TO: Mayor Shaun Sipma
   Members of the City Council

FROM: Emily Berg, Assistant Disaster Recovery Grant Administrator

DATE: December 20, 2021

SUBJECT: APPROVE AMENDING IDENTIFIED CDBG DR/NDR POLICIES, PROCEDURES, & CONTRACTS TO DELETE SPECIFIC STAFF NAMES AND CHANGE TO TITLE

I. RECOMMENDED ACTION
   City Council approve attached modified polices/procedures and the attached contract amendments – all which modify the contact person for the City’s NDR/CDBG related activities to “NDR Program Manager.”

II. DEPARTMENT CONTACT PERSONS
    Emily Berg, Assistant Disaster Recovery Grant Administrator, 857-1553

III. DESCRIPTION

   Background
   As part of the overall transition review process with the Disaster Recovery Grant Administrator leaving, it was identified that there are ten policies, procedures, & contracts which name either John Zakian specifically or Cindy Hemphill specifically. The ones naming Ms. Hemphill have not been in use since 2017 but it is prudent for compliance and accuracy to amend policies naming a specific staff person to reflect the title only. The remaining policies, procedures, & contracts especially for CDBG-NDR, were reviewed and all found to only name the title.

   Proposed Project
   It is recommended that the following policies, procedures, & contracts be amended to remove specific staff names and replace with “NDR Program Manager”.

   **CDBG-DR Policies**
   - Amended Program for Acquisition
   - Flood Protection Project Acquisition
   - Residential Tenant Relocation
   - Voluntary Acquisition Plan

   **NDR Policies**
   - CDBG-NDR Flood Control/Mitigation Involuntary Buyout Program Policies & Procedures

   **NDR Contracts**
   - Minot Housing Authority
   - Essential Living - Park South Phase 2
   - ND Housing Finance Agency
   - Project BEE LMI Housing
   - Project BEE Family Shelter

   The NDR contract amendments referenced above have been approved and executed by the other parties to the contracts.
IV. IMPACT:

Strategic Impact:
Assures consistency in responsibility for policies, procedures, & contracts.

Service/Delivery Impact:
Establishes clarity in assuring enforcement of policies and procedures as well as updating City contact information in contracts.

Fiscal Impact:
N/A

V. CITY COUNCIL ASPIRATIONS
Approval of this action achieves the City Council aspiration of being resilient and prepared.

VI. ALTERNATIVES
Not updating policies, procedures, & contracts. This may potentially result in critical correspondence being sent to an email address that is no longer active or calling a phone line that is no longer being utilized.

VII. TIME CONSTRAINTS
N/A

VIII. LIST OF ATTACHMENTS
A. Amended Program for Acquisition
B. Flood Protection Project Acquisition
C. Residential Tenant Relocation
D. Voluntary Acquisition Plan
E. CDBG-NDR Flood Control/Mitigation Involuntary Buyout Program Policies & Procedures
F. Contract Amendment - Minot Housing Authority
G. Contract Amendment – ND Housing Finance Agency
H. Contract Amendment – Essential Living
I. Contract Amendment – Project BEE LMI Housing
J. Contract Amendment – Project BEE Family Shelter