and \$1,793.86 in 2022.

**Requested motion:**

**Move to allow the City of Goshen Clerk-Treasurer's Office and the Utilities Office to void \$4,917.04 in outstanding warrants dated on or before December 31, 2023.**

## CITY OF GOSHEN INDIANA

### SCHEDULE A – UTILITIES OUTSTANDING WARRANTS AS OF DECEMBER 31, 2023

<u>Warrant date</u>	<u>Warrant number</u>	<u>Description</u>	<u>Amount</u>
01/09/2023	78616	RIDENOUR, JESSICA R -	\$ 20.65
01/09/2023	78621	HEMMERT, COREY D	19.19
01/09/2023	78624	KITCHENS, CAROLYN L	12.23
01/09/2023	78625	BRENISER, MARCIA K	55.36
01/09/2023	78628	DARLING, WILLIAM E	25.93
01/23/2023	78675	RAMIREZ, ASHLEY	16.28
01/30/2023	78788	FARMWALD, SUSAN K	15.11
01/30/2023	78789	AYALA, CHRISTIAN	33.52
02/06/2023	78858	HURTT, MARCUS W	17.17
02/06/2023	78863	ARELLANO, ADRIAN	30.13
03/13/2023	79045	S CARRANZA	1.28
03/13/2023	79053	LUEVANO MURILLO, KAS	51.30
03/20/2023	79059	HURST, GERALD R	39.69
03/27/2023	79126	DYNAMIC MANAGMENT	53.92
03/27/2023	79127	MCNAUGHTON, STEPHANI	23.06
04/24/2023	79256	BEARD, KATLYNNE S	21.25
04/24/2023	79289	LIPPERT COMPONENTS	35.06
05/08/2023	79331	DAVID MUJICA, YUSMAR	9.05
05/08/2023	79338	OWENS, TYLER D	29.43
05/15/2023	79440	CASTILLO, GEOVANI	17.27
05/24/2023	79469	FORT WAYNE 6 LLC DBA	1,502.32
06/05/2023	79553	MORELAND, NELSON E	7.93
06/05/2023	79559	SOSA, JUAN M	1.82
06/26/2023	79670	NEW LIFE CHURCH GOSH	344.89
07/17/2023	79826	SCHUETZ, GEOFFREY	14.71
07/17/2023	79827	OSWALD, JOSHUA	3.29
07/31/2023	79921	JOHNSON, KILLEAN C	26.17
08/07/2023	79979	HERNANDEZ ALVAR, TZA	13.47
08/07/2023	79982	GARCIA, JOSELUIS E	21.91
08/14/2023	80042	INCHAUREGUI CRU, JUA	12.79
08/14/2023	80045	PATLAN LUNA, BRIANNA	9.33
09/11/2023	80048	PARK, KEVIN	11.09
09/11/2023	80196	GUERRERO DAVILA, ELI	30.77
09/25/2023	80272	CONKLIN, TRAVIS L	24.96
10/02/2023	80328	HOOGENBOOM NAFZIGER%	40.42
10/09/2023	80357	ADAMS, SUSAN M	27.32
10/09/2023	80359	MASON, PHILLIP D	9.55
10/09/2023	80363	PAFF, BRADLEY C	7.57

<u>Warrant date</u>	<u>Warrant number</u>	<u>Description</u>		<u>Amount</u>
10/09/2023	80364	SIEFERT, CHARLES	\$	30.72
10/16/2023	80435	NIBLOCK EXCAVATING, INC.		564.05
10/16/2023	80441	CAMPOS, JUAN E		32.54
10/30/2023	80463	VILLAREAL, VIRGINIA		8.12
11/13/2023	80617	MRAVEC, MICHELLE R		37.54
11/13/2023	80621	EDWARDS, BRANDON		22.02
12/11/2023	80795	GALLO, CORY M		21.29
12/18/2023	80838	FLORES GARCIA, ROBER		63.32
12/18/2023	80839	CHAMBERLIN, DAWN K		31.81
12/18/2023	80841	CHADBURN, JONATHAN		11.52
<b>TOTAL OUTSTANDING</b>				<b>\$3,501.00</b>

**CITY OF GOSHEN INDIANA**

**SCHEDULE B – CIVILCITY OUTSTANDING WARRANTS AS OF DECEMBER 31, 2023**

<u>Warrant date</u>	<u>Warrant number</u>	<u>Description</u>		<u>Amount</u>
10/09/2023	80357	ADAMS, SUSAN M	\$	27.32
10/09/2023	80359	MASON, PHILLIP D		9.55
10/09/2023	80363	PAFF, BRADLEY C		7.57
10/09/2023	80364	SIEFERT, CHARLES		30.72
10/16/2023	80435	NIBLOCK EXCAVATING, INC		564.05
10/16/2023	80441	CAMPOS, JUAN E		32.54
10/30/2023	80463	VILLAREAL, VIRGINIA Common		8.12
11/13/2023	80617	MRAVEC, MICHELLE R		37.54
11/13/2023	80621	EDWARDS, BRANDON		22.02
12/11/2023	80795	GALLO, CORY M		21.29
12/18/2023	80838	FLORES GARCIA, ROBER		63.32
12/18/2023	80839	CHAMBERLIN, DAWN K		31.81
12/18/2023	80841	CHADBURN, JONATHAN		11.52
<b>TOTAL OUTSTANDING</b>				<b>\$1,416.04</b>