

**REQUEST FOR BOARD ACTION
PUBLIC HEARING**

ITEM NO. 1.

DATE OF MEETING: March 15, 2010

REQUESTED BY: Patrick T. Davenport

SHORT TITLE: Public Hearing and Resolution Approving 1) Selection of Two Qualifying Households; and 2) Amendment to Administrative Services Contract and Purchase Order for FY 08 CDBG Scattered Site Grant

BACKGROUND: Pender County has completed all housing activities included in its original \$400,000 FY08 CDBG Scattered Site grant (one rehabilitation and provision of four replacement housing units for low-income households in various locations in Pender County). Since the activities were completed on a timely basis, the County has been awarded an additional \$100,000 in scattered site housing funds from the Division of Community Assistance.

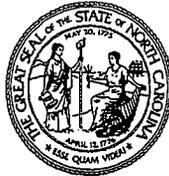
To meet CDBG requirements to obtain the funds, the County must:

- 1) Hold a public hearing to solicit public input into the proposed use of the additional funds
- 2) Approve the selection of additional units to be assisted with the additional funds
- 3) Approve an amendment to the Administrative Services Contract to provide for administrative costs associated with the additional funds

Staff recommends the County select two low-income households identified as alternate units in the original application submitted in 2008 (one rehabilitation; one replacement manufactured home) for funding with the additional funds. The two proposed grant recipients have the highest rating points of all previously unassisted households considered for assistance with CDBG-SS funds in 2008. The proposed beneficiaries are

1. Diana Fennell (2592 Little Kelly Road, Rocky Point, NC –Rehabilitation)
2. Carol Johnson (8558 Slocum Trail, Atkinson, NC – Replacement)

It is anticipated that Pender County will receive Release of Funds for these housing improvements in early April, 2010 and that both housing units will be completed before June 30, 2010.



North Carolina
Department of Commerce
Division of Community Assistance

Beverly Eaves Perdue, Governor
J. Keith Crisco, Secretary

Joseph D. Crocker, Asst. Secretary
Gloria Nance-Sims, Director

February 10, 2010

The Honorable Jimmy T. Tate, Chairperson
County of Pender Board of Commissioners
P.O. Box 5
Burgaw, North Carolina 28425

Subject: Community Development Block Grant (CDBG) Number **08-C-1833**
Scattered Site Housing (SSH) Program
Additional Funds

Dear Chairperson Tate:

Person County is awarded an additional \$100,000.00 for the Scattered Site Housing grant referenced above. The additional funds will allow Pender County to increase the number of households assisted in the C-2 project.

Attached is the amended Funding Approval. Please execute both copies and return one copy to our office. Please note that there are two Funding Approval Conditions that must be removed before the additional funds can be obligated and expended. Please note that the additional allocation must be completed within the original timeframe set forth in your Grant Agreement. If you are unsure of that timeframe, please consult your Grant Representative Mr. Johnnie Quick at (919) 733-2853 extension 236, or email jquick@nccommerce.com.

Sincerely,

A handwritten signature in cursive script that reads "Gloria Nance-Sims".

Gloria Nance-Sims
Director

GNS/JQ

Attachment

Cc: Mr. Rick Benton, County Manager
Mr. Patrick Davenport, Planning Director
Mr. Chip Bartlett, Grant Administrator, Holland Consulting Planners

North Carolina: The State of Minds

1307 Glenwood Avenue • 4313 Mail Service Center • Raleigh, North Carolina 27699-4313

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North Carolina Division of Community Assistance
Community Development Block Grant Program

Funding Approval

1. Name and Address of Recipient

Pender County
P. O. Box 1519
Burgaw, North Carolina 28425

2. Grant Number and Funding Approval Date

Grant Number: 08-C-1833

Date of Original Funding Approval: November 10, 2008

Date of Amended Funding Approval: February 10, 2010

3. Approved Projects

<u>Project Number and Name</u>	<u>Approved Amount</u>
C-1 Pender County Scattered Site Housing Project	\$400,000.00
C-2 Pender County Scattered Site Housing Project Additional Funding	\$100,000.00
Total Grant Award:	\$500,000.00

4. Funding Approval Conditions

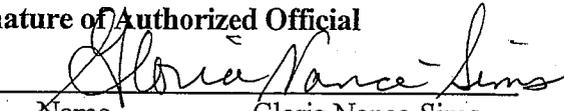
The following conditions must be removed in writing by the Division of Community Assistance (DCA) in order for all funds to be released for the approved projects listed in item (3), above:

A. **Additional Funds Funding Approval Condition:** None of the additional funds may be obligate expended in the C-2 activity until DCA is provided with the following documentation of compliance with citizen participation requirements in the application process [4 NCAC 19L.1002]: publisher's affidavit of notice for and minutes signed by the county clerk of for the required public hearing for additional funds.

FUNDING APPROVAL

- B. **Amendment Condition:** No funds may be obligated or expended in the C-2 project activity except for the administration activity until the recipient provides a completed Application Summary Form; Revised Project Description; Revised Accomplishments and Beneficiaries Form(s) for each Activity; and a Revised Budget Form. The forms are found at www.nccommerce.com/cdbgforms.

5. **Signature of Authorized Official**

✓ 
Name Gloria Nance-Sims

Director, Division of Community Assistance
Title

Date

A. **Signature of Authorized Local Official**

✓ _____
Name

Title

Date

AMENDMENT NO. 1
CONTRACT FOR CONSULTANT SERVICES

THE AGREEMENT dated January 5, 2009, between PENDER COUNTY, NORTH CAROLINA, hereinafter called the County, and HOLLAND CONSULTING PLANNERS, INC., hereinafter called the Consultant, is hereby amended as follows:

The County agrees to increase the contract amount from \$50,500 to \$63,500 (+\$13,000) to compensate the Consultant for administering the following services related to the County's amended FY08 CDBG Scattered Site Project:

1. Release of funding conditions, including attendance at the required public hearing and preparation of the Program Amendment.
2. Contract administration and resident inspection for two (2) additional scattered site housing units in accordance with relevant items of work outlined in the original contract for FY08 CDBG-SS administration dated January 5, 2009.

The increased contract amount will be paid in monthly installments, beginning April 2010, based on actual hourly charges accrued. Hourly rates shall be based on the rates included in Attachment "A."

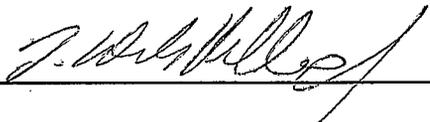
The County and the Consultant each binds himself, his partners, successors, executors, administrators and assigns to the other party to the agreements, and to the partners, successors, executors, administrators, and assigns of each other party in respect to all covenants of the Amended Agreement.

The County and the Consultant hereby agree to the full performance of the covenants contained herein.

IN WITNESS HEREOF, they have executed this amendment, this 15th day of March, 2010.

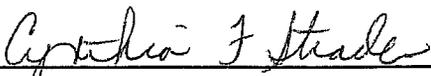
HOLLAND CONSULTING PLANNERS, INC.

PENDER COUNTY, NC



T. Dale Holland, AICP
President

Jimmy Tate, Chairman
Board of Commissioners



Witness

Clerk to the Board

(SEAL)

This contract has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Finance Officer

Date

ATTACHMENT "A"

PENDER COUNTY, NC
FY08 CDBG SCATTERED SITE PROJECT
AMENDMENT #1 - FEE SCHEDULE

<u>Staff Position</u>	<u>Hourly Rate</u>
J. Reed Whitesell, Community Development Manager	\$110.00
Chip Bartlett, Project Manager	\$ 75.00
Chuck Blackwelder, Program Administrator/Housing Inspector	\$ 65.00
Administrative Services	\$ 50.00