

# City of Barberton

Department of Planning & Community Development



## Mobile Community Access & Response Center

Information Packet &  
Reservation Application



## **What is the Mobile Community Access & Response Center?**

In 2018, the City of Barberton procured a recreational vehicle to directly deliver government and social services to low and moderate-income neighborhoods. Dubbed the "Mobile Community Access & Response Center," the recreational vehicle is part of the ongoing 'Barberton Forward, Neighborhoods First' initiative. Inspiration for this project was provided by the City of Houston's 'Good to Go' and United Way of Tarrant County's Mobile Community Center. Purchased through federal funding from the Community Development Block Grant (CDBG), a program under the United States Department of Housing and Urban Development (HUD), this mobile unit helps empower neighborhoods and fosters better connections between residents and the local government.

## **Eligibility Guidelines**

Any non-profit, government or public agency/organization may apply to use the Mobile Community Access and Response Center within a low-to-moderate income census block in the City of Barberton. The organization must provide 501(c)(3) tax exemption status (if non-profit) and proof of liability insurance. If approved, the Department of Planning & Community Development will provide a Rental and Release of Liability Agreement to be signed by a representative from the organization. The City of Barberton will be named a loss payee on the organization's liability insurance. The representative from the organization must be responsible for leasing the unit and be present for the entire duration of the event. Representative(s) from the organization must also complete the beneficiary reporting form. This information is needed to comply with HUD mandated reporting for CDBG accomplishments.

## **Making a Reservation**

Reservations for the unit will be accepted following the review of a complete reservation application. Reservations for the unit should be made at least three (3) weeks before the event date. Reservations are on a first-come, first-serve basis. However, the City of Barberton reserves the right to cancel any reservation up to 48 hours from the approved event time, or in cases of state of emergency. Applications may be sent to [jhalter@cityofbarberton.com](mailto:jhalter@cityofbarberton.com) and will be reviewed within 2-3 business days.

## **Sponsorships**

You can sponsor the Mobile Community Access and Response Center itself, or you can provide funding for items such as technology (i.e., small laptops, an outdoor speaker system with microphone, etc.), tables and chairs, improving the washer/dryer/fridge/shower/etc., flooring, and more! Sponsors have their logo featured on the driver's side of the recreational vehicle. To learn more, please call the Office of the Mayor at 330-848-6719.

## **Questions & Comments**

If you have any questions or comments regarding this application, please contact Justin Halter, Community Development Administrator, at [jhalter@cityofbarberton.com](mailto:jhalter@cityofbarberton.com) or 330-861-7136.



**Applicant & Organization Information**

Applicant Name & Title:	
Phone Number:	
Email Address:	

Organization Name:	
Organization Address:	
City/State/Zip Code:	
Type of Organization:	

**Event Information**

Event Name:			
Event Address:			
City/State/Zip Code:			
Event Date(s):			
Event Start Time:		Event End Time:	
Event Set-Up Time:		Event Tear-Down Time:	
Type of Location:			
Expected # of Attendees:			

Please tell us about the event, how you plan to utilize the Mobile Community Access and Response Center, and any specific work completed inside the unit. Please include the objectives and outcomes of using the unit and the specific population the event / the organization is targeting. You may attach a separate sheet if necessary.

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Please list any items that you may need with the unit (i.e., tables, chairs)

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Has your organization used the Mobile Community Access and Response Center before? If so, when?

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**\*With this application, please submit proof of 501(c)(3) tax exemption and proof of liability insurance\***  
 I certify that the information provided within this application is true to the best of my knowledge.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name