

LCDBG – MAKE A DIFFERENCE AND PUBLIC FACILITIES 2024-2025
MANAGEMENT RESOLUTION

WHEREAS, the Lincoln Parish Police Jury has been afforded the opportunity to participate in the State of Louisiana Community Development Block Grant programs captioned above and administered by the Division of Administration for Lincoln Parish; and,

WHEREAS, it is necessary under the programs regulations to authorize certain actions and individuals to perform certain designated functions by the State.

NOW THEREFORE BE IT RESOLVED, that the Lincoln Parish Police Jury 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 programs to authorize certain individuals to sign for draw downs for request for payments 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 programs to designate an official depository to hold LCDBG funds;

NOW THEREFORE BE IT RESOLVED, by the Lincoln Parish Police Jury as legal authorized recipient of the LCDBG funds, in regular session convened, that Michael Sutton is hereby authorized to sign "Authorized Signature Card for Request for Payment;" and,

BE IT FURTHER RESOLVED, that Glenn Scriber shall certify to the correctness of the signatures; and,

BE IT FURTHER RESOLVED, Origin Bank 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, By the Lincoln Parish Police Jury that all invoices for work performed or materials used in relation to the LCDBG Programs, 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 Administrator for budget control
2. Approval by the Administrator
3. Approval by the President

BE IT FURTHER RESOLVED, that Michael Sutton and Kevin Kleipzig are hereby authorized to sign checks written on the LCDBG account.

SECTION III EQUAL OPPORTUNITY

WHEREAS, equal opportunity regulations of the LCDBG program require the appointment by the recipient of an Equal Opportunity Officer (EEO Officer) to have the responsibility for maintaining all pertinent EEO files, submitting on a timely basis all reports, answer all related correspondence and monitor all EEO areas;

NOW THEREFORE BE IT RESOLVED, by the Lincoln Parish Police Jury that Michael Sutton is hereby appointed as EEO Officer for the life of the LCDBG program and as such is charged to faithfully execute all duties and responsibilities herein described.

SECTION IV 504 COORDINATOR

WHEREAS, the State requires Grantees to designate a responsible person to coordinate the Lincoln Parish Police Jury efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended;

NOW THEREFORE BE IT RESOLVED, that Michael Sutton is appointed as Section 504 Compliance Officer.

SECTION V SECTION 3 COMPLIANCE

WHEREAS, the LCDBG program requires that all grant recipients establish and adopt by resolution a Section 3 Plan and appoint a Section 3 Coordinator and certification procedures.

NOW THEREFORE BE IT RESOLVED, that the Lincoln Parish Police Jury adopts a Section 3 Plan and appoints Michael Sutton as its Section 3 Coordinator.

SECTION VI RESIDENTIAL ANTI DISPLACEMENT

WHEREAS, the LCDBG Program requires that all grant recipients adopt by resolution a Residential Anti - Displacement and Relocation Assistance Plan,

THEREFORE BE IT RESOLVED, that the Lincoln Parish Police Jury hereby adopts the attached Residential Anti-Displacement and Relocation Assistance Plan appoints Michael Sutton as its Coordinator.

SECTION VII LANGUAGE ACCESS PLAN

WHEREAS, as part of its Citizen Participation Plan to reach out and inform its citizens, the Parish has developed a language access plan to inform its citizens who may not understand or speak English; AND,

THEREFORE BE IT RESOLVED, that the Lincoln Parish Police Jury hereby adopts the Language Access Plan and all updates for the Parish's LCDBG Grant Programs.

SECTION VIII SECTION 504 GREVIANCE PROCEDURE

WHEREAS, the LCDBG Program requires that all grant recipients adopt by resolution an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the regulation of the U. S. Department of Housing and Urban Development, 24 CFR Part 8, implementing Section 504 of the Rehabilitation Act of 1973, as amended (Public Law 93-112); and

THEREFORE BE IT RESOLVED, that the Lincoln Parish Police Jury hereby adopts the Grievance Procedure for the Parish's LCDBG Grant Programs.

SECTION VIII POLICY STATEMENT FOR COMMUNICATING INFORMATION TO PERSONS WITH SENSORY IMPAIRMENTS

WHEREAS, the LCDBG Program requires that all grant recipients adopt by resolution a policy for communicating information to persons with hearing impairments;

NOW, THEREFORE BE IT RESOLVED, that the attached "Policy Statement For Communicating Information to Persons With Sensory Impairments" for the Lincoln Parish Police Jury is hereby adopted.

BE IT FURTHER RESOLVED, the Lincoln Parish Police Jury hereby adopts a policy to utilize the Louisiana Hearing Impaired Relay System for communicating with hearing impaired persons. The relay numbers are: Information 1-800-333-0605, TDD Users 1-800-846-5277 and Voice Users 1-800-947-5277.

Passed and adopted by the Lincoln Parish Police Jury, State of Louisiana, on this 9th day September, 2025, by the following votes:

YEAS:
NAYS:
ABSTAINED:
ABSENT:

I, Glenn Scriber, President, does hereby certify that the above is a true and correct copy of the RESOLUTION duly passed and adopted by the Lincoln Parish Police Jury, Parish of Lincoln, State of Louisiana, on the 9th day September, 2025.

ATTEST:

Courtney Hall, Parish Administrator

Glenn Scriber, President