

Jodi Gingiss

Community Development Administrator



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~~January 7, 2015~~ September 25, 2015

TO: Lake County Board  
Health & Community Services Committee  
~~Housing & Community Development Commission~~

FROM: Jodi Gingiss, Community Development  
Administrator

RE: Appendix A Revised: Delegation of Limited Signature Authority

In authorizing use of grant funds from the U.S. Department of Housing and Urban Development (HUD) and resulting community development activities, the Chair of the Lake County Board will sign:

- Authorizing Resolutions of Lake County Board;
- Agreements between HUD and County of Lake;
- Certifications in Consolidated and Action Plans; and
- Agreements by Lake County to assume administrative oversight responsibility for a third party's use of U.S. Department of Housing & Urban Development (HUD) grants.
- ~~Consolidated Action Plan Evaluation Report (CAPER); and~~
- ~~Request for Release of Funds per Environmental Regulations.~~

Given County Board approval of an Action Plan or Action Plan Amendment containing specific activities (or amendments to specific activities) followed by implementation of each approved activity, the Community Development Administrator ~~and/or a staff member delegated by the CD Administrator~~ can:

1. Sign each individual grant agreement, performance reports, homebuyer agreement, determination of environmental review, land use restriction agreement, release of land use restriction agreement, mortgage subordination agreement, subordinate mortgage release, mortgage loan modifications and promissory notes in which the County is beneficiary (not the borrower), and other similar items; and
2. Provide certifications as Approving Official for access to funding in web-based grant management information technology systems provided by the HUD to disburse grant funds, including the funding in HUD's Integrated Disbursement & Information System (IDIS) and the Electronic Line of Credit Control System (eLOCCS); and
3. Sign correspondence with HUD in the administration of Lake County's Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), McKinney-Vento Homeless Assistance Grant (Continuum of Care) and Emergency Solutions Grant (ESG) funds. This correspondence includes:
  - Consolidated Action Plan Evaluation Report (CAPER); and

- Request for Release of Funds (RROF) per Environmental Regulations<sup>1</sup>.

With this revised Appendix A, the Lake County Board acknowledges that on its behalf the Community Development Administrator can sign the federal Request for Release of Funds (HUD Form 7015.15) as Certifying Officer of the Responsible Entity since approval of the initial Delegation of Limited Signature Authority on February 10, 2015. Any and all RROFs signed by the Community Development Administrator since the February 10, 2015 delegation are hereby approved and ratified by the Lake County Board.

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<sup>1</sup>Effective February 10, 2015, the Community Development Administrator began signing the RROF as Responsible Entity Certifying Officer on behalf of the Chair of the Lake County Board for projects previously approved by the Lake County Board. Effective October 13, 2015, the Community Development Administrator can also sign the RROF for third party (e.g. Lake County Housing Authority) use of HUD funds for which Lake County is Responsible Entity.