

# REQUEST FOR BOARD ACTION

## HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** September 3, 2013

**SUBJECT:** Resolutions for Henderson County's CDBG 2012 N.C. Catalyst Program for Dodd Meadows

**PRESENTER:** John Mitchell, Business and Community Development Director

**ATTACHMENTS:**

1. Resolution to accept 2012 CDBG Catalyst Grant Agreement and Funding Approval
2. Resolution Authorizing Staff to Sign Required Reports and Documents
3. Project Budget Amendment

### SUMMARY OF REQUEST:

Henderson County was recently awarded the 2012 N.C. Catalyst grant in the amount of \$454,960 on behalf of Henderson County Habitat for Humanity's Dodd Meadows neighborhood located off Crest Road. The Community Development Block Grant (CDBG) funds will be used to support Henderson County Habitat for Humanity's Dodd Meadows residential development for moderate and low income persons in the County. Up to \$250,000 of the grant would be used for road and utility improvements to serve new residential homes. The grant will fund road improvements; including paving, curbing, and storm water drainage improvements, as well as, public water and sewer extension for a portion of phase two of the Dodd Meadows project. Up to an additional \$250,000 would be used to fund the construction of a community center within the Dodd Meadows development that would serve the Dodd Meadows neighborhood as well as the broader community.

### BOARD ACTION REQUESTED:

To receive grant funding, the Board of Commissioners must approve the grant agreement and funding approval. Staff recommends that the Board of Commissioners approve and individually adopt the resolutions.

**Suggested Motion:** I move that the Board approve and adopt the attached Resolution accepting the 2012 N.C. Catalyst Program for Dodd Meadows Grant Agreement and Funding Approval; AND

I move that the Board approve and adopt the attached Resolution Authorizing the Business and Community Development Director to sign N.C. Commerce Department Reports and Documents; AND

I move that the Board approve and adopt the attached project budget amendment for the 2012 N.C. Catalyst Grant for Dodd Meadows.

**A RESOLUTION ACCEPTING THE 2012 N.C. CATALYST COMMUNITY  
DEVELOPMENT BLOCK GRANT (CDBG) GRANT AGREEMENT AND  
FUNDING APPROVAL**

WHEREAS, Henderson County is participating in a Community Development Block Grant Program under the Housing Act of 1974, as amended, administered by the North Carolina Department of Commerce; and

WHEREAS, Henderson County has been allocated a N.C. Catalyst CDBG Housing Grant in the amount of \$454,960.00 on behalf of Henderson County Habitat for Humanity's Dodd Meadow Project for road improvements, water and sewer extensions, and construction of a community center that would serve the Dodd Meadows neighborhood as well as the broader community; and

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

Section 1. The Chairman is hereby authorized to execute the Funding Approval and Grant Agreement on behalf of the County.

Section 2. This Resolution shall become effective upon its adoption and approval.

Adopted and Approved this the 3rd day of September, 2013.

---

Charles Messer, Chairman  
Henderson County Board of Commissioners

---

Teresa L. Wilson  
Clerk to the Board

**HENDERSON COUNTY  
RESOLUTION AUTHORIZING THE BUSINESS AND COMMUNITY  
DIRECTOR TO SIGN  
REQUIRED NC DEPARTMENT OF COMMERCE  
REPORTS AND DOCUMENTS**

**WHEREAS**, the County of Henderson has received Grant funds from the North Carolina Department of Commerce; and

**WHEREAS**, the County of Henderson must sign various reports and documents, which need to be periodically sent to the North Carolina Department of Commerce OR the Division of Community Investment and Assistance during the administration of grant programs ; and

**BE IT RESOLVED**, that John Mitchell, the Business and Community Director, is designated to sign these correspondence, reports, administrative documents, and CDBG recipient loan agreements, as well as documents related to purchasing and modification of pricing or purchasing on behalf of Henderson County's Board of Commissioners and that Carey McLelland, the Finance Director, is designated as an alternate should John Mitchell not be available. All documents will be approved in accordance with the Henderson County Purchasing Policy.

**BE IT FURTHER RESOLVED**, the authorization is to be effective on September 3<sup>rd</sup>, 2013.

Adopted and Approved this the 3<sup>rd</sup> day of September, 2013.

---

Charles Messer, Chairman  
Henderson County Board of Commissioners

---

Teresa L. Wilson, Clerk to Board

**LINE-ITEM TRANSFER REQUEST  
HENDERSON COUNTY**



**Department:** Community Development Block Grant - Dodd Meadows

*Please make the following line-item transfers:*

**What expense line-item is to be increased?**

<b>Account</b>	<b>Line-Item Description</b>	<b>Amount</b>
<u>305499-555001</u>	<u>Neighborhood Facilities</u>	<u>\$203,000</u>
<u>305499-555002</u>	<u>Street Improvements</u>	<u>\$130,901</u>
<u>305499-555004</u>	<u>Public Sewer Improvements</u>	<u>\$42,349</u>
<u>305499-555003</u>	<u>Public Water Improvements</u>	<u>\$37,350</u>
<u>305499-538108</u>	<u>Administration/Planning Costs</u>	<u>\$41,360</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

**What expense line-item is to be decreased? Or what additional revenue is now expected?**

<b>Account</b>	<b>Line-Item Description</b>	<b>Amount</b>
<u>304499-451102</u>	<u>CDBG Revenues</u>	<u>\$454,960</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>

**Justification:** *Please provide a brief justification for this line-item transfer request.*  
 Budget Amendment to establish a project budget for the CDBG Dodd Meadows Catalyst Grant. Approved by the BOC September 3, 2013.

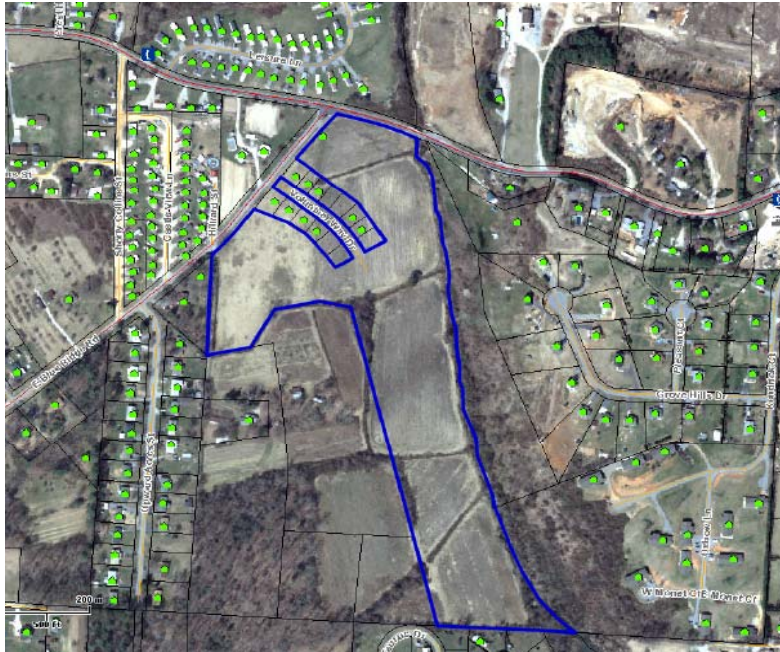
Planning  
 Authorized by Department Head \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Authorized by Budget Office \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Authorized by County Manager \_\_\_\_\_ Date \_\_\_\_\_

<i>For Budget Use Only</i>	
Batch #	_____
BA #	_____
Batch Date	_____

# Dodd Meadows Catalyst CDBG Project



*Henderson County Planning Department*

## Project History

- Summer 2012 – Henderson County Habitat for Humanity requests the County apply for CDBG funds on their behalf.
- Summer 2012 - On Behalf of Henderson County, Land of Sky Regional Council prepares grant application.
- November 2012 – Project application approved by Henderson County and sent to N.C. Department of Commerce .
- April 2013 - Notice of grant project award received by Henderson County.

*Henderson County Planning Department*

## Project Overview

- Henderson County was awarded the 2012 N.C. Catalyst grant in the amount of \$454,960 on behalf of Henderson County Habitat for Humanity's Dodd Meadows neighborhood.
- Up to \$250,000 of funds will provide road improvements; including paving, curbing, and storm water drainage improvements, as well as, public water and sewer extension for a portion of phase two of the Dodd Meadows project. Improvements are for moderate and low income persons in the County.

*Henderson County Planning Department*

## Project Overview Continued

- The Dodd Meadows neighborhood will consist of 2, 3, and 4 bedroom homes, and will be open to senior citizens and those with disabilities as well as families.
- Up to an additional \$250,000 would be used to fund the construction of a community center within the Dodd Meadows development that would serve the Dodd Meadows neighborhood as well as the broader community. (Staff does not anticipate to expend this full \$250,000 amount)

*Henderson County Planning Department*

# Grant Agreement & Funding Approval

- Two primary documents that must be signed and returned immediately for acceptance of the grant.
  - **Funding Approval-** Notifies County of the grant award amount and the necessary steps required by the N.C. Department of Commerce to complete the project
  - **Grant Agreement-** is the contract between the County and State that states that the County will comply with all applicable State and Federal regulations (same agreement used with current and past County grants)

*Henderson County Planning Department*

## Next Steps:

- Board approves grant agreement and funding approval
  - County has until November 3, 2013 to complete the funding conditions before the release of funds is authorized
- Board denies grant agreement and funding approval and funds are redistributed to another grant application

*Henderson County Planning Department*