

*fully accepted***RESOLUTION NO. 104-24**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A PARTNERSHIP AGREEMENT WITH THE CITY OF BRUNSWICK AND TO FILE AN APPLICATION FOR GRANT ASSISTANCE WITH THE OHIO DEVELOPMENT SERVICES AGENCY FOR A PY24 COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM (CHIP) GRANT, AND DECLARING AN EMERGENCY.**

**WHEREAS:** The State of Ohio, Development Services Agency, Office of Community Development has established the PY24 Community Housing Impact and Preservation Program (CHIP) Guidelines; and

**WHEREAS:** Included in the Action Plan is a partnership option allowing eligible communities to partner on one single application. By electing to file an application under a Partnership Agreement, the cities of Medina and Brunswick are each eligible for additional funds over and above the grant threshold for single applicants; and

**WHEREAS:** The partnership has designated The City of Medina, Ohio to be the Grantee applying to the Ohio Development Services Agency for funding under the PY2024 Community Housing Impact and Preservation Program (CHIP) Grant for funds to be used for housing improvements for low and moderate income homeowners in the Cities of Medina and Brunswick; and

**WHEREAS:** It is estimated that the total amount of eligible funding for each City is \$350,000.00 making the total grant request \$700,000.00.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

**SEC. 1:** That the Mayor is hereby authorized and directed to enter into a Partnership Agreement with the City of Brunswick and to file an application for grant assistance from the Ohio Development Services Agency for a PY2024 Community Housing Impact and Preservation Program (CHIP) Grant. The funds from this grant will be used for housing improvements for low and moderate income homeowners in the Cities of Medina and Brunswick. The City of Medina acknowledges that it will be responsible for the entire CHIP grant award, if funded.

**SEC. 2:** The City of Medina proposes to utilize the requested funds, if awarded, to carry out the following housing activities:

1. Private Owner Rehabilitation approximately **\$390,000**. Approximately **(6)** housing structures in the Cities of Medina and Brunswick will receive housing rehabilitation assistance. Qualifying homeowners will be the owners of single-family, owner occupied structures that are in need of assistance to meet local code compliance and rehabilitation standards. Eligible properties must be located in the City of Medina or City of Brunswick. All loans will be made at a 0% interest, completely forgivable after five years. Funding Source – HOME Funds.

2. Home Repair Assistance approximately **\$210,000**. Approximately **(10)** housing structures in the Cities of Medina and Brunswick will receive home repair assistance. Qualifying homeowners will be the owners of single-family, owner occupied structures that are in need of assistance to address one or two major health and safety items. Rental units are not eligible for home repair assistance. All improvements will be made with a grant. Funding Source – CDBG Funds.
3. Tenant Based Rental Assistance approximately **\$16,000**. Approximately **(10)** families will receive Tenant Based Rental Assistance for first month's rent, security deposit and utility deposit in the City of Medina or City of Brunswick. The Assistance will be in the form of a grant. Funding Source – HOME funds.
4. Administration approximately **\$79,000**. Administration is requested to reimburse the Community for staff time dedicated to CHIP projects. The funds could also be used to retain program consultants for the grant period. Funding Source – CDBG and HOME Funds.
5. Fair Housing approximately **\$5,000**. Funding Source – CDBG Funds.

**SEC. 3:** That if the Grant is awarded to the City of Medina, the Mayor is authorized to accept the grant and enter into an agreement with Kleinfelder Inc. for its implementation and administration and execute any and all documentation associated with said grant.

**SEC. 4:** That a copy of the Partnership Agreement with the City of Brunswick is marked Exhibit A, attached hereto, and incorporated herein.

**SEC. 5:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

**SEC. 6:** That this Resolution shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to comply with Ohio Development Services Agency requirements and deadlines; wherefore, this Resolution shall be in full force and effect immediately upon its passage and signature by the Mayor.

**PASSED:** May 28, 2024

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** May 29, 2024

**SIGNED:** Dennis Hanwell  
Mayor

**State of Ohio**  
**PY2024 Community Housing Impact and Preservation (CHIP) Program**  
**Partnership Agreement**  
**Between the Cities of Medina and Brunswick, Ohio**

**WHEREAS**, the City of Medina, OH will be submitting a PY2024 CHIP Grant Application to the Ohio Department of Development (ODOD) due *June 20, 2024*; and

**WHEREAS**, ODOD has determined that the Cities of Medina and Brunswick are eligible CHIP program “partner” participants for the PY2024 funding round enabling the City of Medina to apply for \$350,000 and City of Brunswick for \$350,000; for a total grant of \$700,000 for housing assistance to income eligible households; and

**WHEREAS**, without this partnership agreement, the City of Medina would have been eligible for only \$250,000 of CHIP Grant Funds; and

**WHEREAS**, the Cities of Medina/Brunswick Housing Advisory Committee at its *April 23, 2024*, meeting supported the continuation of the partnership arrangement between the Cities of Medina and Brunswick for the PY2024 CHIP Grant Application; and

**WHEREAS**, the Cities of Medina and Brunswick reviewed and approved the PY2024 CHIP Partnership arrangement; and

**WHEREAS**, the Cities of Medina and Brunswick agree to form a partnership for the purpose of applying for a PY2024 CHIP Grant Application; and

**WHEREAS**, the City of Medina has agreed to be the Grantee and fiscal agent for the entire PY2024 CHIP Grant and be responsible for the preparation of the PY2024 CHIP Application and for the administration of the grant in accordance with the CHIP rules and regulations as required by ODOD;

**NOW, THEREFORE**, the Cities of Medina and Brunswick do hereby agree to the following terms of this PY2024 CHIP Partnership Agreement:

1. That the City of Medina will be responsible for the preparation of the PY2024 CHIP Grant Application due *June 20, 2024*, which will include the partnership arrangement between the Cities of Medina and Brunswick as stipulated herein.
2. That the City of Medina will be the Grantee (recipient of the PY2024 CHIP Grant) and be responsible for the overall administration and implementation of said grant.
3. That this agreement will be in full force and effect for the duration of the PY2024 CHIP Grant Period which will be from December 1, 2024, until April 30, 2027.

4. That this agreement cannot be withdrawn or terminated by any parties while it remains in effect.
5. That through this partnership agreement, the City of Medina is eligible to apply for \$700,000 of CHIP Grant Funds that may include Federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program Funds (HOME) and State of Ohio Housing Trust Fund (OHTF) monies to fund private owner rehabilitation loans, home repair grants, and Tenant-Based Rental Assistance (see planned budget - final numbers to be determined by ODOD based on available funding).
6. That for the PY2024 CHIP Grant, the City of Medina CHIP Program Policies and Procedures Manual will be utilized for the administration of the grant.
7. As required by ODOD, the Cities of Medina and Brunswick will use respective CHIP Program Income as leverage/in conjunction with the PY2024 City of Medina CHIP Grant Application and program if funded.
8. That the City of Medina agrees to retain and track the use of CHIP Program Income deriving from said Grant and use it to fund CHIP-eligible housing activities in both Cities of Medina and Brunswick, throughout the Medina/Brunswick CHIP Service Area.
9. That the City of Medina will provide copies of the ODOD CHIP status reports to the City of Brunswick, as requested, and provide updates on program status throughout the grant period.
10. That the City of Medina will be the repository of all applicable PY2024 CHIP program records for monitoring purposes and agrees to retain all applicable records for the required time period from the date of grant completion, currently three years.
11. That the Cities of Medina and Brunswick agree to take actions necessary to assure compliance with the certifications required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, including Title VI of the Civil Rights of 1964, the Fair Housing Act, Section 109 of the Housing and Community Development Act of 1974 and other applicable laws.
12. That the Cities of Medina and Brunswick agree that CHIP funds are prohibited for activities that do not affirmatively further fair housing within their own jurisdiction or that impede the Grantee's actions to comply with its fair housing certification. Noncompliance can, in turn, provide cause for funding sanctions or other remedial actions by the State of Ohio or U.S. Department of Housing and Urban Development (HUD).

13. That the Cities of Medina and Brunswick do designate Kleinfelder, Inc. and its CHIP staff to be Representatives of the Local Public Agency (LPA) and that staff may be responsible for executing certain necessary CHIP contract documentation used for Private Rehabilitation and Home Repair, including, but not limited to, the HOME Written Agreement.

**14. CHIP GRANT FUNDS PARTNERSHIP PY2024 PLANNED BUDGET**

The CHIP grant funds will be budgeted and distributed between the two partners, the Cities of Medina and Brunswick, for use in respective jurisdiction service areas. The Cities' CHIP service areas extend to the respective corporation limits. The budget amounts shown in the table below will be in effect for an initial period of nine (9) months, unless other arrangements are approved by both Cities, after which any remaining unspent grant funds will be available and expended throughout the partnering jurisdictions CHIP Program Service Area regardless of the original program budget.

**PY2024 CHIP Activities Planned Budget**  
(Includes \$5,328.69 from City of Brunswick HOME Program Income)

Partnering Jurisdiction	Activity	Activity Budget	Outcomes
City of Medina	Private Owner Rehabilitation	\$231,960	3
	Home Repair - Owner	\$90,000	3
City of Brunswick	Private Owner Rehabilitation	\$163,368	2
	Home Repair - Owner	\$120,000	4
Within Cities of Medina and Brunswick (TBD)	Tenant-Based Rental Assistance (TBRA)	\$16,000	10
TOTAL		\$621,328 (\$616,000 CHIP & \$5,328 PI)	22

**THE UNDERSIGNED REPRESENTATIVES OF THIS PY2024 CHIP PARTNERSHIP AGREEMENT HEREBY AGREE TO THE ABOVE-STATED TERMS AND CONDITIONS ON RESPECTIVE DATES SET FORTH ON SIGNATORY PAGES.**

**SEE SIGNATORY PAGES.**



SIGNATORY:

PY2024 CHIP PARTNERSHIP AGREEMENT  
CITY OF MEDINA, OHIO

D. Hanwell

Mayor Dennis Hanwell  
City of Medina, OH

Sherry A. Crow

Witness

Date: May 29, 2024

**Legal Form and Sufficiency**

This PY2024 CHIP Partnership Agreement has been reviewed by the legal counsel of the City of Medina. The terms and provisions of said Agreement are fully authorized under the State of Ohio and local law. This Agreement provides full legal authority for the City of Medina, as the PY2024 CHIP Grantee.

Approved as to Form and Sufficiency:

Erin L. Fink

City Attorney

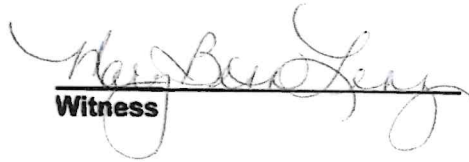
Date: 5/29/24

**SIGNATORY:**

**PY2024 CHIP PARTNERSHIP AGREEMENT  
CITY OF BRUNSWICK, OHIO**



**Carl DeForest  
City Manager  
City of Brunswick, OH**



**Witness**

**Date:** 5/24/2024

**Legal Form and Sufficiency**

This PY2024 CHIP Partnership Agreement has been reviewed by the legal counsel of the City of Brunswick. The terms and provisions of said Agreement are fully authorized under the State of Ohio and local law.

**Approved as to Form and Sufficiency:**



**City Attorney** Dennis A. Nevar, Law Director

**Date:** May 21, 2024