

ST. TAMMANY PARISH COUNCIL

RESOLUTION

RESOLUTION COUNCIL SERIES NO. C-2551

COUNCIL SPONSOR: BINDER/DAVIS

PROVIDED BY: FINANCE

RESOLUTION AUTHORIZING CERTAIN ACTIONS AND INDIVIDUALS TO PERFORM CERTAIN FUNCTIONS REQUIRED BY THE STATE OF LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT ("LCDBG") DISASTER RECOVERY PROGRAM.

WHEREAS, St. Tammany Parish Government ("Parish") has been afforded the opportunity to participate in the LCDBG 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.

NOW, THEREFORE, BE IT RESOLVED that the Parish, 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 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 LCDBG funds.

NOW, THEREFORE, BE IT RESOLVED that the Assistant Chief Administrative Officer and Director of Finance are hereby authorized to sign "Authorized Signature Card for Request for Payment"; and

BE IT FURTHER RESOLVED, that the Parish's Grant Manager shall certify the correctness of the signatures; and

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 LCDBG funds. The establishment of a Requisition of Funds Policy is a vital tool to such control.

NOW, THEREFORE, BE IT RESOLVED, 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 Director for budget control.

- (2) Approval by Assistant Chief Administrative Officer or Director of Finance.
- (3) Approval by Grant Manager.

BE IT FURTHER RESOLVED, that the Parish President and Chief Administrative Officer are hereby authorized to sign checks written on the LCDBG 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 ____ DAY OF ____, 2009 AT A REGULAR MEETING OF THE PARISH COUNCIL, A QUORUM OF THE MEMBERS BEING PRESENT AND VOTING.

JERRY BINDER, COUNCIL CHAIRMAN

ATTEST:

THERESA L. FORD, COUNCIL CLERK