

RESOLUTION NO. 119-22

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 PY22 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 PY22 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 PY2022 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 PY2022 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 Poggemeyer Design Group and the Ohio Development Services Agency 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 the Agreement with Poggemeyer Design Group was approved by Council with the passage of Ord. 80-22, passed April 25, 2022.

SEC. 6: 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. 7: 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: June 8, 2022

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: June 9, 2022

SIGNED: Dennis Hanwell
Mayor

Res. 119-22
Rkh. A

State of Ohio
PY2022 Community Housing Impact and Preservation (CHIP) Program
Partnership Agreement
Between
City of Medina, Ohio and the City of Brunswick, Ohio;

WHEREAS, City of Medina will be submitting a PY2022 CHIP Grant Application to the Ohio Department of Development (ODOD) due June 22, 2022; and

WHEREAS, ODOD has determined that the City of Brunswick is an eligible CHIP program "partner" participant within City of Medina for the PY2022 funding round enabling City of Medina to apply for \$400,000 and Brunswick for \$300,000; for a total grant of \$700,000 for housing assistance to income eligible households; and

WHEREAS, without this partnership agreement, City of Medina would have been eligible for only \$400,000 of CHIP Grant Funds; and

WHEREAS, the City of Medina Housing Advisory Committee at its Tuesday, May 10, 2022, meeting supported the continuation of a partnership arrangement between City of Medina and the City of Brunswick for the PY2022 CHIP Grant Application;

WHEREAS, the City of Brunswick reviewed and approved the PY2022 CHIP Partnership arrangement; and

WHEREAS, City of Medina and the City of Brunswick agree to form a partnership for the purpose of applying for a PY2022 CHIP Grant Application; and

WHEREAS, City of Medina has agreed to be the Grantee and fiscal agent for the entire PY2022 CHIP Grant and be responsible for the preparation of the PY2022 CHIP Application and for the administration of the grant in accordance with the CHIP rules and regulations as required by ODOD;

NOW, THEREFORE, City of Medina and the City of Brunswick do hereby agree to the following terms of this PY2022 CHIP Partnership Agreement:

1. That City of Medina will be responsible for the preparation of the PY2022 CHIP Grant Application due June 22, 2022, that will include the partnership arrangement between the City of Medina and the City of Brunswick as stipulated herein.
2. That City of Medina will be the Grantee (recipient of the PY2022 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 PY2022 CHIP Grant Period which will be from December 1, 2022, until April 30, 2025 (due to recent ODOD-OCD grant period extension).
4. That this agreement cannot be withdrawn or terminated by any parties while it remains in effect.
5. That through this partnership agreement, 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, and home repair grants. Final numbers to be determined by ODOD based on available funding.
6. That for the PY2022 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, that City of Medina and the City of Brunswick will use respective CHIP Program Income as leverage/in conjunction with the PY2022 City of Medina CHIP Grant Application and program, if funded.
8. That 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 the City of Brunswick and throughout the City of Medina CHIP Service Area.
9. That City of Medina will provide copies of the ODOD CHIP status reports to the City of Brunswick and provide updates on program status throughout the grant period.
10. That City of Medina will be the repository of all applicable PY2022 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 City of Medina and the City of 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.

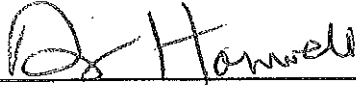
12. That City of Medina and the City of Brunswick agree that CHIP funds are prohibited for activities that do not affirmatively further fair housing within their own jurisdiction or that impedes the Grantee's actions to comply with its fair housing certification. Noncompliance can, in turn, provide cause for funding sanctions or other remedial actions by the State of Ohio or U.S. Department of Housing and Urban Development (HUD).
13. That City of Medina and the City of Brunswick do designate Poggemeyer Design Group, Inc. a Kleinfelder Company 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, Home Repair, and TBRA; including, but not limited to, the HOME Written Agreement.

THE UNDERSIGNED REPRESENTATIVES OF THIS PY2022 CHIP PARTNERSHIP AGREEMENT HEREBY AGREE TO THE ABOVE STATED TERMS AND CONDITIONS ON RESPECTIVE DATES SET FORTH ON SIGNATORY PAGES.

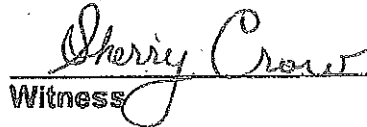
SEE SIGNATORY PAGES.

SIGNATORY:

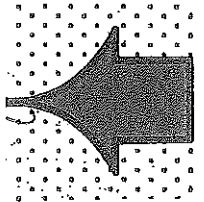
PY2022 CHIP PARTNERSHIP AGREEMENT
CITY OF MEDINA, OHIO



Mayor Dennis Hanwell
City of Medina



Witness

Date: June 9, 2022

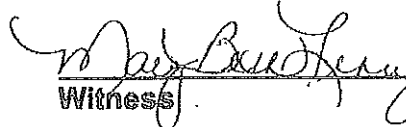


SIGNATORY:

PY2022 CHIP PARTNERSHIP AGREEMENT
CITY OF BRUNSWICK, OHIO



Carl DeForest
City Manager
City of Brunswick


Witness

Date: 5/24/2022

ATTACHMENT

CHIP GRANT FUNDS PARTNERSHIP BUDGET / DISTRIBUTION

The CHIP grant funds will be budgeted and distributed between the two partners, City of Medina, and the City of Brunswick, for use in respective jurisdiction service areas. The City CHIP service area extends to the corporation limits.

The budget amounts shown in the Table below will be in effect for an initial grant period from December 1, 2022, until April 30, 2025, unless other arrangements are approved by both City of Medina and the City of Brunswick, 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."

PY2022 CHIP Activities Budget

(Includes \$107,407 from City of Medina & City of Brunswick HOME Program Income)

Partnering Jurisdiction	Activity	Activity Budget	Outcomes
City of Medina	Private Owner Rehabilitation	\$302,613	4
	Home Repair - Owner	\$105,000	5
City of Brunswick	Private Owner Rehabilitation	\$194,794	3
	Home Repair - Owner	\$105,000	5
Jurisdiction TBD	Tenant Based Rental Assistance	\$16,000	10
TOTAL		\$723,407 (\$616,000 CHIP & \$107,407 PD)	27

*Single contract with Medina Metropolitan Housing Authority. Rental assistance will be available without regard to location of rental unit with the City of Medina or within the City of Brunswick corporate limits (based on TBRA families/needs) *

PY2022 CHIP Administration and Fair Housing Budget

Activity	Activity Budget
Fair Housing Program	\$5,000
Environmental Review	\$6,500
General Administration to PDG (Walkaway properties/costs, PDG Administration Costs)	\$55,500
CHIP Application Preparation back to City if Funded	\$14,000
General Administration to City	\$3,000
TOTAL	\$84,000

Community Housing Impact and Preservation (CHIP) Program

ENVIRONMENTAL REVIEW DOCUMENTATION AND CERTIFICATION FORM FOR GENERAL ADMINISTRATION, FAIR HOUSING AND PLANNING

Instructions:

The Environmental Review Documentation and Certification Form for General Administration, Fair Housing, and Planning activities (only) is the:

- Environmental Review;
- Environmental Review Certification; and
- Notice of Project Specific Release of Funds Respecting Environmental Grant Conditions.

Applicants executing an *Environmental Review Documentation and Certification Form for General Administration, Fair Housing and Planning* are certifying that the environmental review evaluation and the exemption determination are accurate for general administration, fair housing and planning activities funded with administrative dollars. This will satisfy the grantee's environmental review documentation process for these select activities. Applicants must submit an original, executed *Environmental Review Documentation and Certification Form for General Administration, Fair Housing, and Planning* with the application and keep one original, executed form on file. Once the grant agreement is fully executed, grant recipients will be able to access grant funds for these three activities. Please refer to OCD Policy 06-01 for further information and guidance.

General Administration, Fair Housing and Planning Defined

General administration and fair housing activities are defined as "Exempt" per 24 Code of Federal Regulations (CFR) 58.34(a)(3). Environmental and other studies, resource identification and plans and strategies development are defined as "Exempt" per 24 CFR 58.34(a)(1).

By executing this form, the certifying officer is certifying that the project description listed below is accurate; an environmental evaluation for general administration, fair housing, and planning activities was completed; and a determination of exemption was found for general administration, fair housing and planning activities.

Project Description

Planning activities include environmental and other studies, resource identification and the plans and strategies development. Program administration activities for this project include all or some of the following: staff and related costs required for overall program management, coordination, monitoring, reporting and evaluation; citizen participation costs; fair housing activities; indirect costs charged using an accepted cost allocation plan; developing submissions or applications for federal programs; and staff and overhead costs for project delivery and certain costs to administer the (check all applicable):

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships (HOME); or
- Emergency Shelter (ESG) Programs.

ENVIRONMENTAL REVIEW DOCUMENTATION AND CERTIFICATION FORM
GENERAL ADMINISTRATION, FAIR HOUSING AND PLANNING

Certification

An environmental evaluation has been conducted for general administration, fair housing and planning activities. Pursuant to the review, it is the finding of the responsible entity that the activities listed in the project description above are exempt. Therefore, per 24 CFR 58.34, the responsible entity does not have to undertake any environmental review, consultation, or other action under NEPA and the other provisions of law or authorities cited in 24 CFR 58.5 and 58.6 for these projects.

I certify the accuracy of these statements:

Grant Recipient: City of Medina, Ohio

Grant Number or Project Type and Name: A-C-22-2CN-1/2 -- PY2022 CHIP Program

Name and Title of Certifying Officer: Dennis Hanwell, Mayor, City of Medina

Mailing Address: 132 North Elmwood Avenue, Medina, Ohio 44256

Signature of Certifying Officer: _____

Date of Signature: June 13, 2022

Program Administrator Name: Brandi Cowell, Housing Specialist, Poggemeyer Design Group

Email Address of Program Administrator: bcowell@kleinfelder.com

Administrator's Phone Number: (567) 331-2679