

**CITY OF HILLSBORO, OHIO
RESOLUTION NO. 25-14**

**A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN
UPDATED JOINT PARTNERSHIP AGREEMENT WITH THE HIGHLAND COUNTY
COMMISSIONERS FOR PROGRAM YEAR 2025 COMMUNITY HOUSING IMPACT &
PRESERVATION (CHIP) PROGRAM TO ADDRESS LOCAL HOUSING NEEDS, REPEALING
RESOLUTION 25-08, AND DECLARING AN EMERGENCY.**

WHEREAS, the City of Hillsboro wishes to participate in the 2025 Community Housing Impact and Preservation (CHIP) Program; and

WHEREAS, due to certain changes in the previous program data submitted to Council by the CHIP Program, Council desires to repeal Resolution 25-08 and replace it with an updated Joint Partnership Agreement attached hereto as "Exhibit A".

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HILLSBORO, STATE OF OHIO, WITH 2/3 OF ALL COUNCIL MEMBERS CONCURRING THAT:

SECTION 1: The Mayor is hereby authorized and directed to enter into an updated Joint Partnership Agreement with the Highland County Commissioners for Program Year 2025 Community Housing Impact & Preservation (CHIP) Program

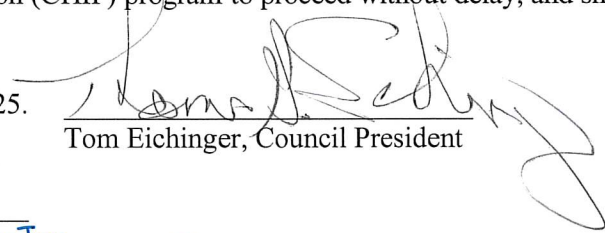
SECTION 2: A copy of the Joint Partnership Agreement is attached hereto as Exhibit "A".

SECTION 3: Resolution 25-08 is hereby repealed and replaced.

SECTION 4: 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 of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5: This Resolution is hereby declared to be an emergency measure, and Council has dispensed of three necessary readings and is essential to the immediate preservation of the public health, safety, and welfare of the residents of the City of Hillsboro, Ohio to allow the activities of the 2025 Community Housing Impact and Preservation (CHIP) program to proceed without delay, and shall become effective at the earliest date allowed by law.

Passed this 17th day of July, 2025.


Tom Eichinger, Council President

Attest: Megan E. Blackburn
Megan Blackburn Lauren Walker, Clerk of Council Pro Tem

Approved: 
Justin Harsha, Mayor

Date: 7-18-25

Prepared by the City Law Director.

CHIP Joint Partnership Agreement Exhibit A

Between Highland County (Highland County Commissioners) and the City of Hillsboro

WHEREAS, housing needs have previously been identified in the Community Housing Impact and Preservation (CHIP) Program developed Individually by the Partners; and

WHEREAS, the State of Ohio, Development Services Agency, Office of Community Development (OCD) provides financial assistance to local governments under its Program Year 2025 Community Housing Impact & Preservation (CHIP) program for the purpose of addressing local housing needs; and

WHEREAS, OCD now encourages local CHIP-eligible grantees to request funds as partners in one application, and

WHEREAS, each of the Partners desires to file a combined application under the CHIP Program to receive financial assistance to address the needs as identified by the Housing Advisory Committee, and also through a housing needs assessment, and

NOW, THEREFORE, the Partners hereby agree to the following terms of this Partnership Agreement:

1. Highland County has agreed to serve as the single Applicant for funds and subsequent Grantee responsible for administering the CHIP grant, if funded.
2. Highland County is responsible for submitting the CHIP grant application in partnership with the City of Hillsboro, including procuring and overseeing an administrator(s) who shall also conduct the detailed tasks of the planning process.
3. Highland County agrees to implement the PY 2025 CHIP, if funded, in compliance with Community Development Block Grant, HOME, and Ohio Housing Trust Fund requirements, the State of Ohio Consolidated Plan, the CHIP program guidelines, and this agreement.
4. This Partnership agreement applies to funds awarded from State of Ohio PY 2025 CHIP program. This Partnership Agreement remains in effect until the CHIP funds are expended and the funded activities completed and closed out. The Partners cannot terminate or withdraw from this Partnership Agreement while it remains in effect.
5. The Partners have a mutual understanding that they are in compliance with Program Policy Notice: OCD 18-02, Agreements for Grant Administration of Office of Community Development Programs.
6. The Partners acknowledge that the total request for CHIP funds is based on maximum budget contributions as follows:
 - The City of Hillsboro: \$300,000 as a partner of the county
 - Highland County: \$400,000 as a partner with the City of Hillsboro

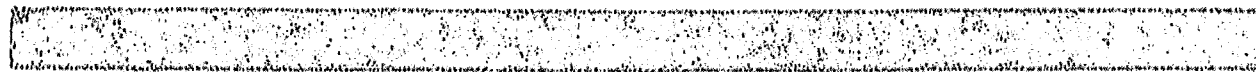
7. The Partners understand that funds may be awarded to either or both jurisdictions that are less than the maximum.
8. The partners will arrive at a decision prior to submission of the PY 2025 CHIP application on commitments of program income or other resources as leveraged funds to the request.
9. The Partners expect that the grantee will direct the administrator to commit activity funds, as much as is practical, proportional to the jurisdictional totals in # 6 and 8 above, adjusted proportional to the relative shares of any grant award.
10. This Partnership Agreement does not contain a provision for veto or other restriction that would allow any party to obstruct the implementation of the CHIP Program during the PY 2025 CHIP grant period.
11. The Partners will provide the grantee with information necessary for reporting purposes, as permissible pursuant to the Ohio Revised Code.
12. The grantee will retain all program and financial needs after the closeout.
13. The Highland County CHIP Policy and Procedures Manual will be adopted for the partnership and shall apply to any activities conducted under the PY 2025 CHIP Program.
14. Any Mortgages expected to generate program income will be prepared by the County and the administrator. The county shall be the lien holder for any property assisted. The County shall receive subsequent program income reporting, and expenditure of any such program income shall become the responsibility of the County.
15. The County will commit program income funds to future eligible outcomes, as much as practical, proportional to jurisdictional totals received.
16. The Partners agree that the following table represents the responsibilities for tasks to be undertaken by the one or more partners directly, through cooperation, or by contract.

| Task X-Primary Role Y-Support-Cooperate | Highland County | City of Hillsboro | Administrator |
|---|----------------------------|------------------------------|----------------------|
| Procure Administrator | X | Y | |
| Convene HAC | X | Y | X |
| Designate Salesforce Program Roles | X | | |
| Sign/Authorize application Submission | X | | |
| Manage grant fund administration and Implementation | X | | X |
| Provide on-going oversight of administrator as detailed in administrative contract | X | | |
| Receive and manage program income | X | | Y |
| Pay contractors/vendors | X | | Y |
| Retain all grant records for auditing/monitoring | X | | X |
| Prepare/File reports | X | | X |

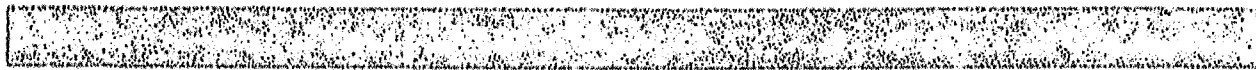
Approximate Breakdown of PY 2025 CHIP FUNDS by PARTNER

(This is an approximation, not a restriction. This is one grant target division of funds.)

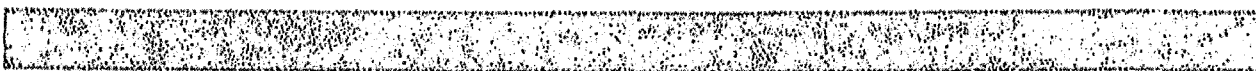
(Applying for Maximum: \$400,00/ County and \$300,000 / City of Hillsboro)



| County | | Minimum Goals |
|---------------|--|----------------------|
| \$48,000 | Admin & Fair Housing | |
| \$120,000 | Home Owner Repairs (Maximum of \$24,000 /Repair) | 5 Repairs |
| \$232,000 | Home Owner Rehabs (Maximum \$ \$77,000 / Rehab) | 3 Rehabs |



| City of Hillsboro | | Minimum Goals |
|--------------------------|--|----------------------|
| \$36,000 | Admin & Fair Housing | |
| \$90,000 | Home Owner Repairs (Maximum of \$30,000 /Repair) | 3 Repairs |
| \$174,000 | Home Owner Rehabs (Maximum \$ \$58,000 / Rehab) | 3 Rehabs |



Funding Sources:

HOME funds are for rehabbing homeowners of 80% AMI or less.

CDBG funds are for both Rehabs and Repairs of homeowners of 80% AMI or less

OHTF funds are for Repairs of homeowners of 50% AMI or less

Approval by governing Bodies:

**This agreement has been approved by the governing bodies as follows.
Documentation is attached to demonstrate appropriate action by:**

Approved by Hillsboro City Council: Resolution # 25-14,
Date 7/17/2025

Approved by Highland County Commissioners: Resolution # _____,
Date _____

**THE UNDERSIGNED REPRESENTATIVES OF THIS PARTNERSHIP
AGREEMENT HEREBY AGREE TO THE ABOVE-STATEDED TERMS AND
CONDITIONS ON THIS**

_____ DAY OF _____, 2025.

For Highland County:

President, Highland County Commissioners

For the City of Hillsboro:

Mayor

Legal Form and Sufficiency

The legal counsel of each Party has reviewed this Partnership Agreement, and it has been determined that the terms and conditions of said agreement are fully authorized under State and local law and that said agreement provides legal authority for Highland County.

For Highland County:

Date

For the City of Hillsboro:

Date