



REQUEST FOR BOARD ACTION

ITEM NO. 12.

DATE OF REQUEST: December 19, 2008

REQUESTED BY: Patrick Davenport, Director of Planning and Community Development

SHORT TITLE: Resolution Approving Administrative Guidelines for the 2008 CDBG-Scattered Site Program

BACKGROUND: Pender County was awarded a \$400,000 FY2008 CDBG-SS grant in November 2008 from the N.C. Division of Community Assistance. The purpose of the grant is to provide housing assistance to (5) LMI owner-occupant households currently living in severely deteriorated housing at scattered locations throughout the county.

In order to move forward with the project, specific resolutions, guidelines, plans and policies must be adopted and utilized during the administration of the county's FY2008 CDBG-SS Project.

SPECIFIC ACTION REQUESTED: The Board of Commissioners is requested to adopt the Resolution Approving Administrative Guidelines and Policies for the 2008 CDBG Scattered Site Program. A copy of the policies packet is attached.

PENDER COUNTY
RESOLUTION APPROVING ADMINISTRATIVE GUIDELINES AND POLICIES
FOR THE FY2008 CDBG SCATTERED SITE PROGRAM

WHEREAS, Pender County wishes to carry out its FY2008 CDBG Scattered Site program in accordance with established state and federal administrative guidelines.

NOW, THEREFORE, the Pender County Board of Commissioners hereby collectively adopts the following resolutions, guidelines, plans and policies, and resolves that they be utilized during the administration of the county's FY2008 CDBG Scattered Site program:

1. Project Budget Ordinance
2. Financial Management Resolution
3. Housing Assistance Policy
4. Rehabilitation/Demolition Contract Award Policy
5. Citizen Participation Plan
6. Residential Antidisplacement and Relocation Assistance Plan
7. Local Economic Benefit for LMI Persons (Section 3) Plan
8. Equal Employment and Procurement Policy
9. Policy Concerning Code of Conduct
10. Fair Housing Policy
11. Section 519 Policy (Prohibiting Use of Excessive Force)
12. Temporary Relocation Policy

Adopted this 5th day of January, 2009.

Jimmy T. Tate, Chairman

ATTEST:

Rick Benton, Clerk to the Board

PENDER COUNTY
FY08 COMMUNITY DEVELOPMENT BLOCK GRANT
SCATTERED SITE PROGRAM
PROJECT ORDINANCE

Be it ordained by the Board of Commissioners of Pender County, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the FY08 Community Development Block Grant Scattered Site project described in the work statement contained in the grant agreement (#08-C-1833) between Pender County and the North Carolina Department of Commerce. This project is more familiarly known as the Pender County Scattered Site Project.

Section 2. The Pender County staff is hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the Department of Commerce, and the budget contained herein.

Section 3. The following revenues and resources are anticipated to be available to complete the project activities:

| | |
|--|------------------|
| <u>C-1: Pender County Scattered Site Project</u> | |
| CDBG Grant | <u>\$400,000</u> |
| Total Project Resources | \$400,000 |

Section 4. The following amounts are appropriated for the project activities:

| | |
|--|-----------|
| <u>C-1: Pender County Scattered Site Project</u> | |
| Project Budget | \$400,000 |

Section 5. The Grant Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the North Carolina Department of Commerce required by the grant agreement(s) and federal and state regulations.

Section 6. Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the North Carolina Department of Commerce in an orderly and timely manner.

Section 7. The Grant Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Grant Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

Section 9. Copies of this grant project ordinance shall be made available to the Grant Finance Officer for direction in carrying out this project.

Adopted this 5th day of January, 2009.

Jimmy T. Tate, Chairman

ATTEST

Rick Benton, Clerk to the Board

SEAL