TO: Mayor and Members of the City Council

FROM: Richard C. Olson, City Manager
Dawn Harris, Grants Management Specialist

DATE: June 22, 2018

REF: Consideration – Authorize Update for Required CDBG-I Compliance Documents for Raw Water Transmission Replacement Project

BACKGROUND:

In 2013, the North Carolina General Assembly allocated Community Development Block Grant (CDBG) funds to the Infrastructure program and transferred funds to the Division of Water Infrastructure to administer. Funding through the CDBG-I program has been awarded to the City of Elizabeth City for the replacement of the raw water transmission line. The City Council approved the execution of the contract between the City of Elizabeth City and the Division of Water Infrastructure during its May 29, 2018 meeting.

ANALYSIS:

Although the Division of Water Infrastructure administers the CDBG-I program, all grantees are subject to guidelines placed on the award through the U.S. Department of Housing and Urban Development (HUD). One of HUD’s requirements is that the governing body must adopt all compliance documents.

The following list are documents that the City of Elizabeth City must comply with as a requirement in order to receive the funding for CBDG-I Project Number 17-I-2960.

1. Equal Opportunity Plan
2. Language Access Plan
3. Local Jobs Initiative Section 3 Plan
4. Antidisplacement and Relocation Assistance Plan
5. Citizen Participation Plan
6. Excessive Force Policy  
7. Fair Housing Complaint Procedure  
8. Procurement Plan  

Along with the above plans, the City must complete a Fair Housing Assessment. The Division of Water Infrastructure has approved up to nine months for completion of this part of the compliance documentation. Once the Fair Housing Assessment is completed, formal adoption by the City Council is required.  

**FINANCIAL:**  

The Finance Committee discussed this matter during their June 21, 2018 meeting. Upon motion made by Councilman Caudle, seconded by Councilwoman Young, the Committee unanimously recommended approval by the City Council.  

**STAFF RECOMMENDATION:**  

By motion, approve the adoption of the updated CDBG-I Compliance Documents, effective July 1, 2018 through June 30, 2021.