

ROY COOPER  
*Governor*

ANTHONY M. COPELAND  
*Secretary*

KENNY FLOWERS  
*Assistant Secretary*

February 13, 2019

The Honorable Diana Hales, Chairperson  
Chatham County Board of Commissioners  
P. O. Box 1809  
Pittsboro, North Carolina 27312

Dear Chairperson Hales:

Subject: Grant Agreement and Funding Approval  
CDBG No: 17-C-2998

Enclosed you will find the following materials for undertaking the Community Development Block Grant (CDBG) Neighborhood Revitalization grant recently awarded to Chatham County:

1) Two copies of the Grant Agreement.

These should be signed by you as the chief elected official. When you have executed copies of both documents, please return one copy to the Rural Economic Development Division.

2) Two copies of the Funding Approval.

These should also be signed by you as the chief elected official. When you have executed copies of both documents, please return one copy to the Rural Economic Development Division (REDD).

3) Three Signatory Form and Certification cards.

Instructions are on the cards. Two copies of the cards must be completed and returned to us prior to any funds being drawn. The number that will be used to identify this grant is 17-C-2998. Please use this number in future correspondence.

When the Grant Agreement, Funding Approval, and Signatory Form and Certification cards have been returned to us, funds for the administrative activity may be drawn. Funds for other activities may not be drawn until all the applicable conditions listed in item 4. of the Funding Approval have been removed in writing by REDD. Funds may not be obligated or expended for any activity, including administration, prior to executing the Grant Agreement without written agreement from REDD.

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Among the first decisions you will need to make concerning this grant is selecting an administrator. If you plan to contract for administrative services, in addition to following state law and federal procurement regulations, it is very important that you select a firm that has staff available to carry out your grant in an efficient, timely manner. Competing firms should show their ability to devote adequate staff to your grant and should contractually commit sufficient staff to meet all grant deadlines.

In addition, the following three items are enclosed for your action:

1) A CDBG Requisition Form

The Requisition Form should be used to draw all CDBG funds. Please review the instructions for preparing the requisition on the reverse side of the form. Additional copies of the form should be made as needed.

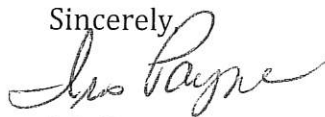
2) Electronic Payment Form

The Electronic Payment Form, from the Office of State Controller (OSC), must be used to indicate which financial institution will handle the account for electronic transfer of CDBG funds. No requisitions can be processed before a copy is returned to OSC. Please send a copy to REDD as backup information.

3) Two copies of the Performance Based Contract.

The grant is conditioned for the performance-based contract. These should be signed by an authorized official. Return one copy to REDD.

We look forward to working with you and other officials on this grant. Please bear in mind that the grant recipient is ultimately responsible for the success of the grant. Please feel free to contact your grant representative, Detra Purcell at (919) 814-4754 if you have any questions.

Sincerely  
  
Iris Payne  
Director

IP/el  
Enclosures

cc: Detra Purcell