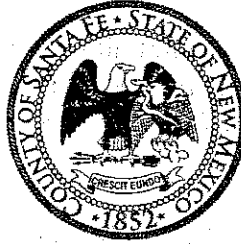


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4


Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: July 20, 2018

To: Board of County Commissioners

From: Paul Olafson, Planning Projects Manager
Jacob Stock, Community Planner 

Via: Katherine Miller, County Manager
Tony Flores, Deputy County Manager

Re: **Requesting Approval to Appoint Designee to Act as Certifying Official (CO) for the Environmental Review Process of the 2018 Community Development Block Grant (CDBG) Application**

SUMMARY:

This is an item requesting approval for Jacob Stock, Community Planner, to act as Certifying Official (CO) assuming overall responsibility for the environmental review process of the 2018 Community Development Block Grant (CDBG) Economic Development Grant application to support the development of the United Way Early Learning Center.

BACKGROUND:

The Community Development Bureau of the New Mexico Department of Finance and Administration (DFA) / Local Government Division (LGD) administers Economic Development grants under the US Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. The County was approached by the United Way of Santa Fe County to ask if the County would consider applying for a CDBG Economic Development Grant through DFA to support the development of the United Way Early Learning Center. Staff received direction from the Board to further investigate the options and implications of applying for a CDBG Economic Development Grant and determined that the project is appropriate and viable. On July 31, staff requested direction from the Board to prepare an application for the CDBG Economic Development Grant.

The CDBG application includes an environmental review of the proposed project. Grantees must designate a Certifying Official (CO) to assume overall responsibility for the environmental review process. The CO's responsibilities include resolving findings and signing required certifications. The CO will have the authority to speak for, represent, and make legal commitments for the County regarding the CDBG application's environmental review process.

Staff requests approval for Jacob Stock, Community Planner, to act as Certifying Official (CO) assuming overall responsibility for the environmental review process of the 2018 CDBG application to support the development of the United Way Early Learning Center.

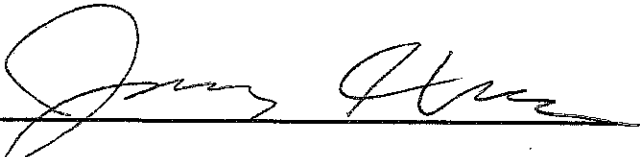
ACTION REQUESTED:

Staff requests that the Chair sign Exhibit 2-A-1 [*Attached*] of the CDBG Economic Development Grant application as Chief Elected Official authorizing Jacob Stock, Community Planner, to act as Certifying Official (CO) assuming responsibility for the environmental review process of the 2018 CDBG application.

EXHIBIT 2-A-1
Certifying Official Designation

Grantees must designate a Certifying Official (CO) to assume overall responsibility for the environmental review process. The certifying officials' responsibilities will include resolving findings and signing required certifications. The CO must be able to represent the responsible entity in Federal Courts. The CO must have legal authority to speak for the county or municipality and make legal commitments on behalf of the entity. Typically this is the person that signs contracts on behalf of the entity such as the Mayor, Commission Chair or City Manager.

I Jacob Stock do hereby acknowledge that I will be acting on behalf of Santa Fe County in the capacity of Certifying Official for the purposes of CDBG grant # 17-C-NR-90. By signing this document I acknowledge that I have reviewed this certification in its entirety.



Signature-Certifying Official

7/13/18

Date

Signature-Chief Elected Official

Date

SWORN TO AND SUBSCRIBED
Before me on this _____ day
Of _____, 20__

Notary Public

My commission expires

Place Seal Here

