



Partnership Agreement Guidance for the Community Housing Impact and Preservation (CHIP) Program

The Ohio Development Services Agency's Office of Community Development (OCD) is providing the following guidance to assist eligible jurisdictions with forming partnerships for the Community Housing Impact and Preservation (CHIP) Program.

City/County chief executive officers or their appointed designees should contact all potential partner communities as quickly as possible to discuss the partnership terms and formation. Those jurisdictions applying jointly must decide which jurisdiction will apply on the partnership's behalf. If funded, the jurisdiction submitting the application will be the grantee, and will be solely responsible for regulatory compliance and abiding by the grant agreement terms. The applying jurisdiction will facilitate the planning process and enter into agreements with each partnering jurisdiction. See the PY 2015 CHIP Program Guidelines for additional details.

Executing a Partnership Agreement

- A. Designate an applicant for the partnership to apply for CHIP Program funding.
- B. Execute partnership agreements between the applicant and each jurisdiction within the partnership that is eligible to receive CHIP Program funds from the state.
- C. Upon execution of the agreement, the partners become part of the grantee's program for program planning, administration, implementation, fiscal obligation, and close out purpose for the CHIP Program grant period.

Note: Unlike the Neighborhood Stabilization Program (NSP), sub-recipient agreements are prohibited. All jurisdictions must abide by Program Policy Notice: OCD 13-04, Agreements for Grant Administration of Office of Community Development Programs. The policy can be found on OCD's Policy Notices web page.

Requirements for Partnership Agreements

All partnership agreements must meet the following standards:

- A. The applicant's and partners' governing bodies must authorize the agreement. The grantee's and partners' chief executive officers must execute the agreement.
- B. The agreement must state that it covers the CHIP Program awarded with funds from the state's CDBG, HOME, and OHTF allocations. The agreement must also include that it remains in effect until the CHIP Program funds are expended, the funded activities are complete and the grant is closed out. The agreement must also state the applicant and other partners cannot terminate or withdraw from the partnership agreement while it remains in effect.
- C. The agreement must outline the responsibilities of both the applicant and the partners. It should describe the applicant's oversight process, as well as record availability for monitoring purposes. OCD requires all records to be retained by the applicant/grantee after the financial closeout.
- D. The agreement must include how program income will be managed.