

REQUEST FOR BOARD ACTION

**HENDERSON COUNTY
BOARD OF COMMISSIONERS**

MEETING DATE: December 3, 2007

SUBJECT: CDBG Administration Document

ATTACHMENTS: Yes

1. Resolution Approving a Technical Services Contract with the Land-of-Sky Regional Council to Provide Assistance in Coordinating and Administering the Shuey Knolls Housing Development Community Development Block Grant - CDBG NO. 06-C-1600

SUMMARY OF REQUEST:

In November 2006, the County applied for and subsequently received \$250,000 in Community Development Block Grant (CDBG) Housing Development funds for infrastructure development in the Shuey Knolls Subdivision. Land-of-Sky was chosen to provide assistance in the administration of these funds for Henderson County. The attached resolution approves the contract with Land-of-Sky to provide assistance in coordinating and administering the grant.

BOARD ACTION REQUESTED:

The Board is requested to authorize the Chairman to sign the attached Resolution for the administration of the Shuey Knolls Subdivision CDBG Grant.

Suggested Motion:

I move that the Board authorize the Chairman to sign the attached Resolution for the administration of the Shuey Knolls Subdivision CDBG Grant.

RESOLUTION
APPROVING A TECHNICAL SERVICES CONTRACT WITH THE LAND OF SKY
REGIONAL COUNCIL TO PROVIDE ASSISTANCE IN COORDINATING AND
ADMINISTERING THE SHUEY KNOLLS HOUSING DEVELOPMENT COMMUNITY
DEVELOPMENT BLOCK GRANT – CDBG NO. 06-C-1600

WHEREAS, Henderson County has requested and received a proposal from the Land of Sky Regional Council to provide assistance in coordinating and administering its \$250,000 Community Development Block Grant Housing Development Grant from the North Carolina Department of Commerce Small Cities CDBG Program for the purpose of developing the roadway and water infrastructure within the Habitat for Humanity Shuey Knolls Housing Development; and,

WHEREAS, it is the desire of the Henderson County Board of Commissioners to accept the proposal from the Land of Sky Regional Council to provide assistance in coordinating and administering the \$250,000 Community Development Block Grant Housing Development Grant;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF HENDERSON COUNTY, NORTH CAROLINA THAT:

Section 1. The County hereby agrees to engage the Land of Sky Regional Council to perform the work described in the “Scope of Services” set forth in Exhibit A, attached hereto, and by this reference made a part thereof.

Section 2. The Land of Sky Regional Council shall provide assistance in coordinating and administering the \$250,000 grant during the two-year period.

Section 3. The cost of this contract is \$25,000 with any alterations to the Scope of Services to be made by mutual agreement between the Land of Sky Regional Council and Henderson County.

Section 4. The County Manager is hereby authorized to execute the Technical Services Contract with the Land of Sky Regional Council to coordinate and administer the Community Development Block Grant Housing Development Grant.

Section 5. This Resolution shall become effective upon its adoption and approval.
Adopted and approved this the 3rd day of December, 2007.

William L. Moyer, Chairman

ATTEST:

County Clerk

Contract No. **07- 34**
Henderson County
CDBG Small Cities Housing Development
Grant Administration

EXHIBIT A
SCOPE OF SERVICES
Technical Services and Grant Administration

The Council will assist Henderson County in complying with the terms and conditions of the 2006 CDBG Small Cities Housing Development Program as required by the U.S. Dept. of Housing and Urban Development (HUD) and the North Carolina Division of Community Assistance. The Scope of Services is further detailed below.

Land-of-Sky Regional Council will be responsible for:

ITEM	SCHEDULE
1. Assisting in the completion of the Environmental Assessment including questionnaire for NC SEPA and Format II for NEPA, the related publication notice and request for release of funds;	July/August/Sept 2007
2. Assisting Henderson County in developing and revising as needed: a) Citizen Participation Plan b) Financial Management Plan c) Equal Opportunity and Procurement Plan d) Section 3 Plan e) Anti-Displacement Plan;	July/August/Sept 2007
3. Assisting Henderson County in developing and maintaining a Fair Housing Plan;	July/August/Sept 2007
4. Assisting Henderson County in the preparation and/or revision of the Section 504, and ADA Survey and Transition Plan;	July/August/Sept 2007
5. Completing the solicitation of and qualifying contractors;	ongoing
6. Soliciting and reporting on use of minority, female and local contractors and workers;	on-going
7. Reporting on benefits, construction activities and financial transactions;	on-going
8. Completing the pre-construction conferences with contractors ;	on-going
9. Complete the monitoring of site work; reviewing and approving change orders in coordination with the County;	on-going
10. Reviewing and approving contractors requests for payments in coordination with the County;	ongoing
11. Assisting in resolving and responding to citizens' complaints, concerns and questions;	ongoing

12. Assisting Henderson County Staff in meeting NC Division of Community Assistance in: ongoing
- a. Contact for questions/procedures
 - b. Interpretation of regulations and bulletins
 - c. Preparation for monitoring visits and responding to findings
 - d. Preparation of required reports, financial reports in conjunction with County's financial staff, including annual report;
13. Prepare annual performance reports for Henderson County review and submission; ongoing
14. Prepare grant closeout documents and closeout procedure for Henderson Co. review and submission. ongoing

Henderson County will be responsible for:

- 1. Resolve and responding to citizens' complaints, concerns, and questions;
- 2. Assisting Project Administrator, as needed.
- 3. Manage Financial requisition, reporting and audit requirements;
- 4. Completing Request for Funds reports from the N.C. Division of Community Assistance;
- 5. Arranging for annual audit and final audit;