

LCDBG MANAGEMENT RESOLUTION 397  
FY 2019 LCDBG

WHEREAS, the Town of Dubach has been afforded the opportunity to participate in the 2020 State of Louisiana Community Development Block Grant (LCDBG) Program administered by the Division of Administration for New Sewer; and,

WHEREAS, it is necessary under the program regulations to authorize certain actions and individuals to perform certain designated functions by the State.

NOW THEREFORE BE IT RESOLVED, that the Town of Dubach as legal recipient of the LCDBG funds does hereby authorize the following actions:

SECTION I

FINANCIAL MANAGEMENT

WHEREAS, it is necessary under the Financial Management regulations of the LCDBG program to authorize certain individuals to sign for draw downs for request for payments and to authorize one certain individual to certify the correctness of each signature; and,

WHEREAS, it is further necessary under the Financial Management regulations of the LCDBG program to designate an official depository to hold LCDBG funds;

NOW THEREFORE BE IT RESOLVED, by the Town of Dubach as legal authorized recipient of the LCDBG funds, in regular session convened, that Mary Claire Smith, and Pamela Spillers are hereby authorized to sign "Authorized Signature Card for Request for Payment;" and,

BE IT FURTHER RESOLVED, that Mary Claire Smith shall certify to the correctness of the signatures; and,

BE IT FURTHER RESOLVED, First Guaranty Bank is hereby designated as the official depository for direct deposit of grant funds for the LCDBG project.

SECTION II

REQUISITION OF FUNDS

WHEREAS, the State requires adequate financial management control over LCDBG funds. The establishment of a Requisition of Funds policy is a vital tool to such control.

NOW THEREFORE BE IT RESOLVED, By the Town of Dubach that all invoices for work performed or materials used in relation to the LCDBG Program, prior to payment,

must have attached a signed pre-printed project requisition form. The form and invoice shall be approved in the following order:

1. Approval by Project Administrator for budget control
2. Approval by the Clerk
3. Approval by the Mayor

BE IT FURTHER RESOLVED, that Mary Claire Smith, and Pamela Spillers are hereby authorized to sign checks written on the LCDBG account.

### SECTION III

#### EQUAL OPPORTUNITY

WHEREAS, equal opportunity regulations of the LCDBG program require the appointment by the recipient of an Equal Opportunity Officer (EEO Officer) to have the responsibility for maintaining all pertinent EEO files, submitting on a timely basis all reports, answer all related correspondence and monitor all EEO areas;

NOW THEREFORE BE IT RESOLVED, by the Town of Dubach that Pamela Spillers is hereby appointed as EEO Officer for the life of the LCDBG program and as such is charged to faithfully execute all duties and responsibilities herein described.

### SECTION IV

#### 504 COORDINATOR

WHEREAS, the State requires Grantees to designate a responsible person to coordinate the Town of Dubach efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended;

NOW THEREFORE BE IT RESOLVED, that Pamela Spillers is appointed as Section 504 Compliance Officer.

### SECTION V

#### SECTION 3 COMPLIANCE

WHEREAS, the LCDBG program requires that all grant recipients establish and adopt by resolution a Section 3 Plan and appoint a Section 3 Coordinator and certification procedures.

NOW THEREFORE BE IT RESOLVED, that the Town of Dubach adopts a Section 3 Plan and appoints Pamela Spillers as its Section 3 Coordinator.

SECTION VI  
RESIDENTIAL ANTI DISPLACEMENT

WHEREAS, the LCDBG Program requires that all grant recipients adopt by resolution a Residential Anti - Displacement and Relocation Assistance Plan,

THEREFORE BE IT RESOLVED, that the Town of Dubach hereby adopts the attached Residential Anti-Displacement and Relocation Assistance Plan appoints Pamela Spillers as its Coordinator.

Passed and adopted by the Town of Dubach, Parish of Lincoln, State of Louisiana, on this 15 day June, 2020, by the following votes:

YEAS: Evelyn Graham, Ruby Dawson, Monique Roberts, Mary Billberry, Pam Freeman,

NAYS: None

ABSTAINED: None

ABSENT: None

I, Mary Claire Smith, Mayor, does hereby certify that the above is a true and correct copy of the RESOLUTION duly passed and adopted by the Town of Dubach, Parish of Lincoln, State of Louisiana, on the 15 day of June, 2020.

ATTEST:

Pamela Spillers  
Pamela Spillers, Secretary

Mary Claire Smith  
Mary Claire Smith, Mayor