



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## TOWN COUNCIL MEETING

### JUNE 20, 2023 AT 7:30 PM

### Cover Sheet

**\*\*NOTE\*\*** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

**ITEM TITLE:** Approval of Updated Policy and Procedures

**TOWN COUNCIL ACTION:**

<b>PROCLAMATIONS, AWARDS, AND PRESENTATIONS</b>		<b>Department: ADMINISTRATION</b>
<b>PUBLIC HEARING 1<sup>ST</sup> / 2<sup>ND</sup> READING</b>		<b>Exhibits:</b> <ul style="list-style-type: none"><li>Financial Management Procedure</li><li>Procurement Policy</li><li>Administrative Policy &amp; Procedures</li><li>Quality Assurance/Quality Control Policy (QA/QC)</li></ul>
<b>CONSENT AGENDA</b>	YES	
<b>COUNCIL DECISION</b>		
<b>ADMINISTRATIVE</b>		

**REQUEST:** Approval of updated Policy and Procedures

**SUMMARY:** The Financial/Administration Management Policy must satisfy all the unique requirements of HUD's CDBG-MIT Grant Program. In particular, the standards governing the sub-recipient's financial management system outlined in 2 CFR §§ 200.300-200.309, §§ 200.328-200.329, and 24 CFR Part 570. Financial management and control of CDBG-MIT funds is the responsibility of the sub-recipient that accepts the funds.

Chapter 73C-23.0051(1), Florida Administrative Code (FAC), requires the Town to have a written procurement policy that complies with 2 Code of Federal Regulations (CFR) 200.317-.326 (2 CFR 200.317 – 2 CFR 200.326) and sections 255.0525 (Advertising for Bids or Proposals) and 287.055, Florida Statutes (FS) (Consultants Competitive Negotiation Act).

Quality Assurance/Quality Control (QA/QC) Policy is an independent and objective policy intended to add value and improve the Town's CDBG-MIT Grant Program operations while reducing risks of DEO, HUD, and program non-conformance. A QA/QC plan is developed to outline a formal process to identify potential compliance issues and implement best practices for CDBG-Mitigation Grant Program management.

**RECOMMENDATION:** Staff recommend that the Town Council approves updated Policies and Procedures.

**FISCAL & EFFICIENCY DATA:** N/A