



SECTION 12. COMMUNITY SERVICES DEPARTMENT

12.1 COMMUNITY SERVICES APPROVAL AUTHORITY

A. PURPOSE. The purpose of this policy is to establish the approval authority of the Community Services Department Director, the County Manager, and their respective designees as it pertains to affordable housing initiatives of the County.

B. APPROVAL AUTHORITY. The Community Services Department Director, the County Manager, and their respective designees have the authority to execute all documents in furtherance of the Neighborhood Stabilization Program ("NSP"); State Housing Initiative Program ("SHIP"); Community Development Block Grant ("CDBG") Program; Emergency Solutions Grant ("ESG") Program; HOME Investment Partnership Program ("HOME"); Community Services Block Grant ("CSBG") Program; and Shelter Plus Care ("S+C") Program and any other Federal or State entitlement funds received for administration by the Department of Community Services.

(1) The Community Services Department Director or his or her designee is authorized to award and execute documents related to the above-referenced programs in an amount not-to-exceed ONE HUNDRED THOUSAND and NO/100 DOLLARS (\$100,000.00).

(2) The County Manager or his or her designee is authorized to award and execute documents related to the above-referenced programs between ONE HUNDRED THOUSAND and 01/100 DOLLARS (\$100,000.01) and TWO HUNDRED and FIFTY THOUSAND and NO/100 DOLLARS \$250,000.00).

(3) The Board of County Commissioners may award and execute documents related to the above-referenced programs TWO HUNDRED FIFTY THOUSAND and 01/100 DOLLARS (\$250,000.01) and over.

C. REPORTING REQUIREMENTS. The Community Services Department Director or the County Manager must submit a written report to the Board of the NSP and HOME transactions on an annual basis until the completion of each program.

D. AUTHORITY. Resolution 2024-R-92 adopted August 27, 2024