

RESOLUTION APPROVING CONTRACT BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS AND THE CITY OF ASHTABULA FOR THE PURPOSE OF ADMINISTERING THE PY 23 CHIP TENANT-BASED RENTAL INSPECTION PROGRAM

WHEREAS, Jake Brand, Director of Planning and Community Development, has presented a contract for the approval of the Board, to-wit:

Parties: Ashtabula County Commissioners, 25 W. Jefferson St., Jefferson, OH 44047
City of Ashtabula, 4250 Lake Ave., Ashtabula, OH 44004

Purpose: The City of Ashtabula is administering the Tenant-Based Rental Assistance Program by taking applications, qualifying income and performing dwelling inspections.

Cost: Not to Exceed, \$2,500.00

Term: Begins retroactive December 1, 2025 and ends February 28, 2026

WHEREAS, the Commissioners have reviewed the contract and find it necessary; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the contract outlined above is hereby approved in accordance with the copy on file in this office.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2025-546

December 16, 2025

RESOLUTION APPROVING A CONTRACT BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS AND THE CITY OF ASHTABULA FOR THE PURPOSE OF ADMINISTERING THE PY 23 CHIP TENANT-BASED RENTAL INSPECTION PROGRAM, PLANNING AND DEVELOPMENT

Upon the motion of Kathryn L. Whittington, seconded by Casey R. Kozlowski.

VOTE:

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye

Kathryn L. Whittington

Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.

Crystal Sturgill
Crystal Sturgill, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

Acting



Prosecutor April R. Grabman

25 WEST JEFFERSON STREET
JEFFERSON, OHIO 44047

Main Office: (440)576-3584

Children Services Division: (440)998-1811

Tax Division: (440)576-3733

Victims of Crime Assistance: (440)576-3223



A Contract Between the Ashtabula County Board of County Commissioners and the City of Ashtabula

For the Purpose of Administering the PY 23 CHIP Tenant-Based Rental Inspection Program, etc.

WHEREAS, the Ashtabula County Board of County Commissioners has been awarded a community development block grant through the Ohio Department of Development, in part for the purpose of providing tenant based rental assistance to households in the County, and

WHEREAS, the City of Ashtabula employs a properly trained and duly authorized rental inspector, and

WHEREAS, the Ashtabula County Board of County Commissioners and the City of Ashtabula have expressed their interest and intent to enter into a mutually beneficial arrangement for the purpose of executing the tenant based rental assistance program in the City of Ashtabula,

THEREFORE, the Ashtabula County Board of County Commissioners and the City of Ashtabula do enter into the following contract.

1. The Ashtabula County Board of County Commissioners (hereinafter the Board) and the City of Ashtabula (hereinafter the City) enter into this contract for the purpose of administering the tenant based rental inspection program in accordance with the requirements of the Community Housing Impact and Preservation Program community development block grant, of which the Ashtabula County Board of County Commissioners is a grantee, incorporated herein by reference and attached.
2. The effective date of this contract is December 1, 2025, 2025, and it shall remain in effect until February 28, 2026.
3. As of the effective date of this contract, the City shall assume responsibility for the below-listed elements of the Community Housing Impact and Preservation Program.
 - The City shall accept applications and referrals for tenant based rental assistance within its jurisdiction.
 - The City shall assess applications and referrals for their qualifications as required by the community development block grant. This shall include a review of income to guarantee that any recipients of assistance qualify as low and medium-income residents.

- The City shall conduct all necessary home inspections of the selected qualifying applicants.
 - The City shall approve applications in accordance with the requirements of the community development block grant. The City shall submit all approved applications to the Board.
4. Subsequent to the City submitting approved applications, the Board, by and through the Ashtabula County Planning and Community Services Department acting in its role as administrator of the aforementioned program, shall process rental assistance to the identified recipients as determined through this process.
 5. In consideration of the City's performance, the Board, by and through the Ashtabula County Planning and Community Services Department acting in its role as administrator of the aforementioned program, shall pay the City \$2,500 from the program grant fund at the conclusion of this contract's effective period, not later than February 28, 2026.
 6. Any purported breach of this contract shall be addressed in good faith in a meeting between the Board and the City not more than ten (10) weekdays from when both parties have received notice of said purported breach. The Board and the City shall exhaust all reasonable alternatives before seeking litigation concerning this contract.
 7. Notices required by this contract shall be made via electronic mail to the following representatives of the Board and the City:

For the Board: Jake Brand at JABrand@ashtabulacounty.us

For the City: Amy Coursen ALOP@SEN@CITYOFASHTABULA.COM

8. This contract is governed by the laws of the state of Ohio and is subject to the jurisdiction of the applicable courts therein.
9. The Board and the City will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, disability, age, military status, ancestry, veteran status, or any other factor specified in Section 125.111 of the Ohio Revised Code, in the Civil Rights Act of 1964, as amended, or in section 504 of the Rehabilitation Act of 1973, as amended, and in any subsequent legislation pertaining to civil rights. The Board and the City will take affirmative action to ensure that applicants are considered for employment and that employees are treated during employment, without regard to the aforementioned classes.
10. Neither this contract nor any rights, duties, interests, or obligations described herein shall be assigned, subcontracted, or transferred without the prior express written consent of the Ashtabula County Board of County Commissioners.
11. No indemnification obligation between the herein-named parties shall arise under this contract.
12. This contract shall be governed by and construed in accordance with the laws of the State of Ohio and, when applicable, the federal laws of the United States.
13. This document represents the full and complete contract of the Board and the City. If any portion of this contract is found to be void or unenforceable, the remainder shall survive and continue to be enforced.

The below-listed representatives of the Ashtabula County Board of County Commissioners and the City of Ashtabula have read this contract and by their signatures accept and agree to be bound to all terms. This contract shall be considered valid if signed in counterparts.

Ashtabula County Board of County
Commissioners

The City of Ashtabula



James M. Timoner



City Manager

DATE _____

DATE 12/3/2025

APPROVED AS TO FORM:

Prosecutor April R. Grabman

PY 23 CHIP TBRA Contract with County Commissioners

APPROVAL OF SOLICITOR

Approved as to legal form and correctness in accordance with Section 32 of the Charter of the City of Ashtabula, Ohio.



Cecilia M. Cooper, City Solicitor

Date: 11-21-25

FISCAL OFFICER'S CERTIFICATE

5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2025 under the Agreement has been lawfully appropriated for that purpose, and is in the Treasury of the County or in the process of collection to the credit of:

2710.513.525-650.0101 - Grants/Allocations Activity 3 in the amount not to exceed \$2,500

Agreement Title: PY 2023 CHIP TENANT-BASED RENTAL INSPECTION PROGRAM

By and Between the Ashtabula County Board of Commissioners, by and through the Department of Planning and Development and the City of Ashtabula

Signed,



Scott Yamamoto
Ashtabula County Auditor

Date: 12-3-2025