

Commissioners Journal # 90 Page 107 April 9, 2019

Subject: Bills – Approved – Madison County

After reviewing each of the purchase orders, then and nows, and vouchers listed above, Mr. Forrest moved to approve all purchase orders and allow payment of all then and nows and vouchers.

Following a second from Dr. Xenikis the result of the roll call was: Mr. Hunter, yes, Mr. Forrest, yes, and Dr. Xenikis, yes.

Subject: Transfer – Approved – Job & Family Services

Dr. Xenikis moved per the request of Sherry Baldwin, Job & Family Services Fiscal Officer, to approve the transfer for the following:

Transfer from: Council HMG Part C Contract Services (7044-T890-5-0140) in the amount of \$16,677.74.

Transfer to: Dept HMG Part C (7053-0000-4-0100) in the amount of \$16,677.74.

Transfer from: Council FCSS Contract Services (7047-T890-5-0140) in the amount of \$1,096.00.

Transfer to: Dept. FCSS (7055-0000-4-0100) in the amount of \$1,096.00.

Transfer from: Dept. HMG Part C Contract Services (7053-T893-5-0140) in the amount of \$16,551.59.

Transfer to: Dept HMG GRF C (7053-0000-4-0100) in the amount of \$16,551.59.

MADISON COUNTY COMMISSIONERS
13 APR -4 AM 11:20

Department: Madison County Dept Family and Children
Date: 4/8/2019

RESOLUTION RE: TRANSFER OF APPROPRIATIONS AND/OR FUNDS

Motion was made by _____ and seconded by _____
to approve the following transfer(s):

From:	Council HMG Part C	7044	Contract Services	7044-T890-50140
To:	Dept. HMG Part C	7053	Revenue Account	7053-0000-40100
	Fund Name	Fund #	Account Name	Account Number
		Amount: \$	16,677.74	
From:	Council FCSS	7047	Contract Services	7047-T890-50140
To:	Dept. FCSS	7055	Revenue Account	7055-0000-40100
	Fund Name	Fund #	Account Name	Account Number
		Amount: \$	1,096.00	
From:	Dept. HMG Part C	7053	Contract Services	7053-T893-50140
To:	Dept HMG GRF C	7052	Revenue Account	7052-0000-40100
	Fund Name	Fund #	Account Name	Account Number
		Amount: \$	16,551.59	
From:			Contract Services	
To:			Revenue Account	
	Fund Name	Fund #	Account Name	Account Number
		Amount: \$		

Reason for Request:
Transfer funding to accounts which allow for expenditures for provision of direct services.

Totals: \$ 34,325.33

Roll call vote resulted as follows:

cc: Auditor _____
Originator _____
Transfer File _____
Transfer File _____

Tony Xenikis _____
Mark Forrest _____
David Hunter _____

G.J. _____ Page _____
Date: 4-9-19

REQUESTER ACKNOWLEDGEMENT: I have reviewed the above-referenced accounts and have verified that appropriations are available, and free of prior encumbrances (including blanket purchase orders), 4-9-19

Revised 4/4/2019

Following a second from Mr. Forrest the result of the roll call was: Mr. Hunter, yes, Mr. Forrest, yes, and Dr. Xenikis, yes.

Government Forms and Supplies: E181003EA

Subject: Appropriation – Approved – Courthouse Construction

Mr. Forrest moved to approve the appropriation per unappropriated funds for the following:

Appropriate: Courthouse Construction (1000-A04A-5-0090) in the amount of \$221,000.00.

Following a second from Dr. Xenikis the result of the roll call was: Mr. Hunter, yes, Mr. Forrest, yes, and Dr. Xenikis, yes.

This is a payment for the Courthouse roof.

Subject: Increase PO Funding – Approved – Courthouse Construction

Mr. Forrest moved to approve the increase of PO funding for the following:

Increase: Courthouse Construction (1000-A04A-5-0090) PO # 1850 in the amount of \$221,000.00.

Following a second from Dr. Xenikis the result of the roll call was: Mr. Hunter, yes, Mr. Forrest, yes, and Dr. Xenikis, yes.

Subject: Funding – Approved – Treasurer

Dr. Xenikis moved to approve the funding request in the future for the Treasures Department.

P.O. Box 618
Courthouse – 1 N. Main St.
London, Ohio 43140
P. 740-852-2972
F. 740-845-1660



Commissioner Mark Forrest
Commissioner David Hunter
Commissioner Dr. Tony Xenikis
Rob Slane, County Administrator
Katie Wiseman, Clerk

April 4, 2019,

The Madison County semi – annual tax statements will be mailed out by mid May 2019.

To alleviate the shortage of funding on the postage machine, this request is for approval for the Commissioners to pre – pay Pitney Bowes \$3,000.00. This funding is to be paid from Commissioners Other (1000-A01A-5-0045). After the tax statements are mailed out the Treasurer's office will reimburse the Commissioners \$3,000.00 from Treasurer's Supplies (1000-A01C-5-0030).

MADISON COUNTY COMMISSIONERS


David B. Hunter


Mark A. Forrest


Dr. Tony Xenikis

Madison County Commissioners' Office | 1 North Main St | London, Ohio 43140
P. 740-852-2972 | F. 740-845-1660 | www.co.madison.oh.us

Following a second from Mr. Forrest the result of the roll call was: Mr. Hunter, yes, Mr. Forrest, yes, and Dr. Xenikis, yes.

Government Forms and Supplies E18100485A

Subject: Agreement – Approved – CHIP

Dr. Xenikis moved per the request of Whitaker Wright, CDC Consultant, to approve the Partnership Agreement for the Program Year 2019 for the Community Housing Impact Preservation Program (CHIP) between Madison County and the City of London.

MADISON COUNTY OFFICIALS
PROGRAM YEAR 2019
COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM
PARTNERSHIP AGREEMENT

This Partnership Agreement (hereinafter "Agreement") is made and entered into by and between Madison County, located at 1 N. Main Street, London, Ohio 40349 (hereinafter "Applicant"), and the City of London, located at 101 E. 2nd Street, London, Ohio 40302 (hereinafter "Partner") this 11th day of April, 2019.

BACKGROUND INFORMATION

- A. The Ohio Development Services Agency - Office of Community Development (OCD) has CHIP funds available through HUD, HHS and HUD Federal and State allocations for Program Year 2019 to be offered through a competitive application process.
- B. Funding for such is available by OCD to assist in housing preservation and population of Ohio within its jurisdiction.
- C. It has been agreed upon and binding through execution of this Agreement, that Madison County will be the Applicant and the City of London will be the Partner, responsibilities outlined herein this Agreement for purposes of applying for and implementing the FY 2019 CHIP grant, if funded.

RESPONSIBILITIES OF APPLICANT

- 1. Applicant will be responsible for the overall management of the FY 2019 CHIP grant in accordance with the terms and conditions, as outlined in the grant agreement with the Ohio Development Services Agency. Applicant also is in compliance with Program Policy Notice (OCD 15-01), Responsibility for Grant Administration of Office of Community Development Programs.
- 2. Applicant will be responsible for administration of the activities in this overall contract, management and implementation of the following:
 - Client Participation
 - Grant application and Planning Process
 - Grant application preparation, approval and submission
 - Grant agreement execution with the State of Ohio
 - Accounting and receipt of disbursements
 - Financial Management including preparation and approval of all financial reports and management of expenses directly to the location
 - Environmental Review based on program, certification and compliance
 - Maintenance of records and maintenance of records and source documentation for State matching program for at least three (3) years from the final closeout of the FY 2019 CHIP grant
 - Management of HUD's 15% debarment funds
 - Filing of all reports on program and managing budget
 - Determination of need of interest
 - Approval of program notices and (OCD) notices and (OCD) performance issues (if)
 - Real and personal property management and disposition
 - Certification of program status and final performance reports
 - Management of Client Complaint Procedures
 - Implementation of all Housing Programs
 - Program file management

Madison County - City of London 2019 CHIP Program Partnership Agreement Page 1

- Housing Inspection and Management
- Procurement and oversight of Lead-Based Paint Consultant, Metropolitan Housing Authority and CHIP Administrator
- Local Representative for all CHIP related activities

RESPONSIBILITIES OF PARTNER

1. Partner will be responsible for working with the County in select CHIP project activities.
2. Partner will be responsible to enter into this Partnership Agreement with the Applicant.
3. Partner agrees to Applicant retaining Applicant's adopted Policy & Procedures Manual and Performance Manual for execution of the CHIP Program.
4. Partner agrees to provide any program related information to the Applicant as needed for reporting purposes.
5. Partner agrees to be compliant with Program Policy Notice OCD 15-01, Responsibility for Grant Administration of Office of Community Development Programs.

AVAILABLE FUNDING

1. Applicant and Partner grant funding amounts as determined by the State of Ohio are as follows:

• Applicant County	\$100,000
• Partnering City	\$100,000

The Parties have agreed to the following budgets for the FY 2019 CHIP Program:

• Madison County	\$100,000
• City of London	\$100,000

Total Grant Request: \$200,000

It is hereby understood that the allocations outlined above from 100% administration/for Housing Implementation will be spent on selected approved activities in each respective political jurisdiction.

2. All that amount A outlines the activities and funding distribution agreed to by the parties.

1. For OCD, based on the performance of each jurisdiction in the partnership, the portion of the grant total attributable to any partner may be reduced by up to 50 percent of the eligible amount available to that jurisdiction if serious performance issues exist. OCD reserves the right to evaluate any program it funds for performance. Performance includes past and current performance in administering and complying with grant agreement(s), program regulations and policies, receiving monitoring under such funding, and program in completing activities.

PROGRAM TIMING

The Applicant will actively conduct the CHIP program in the Partner's jurisdiction and will assist the Partner with the intent of meeting the program's goals. However, if after 12 months, funds are not enough available to meet the goals of the Partner, the Applicant will offer assistance to qualified households on a first come, first served basis, regardless of location to insure that the overall objectives of the program are met and the funds expended.

Madison County - City of London 2019 CHIP Program Partnership Agreement Page 1

PROGRAM GOALS

1. In accordance with the Agreement, the Applicant will assist in the management of program houses awarded as a result of the program funds. The Applicant will assist in program houses awarded from both Applicant and Partner jurisdictions and will maintain a log of program houses in the jurisdiction where the program houses were awarded.
2. The Applicant will prepare and prepare Housing Program Report, as required by the Office of Community Development.

TERMINATION

Applicant and Partner agree that this Agreement will remain in effect until the FY 2019 CHIP funds are fully expended and the funds which are unexpended are closed out. Furthermore, neither Applicant nor Partner can terminate or withdraw from this Agreement while it remains in effect as outlined in the Agreement Terms.

AGREEMENT TERMS

The term of this Agreement will commence the date of execution by both the Applicant and Partner and remain in effect until December 31, 2019, provided the CHIP grant is funded. If the FY 2019 CHIP grant is not funded, this agreement will become null and void the date of the letter from the Office of Community Development to the Applicant of non-funding.

EXECUTION

Each of the parties hereto and this Partnership Agreement to be executed by its authorized representative as of the date set forth below and respective signatures shall serve as of the date set forth.

Applicant: Madison County
By: [Signature]

Title: Director, David B. Hunter

Title: President

Date: 4/9/2019

Partner: City of London
By: [Signature]

Title: Mayor, Patrick J. Chesser

Title: Mayor

Date: 4/13/2019

Madison County - City of London 2019 CHIP Program Partnership Agreement (pg 3)

**PROGRAM YEAR 2019
COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM
PARTNERSHIP AGREEMENT
ATTACHMENT A**

FUNDING DISTRIBUTION:

The following addendum outlines the distribution of funds between the partners for the FY 2019 CHIP grant application:

Activity	Madison County	City of London	Total
Home Repair	\$10,000	\$10,000	\$20,000
P. Income	\$10,600	\$0	\$10,600
Units	6	5	11
Unit Avg.	\$14,433	\$12,000	\$13,337
P. Match	\$10,000	\$11,000	\$21,000
P. Income	\$1,500	\$5,500	\$5,000
Units	3	4	7
Unit Avg.	\$34,500	\$12,125	\$38,857
P. Match	\$4,000	\$0	\$4,000
Match	\$2,000	\$0	\$2,000
Units	1	0	1
Unit Avg.	\$45,000	\$0	\$45,000
P. Match	\$5,000	\$0	\$5,000
Households	8	0	8
HI Average	\$5,625	0	\$5,625
Administrative	\$50,000	\$150,000	\$200,000

CHIP Total	\$300,000	\$200,000	\$500,000
PI/Match	\$16,100	\$52,500	\$68,600

Grand Total	\$316,100	\$252,500	\$568,600
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SIGNATURES:

MADISON COUNTY COMMISSIONERS

CITY OF LONDON

[Signature]

[Signature]

David B. Hunter, President

Patrick J. Chesser, Mayor

Date: 4/9/2019

Date: 4/13/2019

Madison County - City of London 2019 CHIP Program Partnership Agreement Attachment A

Following a second from Mr. Forrest the result of the roll call was: Mr. Hunter, yes, Mr. Forrest, yes, and Dr. Xenikis, yes.
Note - This is for the President of the Board to sign.

Government Forms and Supplies E1810043EA

Subject: Lease Agreement – Approved – Pitney Bowes

Mr. Forrest moved to approve the lease agreement between Pitney Bowes and Madison County for postage machine services.



Your Local Treasurer

UNDER STATE TREASURER'S NUMBER 001 0000

1. Personal Provision: This Lease Schedule is entered into by and between the Lessor and the Lessee...

I, the State Treasurer, have read the State Statute which authorizes the Treasurer to execute this Lease Schedule...

I, the State Treasurer, have read the State Statute which authorizes the Treasurer to execute this Lease Schedule...

Madison County Treasurer
MADISON COUNTY COMMISSIONERS
MADISON COUNTY HOUSE
COLUMBUS, OHIO 43084-3948
43232253

1. Commencement Date: This Lease Schedule shall be in full effect on the date of the execution of this Lease Schedule...

1. Description of the Property: The property subject to this Lease Schedule is set forth below and has been legally described in the State Lease Schedule...

Table with 4 columns: Item No., Quantity, Unit, Description. Row 1: 1, 1, SET (HP4752) (CC),

Property Location
MADISON COUNTY HOUSE COLUMBUS, OHIO 43084-3948

- 1. Term: 24 months
2. Periodic Lease Payment: \$250.00 monthly
3. Security Deposit: \$250.00
4. Expenses: Lessor shall be responsible for the initial payment...
5. Insurance: Lessor shall carry the property...

See Ohio Department of Administrative Services Master Lease Agreement - Revised February 2011

9. Assignment: As provided in Section 24 of the Master Lease Agreement, Lessee is hereby notified that Lessor has assigned all of its right, title and interest in the Lease Schedule...

Assignee: Assignee Name, Assignee address, Assignee City, State, Zip

10. In signing this, Lessee warrants that the representations, covenants and warranties of the Lessee set forth in the Master Lease Agreement, which are applicable to this Lease Schedule are true and correct on the date hereof...

11. This Schedule is subject to Review and Approval by Assignee Name

ASSIGNMENT ACCEPTED BY ASSIGNER NAME: By: NA

Table with 2 columns: Lessor: Pitney Bowes Inc., Lessee: MADISON COUNTY COMMISSIONERS. Fields include By, Printed Name, Title, Date.

State of Ohio Department of Administrative Services Master Lease Agreement - Revised February 2011

State of Ohio
Madison County
MADISON COUNTY COMMISSIONERS



Madison County
MADISON COUNTY COMMISSIONERS

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Exhibit B

True Lease Transaction

CERTIFICATE OF ACCEPTANCE

LEASE SCHEDULE NO. _____

By and Between

MADISON COUNTY COMMISSIONERS (LESSEE)

and

Pitney Bowes Inc. (Lessor)

Entered into Pursuant to the

MASTER LEASING AGREEMENT

Dated 03/01/2017

By and Between

The State of Ohio, by the Department of Administrative Services

and

Pitney Bowes Inc.

1.) ACCEPTANCE: LESSEE HEREBY CONFIRMS THAT THE PROPERTY DESCRIBED ON EXHIBIT A HAS BEEN RECEIVED, IS IN GOOD CONDITION AND REPAIR, AND COMPLIES IN ALL RESPECTS WITH ITS SPECIFICATIONS.

2.) PROPERTY LOCATION:

11 North Main St
Madison, OH 43110

USER:

[Redacted]

BY

Rob Skarp
(NAME TYPED OR PRINTED)

TITLE:

County Administrator

SIGNATURE:

[Signature]

DATE OF ACCEPTANCE 4/9/19 (Effective Date)

Government Forms and Supplies: E160042EA

1	65	Water Main
1	66	Water Main
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1	97	Water Main
1	98	Water Main
1	99	Water Main
1	100	Water Main

Year Payment Plan		
Total Years - Months	Total Payment Amount	
Number of Months	Monthly Amount	Estimated Quantity of
0	0.00	0

(1) Tax Credit Certificate Included
(2) Tax Credit Certificate Not Required
(3) Purchase Power Transaction Fees Included
(4) Purchase Power Transaction Fees Extra

Overwrite any applicable sales tax (see 2019 Form 5100 for details)

Sales Information		
Letterhead	Business Address	
Account Reference	Email Address	PG&E Acceptance

This Certificate is for budgeting and planning purposes only and is not legally binding. The supply of any goods or services is subject to a separate written order which will be issued by PG&E. Changes to this order will be subject to the terms and conditions incorporated herein.

PG&E is a registered provider of continuing education for engineers and architects. This course is approved for 1.0 CEU for engineers and 1.0 CEU for architects.

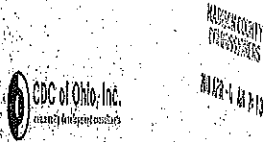
PG&E is a registered provider of continuing education for engineers and architects. This course is approved for 1.0 CEU for engineers and 1.0 CEU for architects.

PG&E is a registered provider of continuing education for engineers and architects. This course is approved for 1.0 CEU for engineers and 1.0 CEU for architects.

Following a second from Dr. Xenikis the result of the roll call was: Mr. Hunter, yes, Mr. Forrest, yes, and Dr. Xenikis, yes.

Subject: Proposal – Approved – CDC

Mr. Forrest moved per the request of Whitaker Wright, CDC Consultant, to approve the Madison County's 2019 CHIP Program CDC of Ohio Administrative Proposal.



P.O. Box 618
CourtHouse - 1 N. Main St.
London, Ohio 43140
P. 740-852-2972
F. 740-845-1660



Commissioner Mark Forrest
Commissioner David Hunter
Commissioner Dr. Tony Karkis
Rob Slane, County Administrator
Katie Wiseman, Clerk

April 9, 2019

Madison County Board of Commissioners
Madison County Courthouse
100 N. Main St., P.O. Box 618
London, OH 43140
Attn: Amy Warren

Re: Madison County's 2019 CHIP Program
CDC of Ohio Administrative Proposal

The Commissioners

Madison County received and approved your proposal for 2019 and 2020 CHIP program administration services for you. The County selected CDC of Ohio to provide these services on April 14, 2019. The County has also approved the County's 2019 CHIP Administrative Proposal for each year. CDC of Ohio is pleased to be selected to provide these services.

Attached is your proposal for the 2019 CHIP Program. The Scope of Services section explains the specific administrative and financial services, including program services and program support services. Please refer to the P. 381-383 of the proposal for a detailed list of services and how to provide these services to the County's CHIP program.

All services will be provided and managed by Madison County for approval by the County under the 2019 CHIP Program Grant Agreement from the Ohio Development Services Agency.

Your proposal is complete, please provide a meeting to review the proposal and to discuss any questions you may have regarding the proposal.

If you have any questions, please contact the County Administrator at (740) 845-1660.

Sincerely,

[Signature]

Whitaker W. Wright
Senior Planner

Director

Director

Madison County 2019 CHIP Program Administrative Services Letter

100 N. Main St., P.O. Box 618, London, OH 43140 • (740) 852-2972 • www.madisoncountyohio.com

April 9, 2019

Whitaker W. Wright, Senior Planner
CDC of Ohio
P.O. Box 60247
Columbus, Ohio 43266

Re: Administrative Services for
Madison County's PY 2019 CHIP Program

Dear Mr. Wright,

The County has reviewed your firm's Scope of Services and Proposal to provide administrative services for Madison County's PY 2019 CHIP program.

The County has accepted your proposal. The Scope of Services and Proposal met the criteria for administering the CHIP Program. Your costs appear to be reasonable for the proposed scope of services to be provided and are within the guidelines established by the Ohio Development Services Agency. The actual contract for services will be contingent on Madison County's PY 2019 CHIP Grant being funded by the Ohio Development Services Agency.

If you have any questions, please telephone our offices at (740) 852-2972. We are looking forward to working with you and your staff on this grant.

Sincerely,

[Signature]

David B. Hunter, President
Madison County Board of Commissioners

c: file

Madison County 2019 CHIP Program Administrative Services Letter

Madison County Commissioners' Office | 1 North Main St. | London, Ohio 43140
P. 740-852-2972 | F. 740-845-1660 | www.co.madison.oh.us

Government Forms and Supplies E1910046A

MADISON COUNTY
COMMISSIONERS
MAY 4 2019

SCOPE OF SERVICES AND COST PROPOSAL
FOR
MADISON COUNTY'S
2019
COMMUNITY HOUSING IMPACT AND
PRESERVATION
PROGRAM

MADISON COUNTY'S PY 2019 COMMUNITY HOUSING IMPACT
AND PRESERVATION PROGRAM (CHIP)
SCOPE OF SERVICES AND PROPOSAL

CDC of Ohio is proposing to provide the following Scope of Services under the supervision and direction of the Madison County Board of Commissioners.

1. CHIP Application

An application for PY 2019 Community Housing Impact and Preservation (CHIP) Program for Madison County shall be prepared by CDC of Ohio in sufficient time to meet OCD's submittal requirements. Work pertaining to preparing the application shall include the following:

- Study of CHIP Application Requirements
- Attendance at CHIP related Workshops
- Conduct Public Hearings as required
- Work with the Madison County and London to determine Housing Needs and Best Use of CHIP Funds.
- Work and Meet with Support Agencies to Coordinate Program Activities
- Prepare Community Housing Impact and Preservation Program Application and Submit to OCD by PY 2019 CHIP deadline

2. Start-Up Activities

- Citizen Participation Activities
- Tier I Environmental Review
- Flood Plain Review
- Historical Coordination & Provisions, as needed
- Revision of Program Policies and Guidelines Manual Forms for Owner Home Repair Rehabilitation
- Revision of Program Policies and Guidelines Manual Forms for Rental Rehabilitation
- Revision of TBRA Manual And Forms
- Work with Project Sponsors on Start-Up Coordination Activities
- Record System Establishment
- Financial Management System & Books
- Work with Housing Inspector on Program Activities
- Work with Case Processor on Program Start-Up
- Other Program and Public Start-Up Activities

3. Grant Administration Services

The CHP Grant Administrator will be Webster W. Wright, Senior Planner. The responsible parties will be the County Auditor, with other County staff providing support services, as needed. The Grant Administrator will serve as the project representative on all administrative matters concerning application, amendments, monitoring, performance reports, workshops, audits, close-out, etc. Specific services to be provided include, but are not limited to, the following:

- Continually Report to and Work with the County on Matters of Administering the Program
- Provide Fair Oversight
- Financial Oversight
- Fair Housing and HUD Oversight
- Develop and Oversee the Fair Housing Program, as Offered to the Grant
- Office Performance Improvement
- Oversight of Financial Management in Conformance with the County Auditor
- Implement and provide information into the COCC/CCAN System
- Preparation of Program Reports
- Budget Preparation Oversight and Review
- CHP Program Marketing and Promotion
- Supervision of Case Processor
- Supervision of Housing Inspector
- Coordination with Customers of Case
- OOD Monitoring Preparation and Assistance
- Grant Closeout Preparation and Oversight
- All other services as needed to implement CHP program activities
- All other services as needed to assist County in meeting CHP roles and regulations
- Coordination of program issues with the City of London
- Oversight of Program Issues with the County and the City of London
- Oversight of ADA Activities With HUD
- Oversight Administration of the USDA Activity
- Coordination with Other Local Agencies

4. Fair Housing Services

The CHP Administrator will oversee the grant Fair Housing Services. Fair Housing Services to be provided include, but are not limited to, the following:

- Develop and Oversee the Fair Housing Program, as Offered to the Grant
- Develop and Oversee Manual for the Fair Housing Education Outreach Program
- Monitor and Maintain Status of Manual for the Fair Housing Education Outreach Program

5. Direct Housing Services

Direct Housing Services will be billed directly to individual housing projects, as a part of each project's costs. The deliverables for these services are Housing Inspection Services and Case Processing Services.

Housing Inspection Services to be provided, but not limited to, the following:

- Establishes List of Eligible Contractors
- Orders Required Testing
- Coordinates with SHPO and Conducts the Tier II Environmental Review's
- Inspect Properties and Develops Specifications in Conformance with the OCD RRS
- Reviews Specifications with Homeowner
- Sends out Bid Documents or Assists Homeowner
- Conducts Pre-Bid Walk-Through with both Contractor and Property Owner
- Attends Bid Openings and Review Bids for Completeness and Accuracy
- Conducts Debarred Contractor Checks
- Conducts Interim Inspections during Construction
- Authorizes Contractor Payments with Homeowner and County Representative
- Coordinates with Risk Assessor on Lead Work and Clearance Activities
- Attends and Participates in Final Inspections upon Completion of Work with Homeowner
- Helps in Resolving Repair and Rehabilitation Complaints

Case Processing Services to be provided, but not limited to, the following:

- Local Contact Person On Housing Rehabilitation and Repair Assistance And Other Program Matters
- Receives Housing Rehabilitation and Repair Applications
- Verifies Eligibility Of Applicants
- Processes All Housing Rehabilitation and Repair Assistance Documents
- Responsible For Financial Management, Records, Financial Reports, Processing Disbursements
- Coordinates Financial Management With County Auditor's Office
- Maintains Housing Rehabilitation and Repair Records
- Compliance with Fair Housing, Flood Disaster Protection, Equal Employment Opportunity, Lead-Based Paint Hazards and Office Equipment Procurement
- Receiving and Assisting in Resolving Complaints on CHP Matters
- Assists in Preparing Performance/Progress Reports
- Responsible for Financial Management, Records, Financial Reports, Processing Disbursements
- Maintaining All CHHP Records

Government Forms and Supplies E 0110043EA

6. Proposed Fee Structure

The proposed fees are based on achieving the goals listed. The Direct Housing Costs will be charged to individual housing projects, and the total amount paid will correspond to the actual number of housing project completed.

Service	ACTIVITY				
	Total Fee	Admin.	Home Repair	Private Rehab.	Rental Rehab.
A.) ADMINISTRATIVE SERVICES					
1) CHIP Application	\$8,000	\$8,000	-0-	-0-	-0-
2) Start-Up: Upon execution of OCD Grant Agreement, Financial Set-up, Environmental Review, Program Presentation, all other Start-Up Activities, and Opening of CHIP Office.	\$6,500	\$6,000	-0-	-0-	-0-
3) Fair Housing Activities Upon Completion of Fair Housing Services.	\$2,000	\$2,000	-0-	-0-	-0-
4) General Grant Administration Upon Completion of Financial Management, Performance Reporting, Coordination with OCD and County Commissioners, Public Information Assistance, and other related overall Administrative Activities for all projects. To be billed in quarterly intervals.	\$42,000	\$42,000	-0-	-0-	-0-
Sub-Total Administrative Costs	\$58,500	\$58,500	-0-	-0-	-0-
B.) DIRECT HOUSING SERVICES COSTS					
Case Processing and Housing Inspection Services, as outlined in Item 5.					
Home Repair Approximately 11 Units @ \$2,100 per Unit	\$23,100	-0-	\$23,100	-0-	-0-
Private Owner Rehabilitation Approximately 7 Units @ \$5,500 per Unit	\$38,500	-0-	-0-	\$38,500	-0-
Rental Rehabilitation Approximately 1 Unit @ \$5,500 per Unit	\$5,500	-0-	-0-	-0-	\$5,500
Sub-Total Direct Housing Costs	\$67,100	-0-	-0-	-0-	-0-
C.) TOTAL FEES	\$125,600	\$58,500	\$23,100	\$38,500	\$5,500

Note: \$1,500 in grant administrative funds are earmarked for advertising and office expenses.

Following a second from Dr. Xenikis the result of the roll call was: Mr. Hunter, yes, Mr. Forrest, yes, and Dr. Xenikis, yes.

Note – This document is for the President of the Board to sign.