

# REQUEST FOR BOARD ACTION

## HENDERSON COUNTY BOARD OF COMMISSIONERS

**Meeting Date:** June 2, 2008

**Subject:** CDBG Grant Administration and Selection Committee

**Attachments:** 1. Committee Bylaws

### SUMMARY OF REQUEST:

As part of our scattered site housing program, Henderson County is required to form a Selection Committee to assist in developing policies and procedures for the program and to review applications for assistance. Selection Committee responsibilities include:

- Receive and review applicant information to determine the eligibility and ranking of those applicants.
- Submit a list of eligible applicants and alternates to the County Commissioners for their inclusion in the 2008 application.
- Serve as informal public contacts to provide information about the Scattered Site Housing program and any other available County program that will assist low and moderate-income homeowners in need of housing rehabilitation.

The Selection Committee will meet throughout the application period, and thereafter on an as needed basis. In the past our committee was comprised of the managers of the municipalities in Henderson County, representative from the Housing Assistance Corp., and a representative from Habitat for Humanity of Henderson County. Along that same vein this cycle we are recommending that the following individuals, or their representatives, be appointed by the Board to serve on the Selection Committee.

NAMES	POSITION	ENTITY
Selena Coffey	Asst. County Mgr.	Henderson County
Anthony Starr	Planning Director	Henderson County
Patrick Kennedy	Exec. Director	Housing Assistance Corporation
Mike Tate	Exec. Vice President	Habitat for Humanity of Henderson County
Bo Ferguson	City Manager	City of Hendersonville
Mark Biberdorf	Town Manager	Town of Fletcher
Jaime Adrignola	Town Manager	Town of Mills River
Jim Ball	Town Manager	Town of Laurel Park
Judy Boleman	Zoning Admin.	Village of Flat Rock

Also attached is the committee bylaws as previously approved by the Board in 2005.

The County has also used outside firms to administer this grant program for prior grant cycles. The program requirements and documentation is quite large and requires a tremendous effort to manage. The grant program provides funds to hire a firm to manage the grant. No local funds are required for the grant administration. Planning Staff has solicited proposals for this service and recommends Benchmark CMR

as the most qualified firm. Most local governments hire outside firms for this service because of the complex nature of the grant requirements. Benchmark's proposal would provide complete service for a fixed fee of \$64,000.00.

**BOARD ACTION REQUESTED:**

Planning Staff recommends approval of the selection committee membership as presented. Planning Staff also requests authorization to enter into a contract with Benchmark CMR for grant management and administration.

**Suggested Motion:** I move the Board approve the membership of the selection committee as presented and I further move that the Board authorize staff to enter into a contract with Benchmark CMR for grant management and administration for the fixed amount of \$64,000.00.

## **Henderson County Scattered Site Housing Program Selection Committee Bylaws**

### **Purpose**

The purpose of the Henderson County Scattered Site Housing Program Selection Committee (Committee) is to work with the Program Administrator to develop a plan to fairly select eligible county citizens to participate in the program. The Committee will also play a dual role in the project and become the program's Selection Committee, which will make the final decision on which homes will participate in the project.

### **Committee Members**

The Committee will be made up of representatives from the County, the five local municipalities, and area housing non-profit agencies. Committee Members will be appointed by the County Manager and approved by the Commissioners at the beginning of each cycle of the Scattered Site Housing Program.

### **Meetings**

Meetings of the Committee will be held as deemed necessary by the County, Committee, or Program Administrator with the exception of the following:

- At least one meeting will be held at the beginning of each funding cycle before submitting an application to the Division of Community Assistance and before accepting applications from homeowners to provide for project planning and any changes to the existing program and plans. At this meeting the Committee will also set a time period to accept applications from homeowners.
- At least one meeting will be held after the deadline for homeowner applications. The Program Administrator will present the eligible applicants to the Committee for debate and the selection of the program participants. For a home to be selected, a majority vote of the Committee Members present is necessary.