

**A RESOLUTION OF THE WARREN COUNTY COMMISSIONERS, WARREN COUNTY,  
PENNSYLVANIA, TO APPROVE THE APPOINTMENT OF A CONTRACT COMPLIANCE OFFICER  
FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS.**

**WHEREAS**, Warren County has been awarded Community Development Block Grant (CDBG) funds by the U.S. Department of Housing and Urban Development (HUD); and

**WHEREAS**, the CDBG program requires that all contracts related to CDBG projects comply with applicable federal, state, and local regulations, including but not limited to procurement standards, labor laws, and environmental protections; and

**WHEREAS**, it is essential to ensure that contractors and subcontractors adhere to these requirements to guarantee the proper and legal use of public funds;

**NOW, THEREFORE, BE IT RESOLVED** that the Warren County Commissioners:

1. Hereby approve the appointment of Josh Cotton, CDBG program administrator, as the Contract Compliance Officer for county-funded CDBG projects, effective immediately.
2. The Contract Compliance Officer will be responsible for:
  - Ensuring that all contractors and subcontractors involved in the CDBG project comply with all applicable contractual obligations, including procurement procedures, performance requirements, and applicable labor standards.
  - Reviewing and maintaining appropriate records, including contract documents, bid proposals, and any other compliance-related documentation. Providing periodic reports to the [City Council/Board of Commissioners] on the status of contract compliance.
  - Ensuring that all contracts related to the CDBG project comply with federal, state, and local laws, including requirements related to bidding, prevailing wages, non-discrimination, and environmental protections.
  - Addressing any issues or violations of contract terms and working with contractors to resolve disputes or non-compliance matters, including notifying the appropriate authorities when necessary.
  - Providing guidance and training to contractors and project staff regarding compliance requirements, procurement processes, and contract management procedures.
3. The Contract Compliance Officer is authorized to take all necessary actions to ensure contract compliance, including conducting site inspections, reviewing contractor documentation, and facilitating communication between contractors, Warren County and regulatory agencies.

This Resolution shall be effective immediately upon its passage and approval.

Approved this 15<sup>th</sup> day of January 2025.

COMMISSIONERS OF WARREN COUNTY

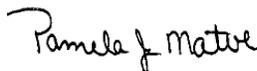


Kenneth L. Klakamp  
Chair



Tricia D. Durbin  
Vice Chair

Attest:



Pamela J. Matve  
Chief Clerk



Daniel Glotz  
Commissioner

