

CHATHAM COUNTY

RESOLUTION APPROVING ADMINISTRATIVE GUIDELINES
AND POLICIES FOR FY 2004 COMMUNITY DEVELOPMENT BLOCK GRANT
SCATTERED SITE PROJECT

WHEREAS, Chatham County wishes to carry out its FY 2004 CDBG Scattered Site program in accordance with established state and federal administrative guidelines.

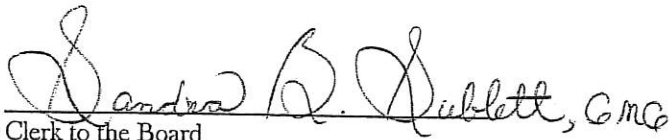
NOW, THEREFORE, the Chatham County Board of Commissioners hereby collectively adopts the following guidelines, plans and policies, and resolves that they be utilized during the administration of the FY2004 CDBG Scattered Site program:

1. Resolution to Submit 2004 CDBG Scattered Site Grant Application
2. Resolution to Execute CDBG Related Documentation
3. Resolution of Commitment to Further Fair Housing
4. Recipient's Plan to Further Fair Housing and Complaint Procedure
5. Equal Employment & Procurement Plan
6. Procurement Policy
7. Section 3 Plan
8. Residential Anti-Displacement and Relocation Assistance Plan
9. Citizen Participation Plan
10. Code of Conduct
11. Resolution for Signatory Form & Check Signatures
12. Grant Project Ordinance

Adopted, this 20th day of October, 2003.



Tommy Emerson, Chairman
Chatham County Board of Commissioners



Sandra B. Dublett, CMC
Clerk to the Board
Chatham County

(Seal)

Summary of Administrative Guidelines & Policies
FY2004 CDBG Scattered Site Housing Grant Application - Chatham County

1. Resolution to Submit
Authorizes the submission of the FY04 CDBG Scattered Site Housing Application
2. Resolution to Execute CDBG Related Documentation
Authorizes the Chairman and/or County Manager to execute daily CDBG related documentation
3. Resolution of Commitment to Further Fair Housing
County agrees to commit to fair housing within the County's jurisdiction and comply with all federal, state and local laws, etc.
4. Recipient's Plan to Further Fair Housing
Description of fair housing activities that must be implemented by the during the grant period.
5. Equal Employment Plan
County provides equal employment opportunities.
6. Procurement Policy
Outlines the three methods of procurement to be used within this project for the award of contracts and purchases.
7. Section 3 Plan
Outlines the County's strategy for identifying opportunities for employment arising out of a CDBG assisted project and for making these jobs available for low-income residents in the area. It also states that the project activities will attempt to utilize local suppliers.
8. Residential Anti-Displacement and Relocation Plan
This plan states how the County will replace all occupied and vacant occupiable low/moderate income housing units demolished or converted to a use other than low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974 and what steps the County will take to replace these units.
9. Citizen Participation Plan
County will provide for and encourage citizen participation and will provide technical assistance to groups representative of persons of low and moderate income who request such assistance. The Complaint Procedure states the procedures developed by the County to handle complaints received involving the CDBG or any HUD-funded programs.

10. Code of Conduct
No public official, employee, officer or agent of the County shall participate in the selection, the award or the administration of a contract supported by federal funds if a conflict of interest, real or apparent, is involved.
11. Signature Resolution
Allow for up to four persons with the County to be designated to sign checks and requisitions. At least two signatures are required on all checks and requisitions.
12. Project Budget Ordinance
Breakdown/summary of all project funds needed to complete the proposed project.