

ST. TAMMANY PARISH COUNCIL

RESOLUTION

RESOLUTION COUNCIL SERIES NO: C-3757

COUNCIL SPONSOR: BINDER/BRISTER

PROVIDED BY: GRANTS

RESOLUTION TO AUTHORIZE CERTAIN ACTIONS AND AUTHORITY REQUIRED BY THE STATE OF LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG) DISASTER RECOVERY PROGRAM.

WHEREAS, St. Tammany Parish (Parish) has been afforded the opportunity to participate in the State of Louisiana Community Development Block Grant (CDBG) Disaster Recovery Program administered by the Division of Administration (State); and

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

SECTION 1. FINANCIAL MANAGEMENT

WHEREAS, it is necessary under the Financial Management regulations of the LCDBG program to authorize certain individuals to sign for drawdowns for request for payment 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 the CDBG funds.

THE PARISH OF ST. TAMMANY HEREBY RESOLVES that the Parish is the legal authorized recipient of the CDBG funds, in regular session convened, and that the Chief Financial Officer, Director of Finance and Director of Grants are hereby authorized to sign the "Authorized Signature Card for Request for Payment".

BE IT FURTHER RESOLVED, that the Director of Grants shall certify the correctness of the signatures.

BE IT FURTHER RESOLVED that Capital One, N.A. 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 CDBG funds and the establishment of a Requisition of Funds Policy is a vital tool to such control.

THE PARISH OF ST. TAMMANY HEREBY RESOLVES 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. Project Director for budget control; and/or
2. Assistant Chief Administrative Officer or Director of Finance; and/or
3. Director of Grants; and/or
4. Chief Financial Officer.

BE IT FURTHER RESOLVED that the Parish President and the Chief Administrative Officer are hereby authorized to sign checks written on the CDBG account.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

MOVED FOR ADOPTION BY: \_\_\_\_\_ SECONDED BY: \_\_\_\_\_

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

THIS RESOLUTION WAS DECLARED ADOPTED ON THE 6 DAY OF JUNE, 2013, AT A REGULAR MEETING OF THE PARISH COUNCIL, A QUORUM OF THE MEMBERS BEING PRESENT AND VOTING.

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JERRY BINDER, COUNCIL CHAIRMAN

ATTEST:

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THERESA L. FORD, COUNCIL CLERK

## ADMINISTRATIVE COMMENT

This resolution is to authorize individuals to sign for drawdowns for request for payments and to authorize one certain individual to certify the correctness of each signature which is needed for the Louisiana Community Development Block Grant Disaster Recovery Program.