

Present: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler

**IN THE MATTER OF
PLEDGE OF ALLEGIANCE**

9:00 AM

Commissioner Wirkner asked that everyone stand and recite the Pledge of Allegiance.

**IN THE MATTER OF
RECORDINGS OF PROCEEDINGS**

9:00 AM

Janice E. Leggett, Clerk Supervisor, certified that the entire recording of the proceedings at the prior meetings are captured completely and accurately in the electronic record and are available at the office.

**IN THE MATTER OF
MINUTES**

Motion: to approve the summary of the minutes from the regular meeting of Thursday, March 29, 2018 and electronic recording of the proceedings, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler. Motion carried on unanimous vote.

9:01 AM

**IN THE MATTER OF
BOARD MEETING ATTENDANCE**

9:01 AM

Commissioner Wirkner questioned if everyone on the Board would be in attendance today. Everyone was present, but Commissioner Mickley will be leaving at 9:30 a.m.

**IN THE MATTER OF
EXPENSES**

Motion: to approve the following travel and membership expenses:

NAME, TITLE	DEPT.	EVENT	LOCATION	DATE	AMOUNT (not to exceed)
Tony Guidone, Recycling Coord.	CCH Env. Group	Williams Toyota Lift	East Sparta, OH	Retroactive to 3/29/18	-0-
Kate Offenberger, Director	JFS	East Central Ohio JFS Directors	Zanesville, OH	4/3/18	-0-
Kate Offenberger, Director	JFS	PCSAO Trustees	Columbus, OH	4/4/18	-0-
Kate Offenberger, Director	JFS	Area 16 COG	Cadiz, OH	4/6/18	-0-
Kate Offenberger, Director	JFS	OJFSDA Worforce	Columbus, OH	4/11/18	\$20.00
Kate Offenberger, Director	JFS	OJFSDA Executive	Columbus, OH	4/12/18	\$20.00
Kate Offenberger, Director	JFS	East Central PCSAO	Coshocton, OH	4/20/18	-0-
Kate Offenberger, Director	JFS	C8 Directors	Marion, OH	4/24/18	-0-
Kate Offenberger, Director	JFS	Regional Children's Trust Fund	Cambridge, OH	4/27/18	-0-
Jennifer Burns, Program Admin.	JFS	102 Summit System Intro	Akron, OH	4/2/18	\$50.00
Patty Brill, ESS II	JFS	Head Start	New Philadelphia, OH	4/2/18	\$30.00
Lewis A. Mickley, Commissioner	Commissioners	COG Meeting	Cadiz, OH	4/6/18	\$40.00
Lewis A. Mickley, Commissioner	Commissioners	HARCATUS Committee	New Philadelphia, OH	4/12/18	\$30.00
Lewis A. Mickley, Commissioner	Commissioners	CEBCO meeting	Columbus, OH	4/13/18	\$80.00
Lewis A. Mickley, Commissioner	Commissioners	HARCATUS meeting	New Philadelphia, OH	4/25/18	\$30.00
Lewis A. Mickley, Commissioner	Commissioners	EODA meeting	Walnut Creek, OH	4/27/18	\$50.00
Robert E. Wirkner, Commissioner	Commissioners	EODA meeting	Walnut Creek, OH	4/27/18	\$50.00
Jeffrey L. Ohler, Commissioner	Commissioners	EODA meeting	Walnut Creek, OH	4/27/18	\$50.00
Janice E. Leggett, Clerk Supervisor	Commissioners	Prevailing Wage Session	Akron, OH	5/10/18	\$60.00
Janice E. Leggett, Clerk Supervisor	Commissioners	County Loss Control Coord. Assn.	Bellville, OH	4/20/18	\$0.00
Darla Lucas, Case Mgr. Supervisor	CSEA	Attorney Networking/Hearing Officer	Akron, OH	5/4/18	\$60.00

Action: Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler. Motion carried on unanimous vote.

9:01 AM

**IN THE MATTER OF
APPROPRIATION(S)**

Motion: to approve the following appropriation(s):

FUND	NAME	CODE	AMOUNT
County General	Employee - Salaries	0200-A006-A02.020	\$20,000.00

Action: Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler. Motion carried on unanimous vote.

9:06 AM

**IN THE MATTER OF
APPROPRIATION AMENDMENT(S)**


Motion: to approve the following appropriation amendment(s):

FUND	FROM NAME	CODE	TO NAME	CODE	AMOUNT
Sheriff CPT Fund	Services	0200-T073-T05.000	Salaries	0200-T073-T01.020	\$1,000.00

Action: Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler. Motion carried on unanimous vote.

9:06 AM


**IN THE MATTER OF
REPORT OF COUNTY DOG WARDEN**

 9:06 AM

Josh Long, Dog Warden, filed his report for the week of March 25, 2018 through March 31, 2018 showing 5 dogs impounded, 2 adopted out, 4 redeemed, 0 euthanized, 0 citation(s) for no license, and 0 citation(s) for running at large.

**IN THE MATTER OF
LETTER OF SUPPORT
APPALACHIAN REGIONAL COMMISSION (ARC) GRANT**


Motion: to provide a revised letter of support from the Board for the Appalachian Regional Commission (ARC) grant, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler. Motion carried on unanimous vote.

 9:08 AM

Nancy Schaar, Free Press Standard reporter, asked what the revision was. Commissioner Ohler advised the revision was to include the amount of funds the County will contribute and also stated the Board will cover any increase over the original estimate.

**IN THE MATTER OF
RESOLUTION 2018-12
CHIP PY18 POLICY & PROCEDURES MANUAL**

Motion: to approve Resolution 2018-12 authorizing amendments to the Carroll County Community Housing Impact and Preservation Policy and Procedure Manual and authorizing submission to the Ohio Development Services Agency, **Action:** Upon the call of the roll, vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler. Motion carried on unanimous vote.

 9:11 AM

RESOLUTION #2018-12

**AUTHORIZING THE COMMISSIONERS TO ADOPT AMENDMENTS TO THE CARROLL COUNTY COMMUNITY HOUSING IMPACT AND PRESERVATION POLICY AND PROCEDURE MANUAL
AND
AUTHORIZING SUBMISSION TO THE OHIO DEVELOPMENTAL SERVICES AGENCY,
OFFICE OF COMMUNITY DEVELOPMENT**

WHEREAS, Carroll County is applying for PY 2018 Community Housing Impact and Preservation Program (CHIP) funding from the State of Ohio, Development Services Agency, Office of Community Development (OCD) for the purpose of addressing local housing needs;

WHEREAS, the Current Policy and Procedure Manual is in need of amendment and said amendments must be submitted to the State of Ohio, Development Services Agency, Office of Community Development (OCD), with the PY 2018 CHIP Application;

WHEREAS, the attached amendments to the Current Policy and Procedure Manual are necessary and appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners, Carroll County, Ohio:

Section 1: The Carroll County Commissioners adopt the attached amendments to the Carroll County Community Housing Impact and Preservation Policy and Procedure Manual.

Section 2: Ohio Regional Development Corporation shall submit the amendments to the State of Ohio, Development Services Agency, Office of Community Development (OCD) with the PY2018 CHIP Application.

RESOLVED FURTHER that this Board of Commissioners hereby finds and determines that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board which resulted in this formal action were taken in meetings open to the public in full compliance with applicable legal requirements, including ORC 121.22.

Mr. Mickley moved for the adoption of the preceding Resolution; Mr. Ohler seconded the motion.

Upon call of the roll the vote was recorded as follows: Mr. Ohler, YES; Mr. Mickley, YES; Mr. Wirkner, YES.

Motion carried on unanimous vote. Resolution adopted this 2nd day of April, 2018.

BOARD OF COMMISSIONERS
OF CARROLL COUNTY

ATTEST:

Robert E. Wirkner, President


Janice E. Leggett, Clerk Supervisor

Lewis A. Mickley, Vice President


Jeffrey L. Ohler, Commissioner

**IN THE MATTER OF
PERSONNEL POLICY
TRAVEL POLICY REVISION**

Motion: to approve the revised travel policy to include language in Section B(3) as follows: "If the employee opts to drive his/her own vehicle when mileage exceeds 180 miles roundtrip, the reimbursement request shall not exceed the current rental car rate",
Action: Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler. Motion carried on unanimous vote.


 9:12 AM

**IN THE MATTER OF
COMMISSIONERS' OFFICE
CLOSING NOTICE**

 9:12 AM


Janice E. Leggett, Commissioners' Clerk Supervisor, advised she is scheduled to attend a County Loss Control Coordinators Association (CLCCA) meeting on Friday, April 20, 2018. Christopher Modranski, Commissioners' Assistant Clerk I is scheduled to attend a Public Records/Sunshine Law training that day as well. She asked the Board if they wanted to close the office.

Motion: to close the Commissioners' Office on April 20, 2018 due to meetings/trainings, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley. Motion carried on unanimous vote.


 9:13 AM

**IN THE MATTER OF
PAYMENT OF BILLS**

Motion: to approve bills submitted for payment and to authorize the County Auditor to issue her warrant on the County Treasury for payment of same, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Vice President Lewis A Mickley, **Seconded by** Commissioner Jeffrey L Ohler. Motion carried on unanimous vote.


 9:14 AM

**IN THE MATTER OF
OIL & GAS
ORANGE TOWNSHIP**

 9:15 AM


Commissioner Ohler advised he is still working on the Orange Township oil and gas monies through Chesapeake. He feels Chesapeake should take responsibility for their error in distributing the royalties, but he does not know if they will actually do it.

**IN THE MATTER OF
911**

 9:16 AM


Commissioner Wirkner advised NextGen is nearing the final stages. He expects to have a cooperative agreement between Carroll and Columbiana Counties soon to handle each other's rollover 911 calls.

**IN THE MATTER OF
HEALTH DEPARTMENT**

 9:18 AM


Commissioner Ohler asked Nancy Schaar, Free Press Standard reporter, for an update on the the recent Health Department meeting she attended. Ms. Schaar advised Dan Trbovich resigned and Wendy Gotschall agreed to be interim Health Commissioner. Commissioner Wirkner heard there was some discussion about who was to be part of the Health Advisory Council. Ms. Schaar advised Dr. Stine told the individual who questioned it that a Commissioner is part of the Council. Commissioner Wirkner advised he plans to attend the next Advisory Council meeting.

**IN THE MATTER OF
JOB & FAMILY SERVICES
NEW HIRE**


 9:21 AM

Kate Offenberger, JFS Director, appeared before the Board to request permission to hire Rebecca Preston as a Social Service Worker II effective April 16, 2018 at \$18.13 per hour.

Motion: to hire Rebecca Preston as a Social Service Worker II effective April 16, 2018 at \$18.13 per hour, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Lewis A Mickley. Motion carried on unanimous vote.


 9:22 AM

**IN THE MATTER OF
LEWIS A. MICKLEY**

 9:24 AM

Commissioner Mickley left the meeting.


**IN THE MATTER OF
PUBLIC HEARING
2018 COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM (CHIP)**

 9:30 AM

The time having arrived to conduct the second public hearing for the 2018 Community Housing Impact and Preservation (CHIP) grant, Dale Hartle, President/CEO, Ohio Regional Development Corporation (ORDC), opened the meeting. Those present were: Dale Hartle; Robert Wirkner, Commissioner; Jeffrey Ohler, Commissioner; Janice Leggett, Commissioners' Clerk Supervisor; Nancy Schaar, Free Press Standard; David Lumley, resident; and Sydney Slagle, Family & Children First Council. The CHIP program is to preserve and improve affordable housing stock for low and moderate income individuals and to strengthen neighborhoods through community collaboration. The County is eligible to apply for \$400,000. Mr. Hartle reviewed the permitted activities which include:

- (1) Owner Rehabilitation
 - Funding Sources: CDBG & HOME
 - Maximum per unit assistance \$46,000 (including soft costs)
 - Homeowners 80% LMI
 - Entire unit must comply with Ohio RRS
 - 5 year deferred/declining loan 85%, declines 20% per year; 15% recaptured upon sale/no longer occupy as primary residence
- (2) Rental Rehabilitation
 - Funding Sources: CDBG, HOME & OHTF
 - Maximum per unit assistance \$46,000 (including soft costs)
 - Homeowners/Renters 80% LMI
 - Entire unit must comply with Ohio RRS
 - Owner must contribute 50% of costs
 - 5 year deferred/declining loan 85% declines 20% per year; 15% recaptured upon sale/no longer occupy as primary residence
 - Must comply with Affordability requirements of 24 CFR 92.252
- (3) Home Owner Repair
 - Funding Sources: CDBG & OHTF
 - Maximum per unit assistance \$15,000 (including soft costs)
 - Homeowners 80% LMI
 - Grant
- (4) Rental Repair
 - Funding Sources: CDBG & OHTF
 - Maximum per unit assistance \$15,000 (including soft costs)
 - Owner/Renter 80% LMI
 - Owner must contribute 50%
 - 100% declining loan over 2 years
- (5) Homeownership-Down payment Assistance with or without Rehabilitation
 - Funding Sources: HOME
 - Maximum per unit assistance \$47,000 (including soft costs)
 - Homeowners 80% LMI
 - Home must meet RRS
 - Homebuyer counseling required
 - Homebuyer secures financing
 - Must comply with Affordability requirements of 24 CFR 92.254
- (6) Homeownership-Habitat for Humanity
 - Funding Source: HOME
 - Maximum per unit assistance \$22,000 (including soft costs)
 - Homeowners 80% LMI
 - Must comply with Affordability /Resale requirements of 24 CFR 92.254
- (7) Tenant-Based Rental Assistance
 - Funding Source: HOME
 - Limit of assistance based upon housing payment and household income
 - Participants 60% LMI
 - Modeled on HUD Section 8 Voucher Program
 - Administered by ADAMHS Board


Mr. Hartle advised the proposed budget for Carroll County's application includes: (a) Owner Rehab, \$210,000, with 5 projected units completed and 12.8 persons benefitted; (b) Home Owner Repair, \$120,000, with 9 projected units completed and 23 persons benefitted; (c) Tenant-Based Rental Assistance, \$22,000, with 4 projected units and 9.9 persons benefitted; (d) Administration/Fair Housing, \$48,000. Mr. Hartle explained the timetables for each activity. The application is due to the Ohio Department of Development on May 4, 2018 with grant awards expected by September 1, 2018. Commissioner Wirkner asked what role the County will play in oversight of the rental assistance program. Mr. Hartle answered his office will review and approve the documentation provided by ADAMHS. It is a requirement for ADAMHS to provide the paperwork showing what was done in compliance with the State. Mr. Lumley asked for clarification on when the grant would be awarded. Mr. Hartle explained it is a competitive program and he hoped to hear something by September. This past year it was not announced until November.

Commissioner Wirkner closed the public hearing at  9:44 AM.

**IN THE MATTER OF
ADJOURN**

Motion: to adjourn, **Action:** Vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Lewis A Mickley, and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** President Robert E Wirkner.

Motion carried on unanimous vote.

 9:44 AM

PREPARED BY:

/s/ Janice E. Leggett

Janice E. Leggett, Clerk Supervisor

We hereby certify the foregoing to be true and correct.

/s/ Janice E. Leggett

Janice E. Leggett, Clerk Supervisor

/s/ Robert E. Wirkner

Robert E. Wirkner, President

BOARD OF COMMISSIONERS OF CARROLL COUNTY

/s/ Robert E. Wirkner

Robert E. Wirkner, President

/s/ Lewis A. Mickley

Lewis A. Mickley, Vice President

/s/ Jeffrey L. Ohler

Jeffrey L. Ohler, Commissioner

RESOLUTION #2018-12 – ATTACHMENT (PAGE 1 OF 5)

J46 P685
4/2/18

TBRA

X. ACTIVITY SPECIFIC ELEMENTS

3. TENANT BASED RENTAL ASSISTANCE

1. Activity Design

- a. Activity Description – The tenant based rental assistance activity (TBRA) is designed to increase tenant rental assistance to lower income households and to increase the supply of affordable housing to LMI households. The program will serve to provide additional area rental subsidies to increase the supply of affordable housing and additionally to improve housing conditions through the required programmatic inspection and certification process. It will follow regulations provided in HUD 24 CFR part 92.205 and 92.209.

The TBRA program in Carroll County will mirror the HUD Section 8 Voucher Program. Program assistance to benefit LMI households will be in the form of monthly payments in the amount of the difference between 30 % of the program participant’s gross monthly income up to the fair market rent for the unit.

The ADAMHS Board of Tuscarawas and Carroll County (ADAMHS) will implement the activity which shall be operated in conformance with HUD Section 8 Voucher Program and HOME Program regulations.

- b. Location - The activity shall be undertaken throughout the County limits. Any household assisted must choose a rental unit situated within the corporation limits of the County.
- c. Purpose and National Objective – The overall program purpose and objective is intended to:
 - Address housing need of low and moderate income homeowners.
 - Provide assistance toward the short term solution to the availability of affordable housing within the community.
 - Reduce housing conditions which are a threat to the health and safety of the occupants.

The activity serves to meet the national objective of the CDBG/Home program of providing benefits to low and moderate income households. The activity is a 100% direct LMI benefit activity.

RESOLUTION #2018-12 – ATTACHMENT (PAGE 2 OF 5)

- d. **Target Population** – The target population are those households with incomes at or below 60% of the area median who currently do not own a home.
- e. **Housing Standards** – The HUD Section 8 HQS shall be the standards to which a rental dwelling unit must comply prior to occupancy by a household receiving rental assistance.
- f. **Preplanning Design Elements**
1. **Rent Affordability** – ADAMHS will apply the guidelines for the HUD Section 8 Voucher Program. The guidelines will assure that the program will not exceed rent affordability of the LMI household and as such, not exceed 30% of the household's gross monthly income toward rent.
 2. **Exit Strategy** – At the end of the current contract for implementation with the Housing Authority and when a current CHIP Program is not continued through a subsequent grant award to the County attempts will be made by the ADAMHS staff to assist the client find other suitable housing.

Terms for rent assistance will be secured by a lease between the tenant and the property owner. Leases cannot be for less than 12 months unless mutually agreed by the tenant and the property owner.
 3. **Portability** – The vouchers shall not be portable outside the County limits but are portable within the County.
 4. **Minimum Tenant Contribution** – The household's minimum contribution shall be 30% of their gross monthly income. Such income shall be calculated based on the Section 8 Income calculation guidelines.
 5. **Implementation – Staff Responsibilities** - The TBRA Program is to be implemented by the ADAMHS Board Staff. The ADAMHS Board shall receive an administrative fee to undertake the program in the amount of 10% of the TBRA CHIP budget.

The ADAMHS Board will determine the best division of administrative responsibility for each of the required tasks. Tasks and project responsibilities provided by the ADAMHS staff will include the following:

RESOLUTION #2018-12 – ATTACHMENT (PAGE 3 OF 5)**TBRA Staff Responsibilities:**

- Developing Program guidelines and policies
- Coordinating waiting list applications
- Verification of information provided by applicants
- Certifying income eligibility of the applicants
- Conducting HQS inspections of rental units to be occupied by program participants prior to occupancy
- Approving units and interacts with tenants concerning inspections and any deficiencies identified
- Assisting tenants with leases and landlord interaction
- Maintaining program ledgers (re: subsidy and client contribution)
- Completing monthly program reports submitted with invoices for grant payment
- Submitting invoices to CHIP administrator for rental payments for reimbursement
- Maintaining client files and recertifies tenants as needed
- Providing copies of client files to the CHIP administration including income calculation at program completion for the tenant certification, leases and ledgers of payment as per HUD guidelines for TBRA Home Program Assistance.
- Coordinating with the CHIP administrator in regard to program deadlines and grant completion responsibilities.

2. **Client Selection Criteria**

ADAMHS will be responsible for, and selecting tenants for TBRA assistance in accordance with a locally established written tenant selection policy. The established policy must provide for tenant selection in a fair and orderly manner and must use a waiting list. The policy developed must follow HUD 24 CFR Part 92.209

- **Process used for Soliciting and Reviewing Applicants**

Should additional funding availability in the County market open up as a result of a family relocating outside the area or relinquishing its voucher as a result of income eligibility criteria, new household(s) will be selected to receive assistance. New clients will be selected from the current waiting list. As the selection criteria is on a first come first served basis, no additional marketing and applicant solicitation is anticipated.

RESOLUTION #2018-12 – ATTACHMENT (PAGE 4 OF 5)**3. Limits of Assistance**

The rental assistance subsidy is determined to be the difference between the rent standard for the rental unit's size (number of bedrooms) and 30% of the tenants adjusted monthly income. Tenants must pay the difference between the rent and the subsidy. Payments can also include security and utility deposits but must only be provided in conjunction with a rental subsidy.

The maximum per unit limit of assistance for each project including rental assistance and administrative costs shall not exceed \$9,000 per year per unit.

- Walk Away Policy – A walk away policy is employed in the following instances:
 1. When the applicant income is found through verification to exceed the Section 8 Income levels for their family size.
 2. When the dwelling unit selected by the applicant does not meet the Section 8 HQS and the property owner opts not to conduct repairs required to correct cite deficiencies to said standards.

4. Financing Mechanism

The county will provide funds directly to ADAMHS as a reimbursement following submission of an invoice to the CHIP Program Administrator for Carroll County. The ADAMHS Board will determine the level of rental assistance for the client, based on the client's ability to pay and the cost of the rental unit. The ADAMHS Board will pay the calculated subsidized amount directly to the landlord each month for that client as part of the rental assistance benefit. Statements will be submitted by the ADAMHS Board to the Carroll County CHIP Administrator who will in turn submit a payment voucher to the County. The County then will make a payment to ADAMHS Board for the rental assistance provided each month for the term of the grant. Assistance will be provided for rent subsidies for units in Carroll County only.

5. Affordability/Housing Cost Burden

Only applicants who meet the HUD guidelines of very low income households shall receive TBRA assistance. The Housing Authority will use the HUD fair market rents for the County, as established by the Federal Register for determining the affordable rent payment standard for the County. The tenant's portion of the rent shall not exceed 30% of the household's gross monthly income.

RESOLUTION #2018-12 – ATTACHMENT (PAGE 5 OF 5)

6. **Supportive Services Provided**

ADAMHS Board will make client visits and make phone contact with clients to determine the extent of supportive services needed. Clients will be referred to other agencies for services if needed. Supportive service provided as needed include personal support, mental health, or substance abuse counseling, case management, linkage to health care, food cupboard or any other services related to consumer needs.