

CLEARANCES	Initial	Date	Date Received in Council Office:	Agenda date	Assigned to:
Originator: Executive		10/21/96	RECEIVED OCT 23 1996 WHATCOM COUNTY COUNCIL	10/29/96	Finance / Council
Division Head:					
Dept. Head:					
Prosecutor:	RW	10/22/96			
Purchasing/Budget:					
Executive:	PK	10/21/96			

**SUBJECT:**

- 1) Authorization to enter into agreement with Washington State Community, Trade and Economic Development, and U.S. Department of Housing and Urban Development for acceptance of \$500,000 Community Development Block Grant.
- 2) Authorization to enter into agreement with Whatcom Self-Help Homes, subrecipient of above grant project.
- 3) Associated resolutions pertaining to state and federal regulations in accepting the above grant funding.

**ATTACHMENTS:**

1. Agreement, Washington State CTED
  2. Agreement, Whatcom Self-Help Homes (subrecipient)
- The following resolutions are required by federal law when accepting block grant funds. They will be valid for future block grants as well:
3. Resolution authorizing the acceptance of CTED Community Block Grant for 32 single family homes for low/moderate income households
  4. Resolution adopting a written code of standard of conduct governing the performance of employees engaged in the award and administration of contracts
  5. Resolution adopting Title VI Certification
  6. Resolution adopting policy protecting individuals engaged in nonviolent civil rights demonstration
  7. Resolution adopting fair housing resolution
  - ✓ 8. Resolution adopting a grievance procedure for all Whatcom County projects using funds from the State of Washington Community Development Block Grant Program
  9. Resolution adopting an equal employment opportunity/affirmative action policy
  10. Resolution adopting a residential antidisplacement and relocation assistance plan

**SUMMARY STATEMENT:**

Please complete sections of box as appropriate & explain the item below.

Related County contract #:	Should Clerk schedule a hearing? NO /X / YES / / Requested date:
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This is a package of agreements (2 ea) and resolutions (8 ea) that are tied to a block grant that Whatcom County applied for and was awarded, in the amount of \$500,000 to provide low-income housing through subrecipient, Whatcom Self-Help Homes.

**ORIGINATOR'S RECOMMENDED ACTION:**

Pass

**COMMITTEE ACTION TAKEN:**

**COUNCIL ACTION TAKEN:**

1 SPONSORED BY: Consent

2 PROPOSED BY: Executive

3 INTRODUCTION DATE: October 29, 1996

4  
5 **RESOLUTION NO. 96-068**

6 **A RESOLUTION ADOPTING A GRIEVANCE PROCEDURE FOR ALL WHATCOM**  
7 **COUNTY PROJECTS USING FUNDS FROM THE STATE OF WASHINGTON**  
8 **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

9  
10 **WHEREAS**, Whatcom County is obtaining Community Development Block Grant  
11 (CDBG) funds for the benefit of low/moderate-income households; and

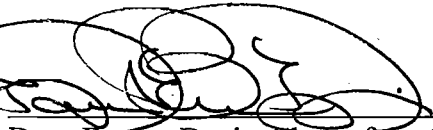
12  
13 **WHEREAS**, the CDBG Program requires a formal written grievance procedure.

14  
15 **NOW, THEREFORE, BE IT RESOLVED** by the Whatcom County Council that the  
16 Grievance Procedure attached as Exhibit A is herein adopted.

17  
18 APPROVED this 29 day of October, 1996.

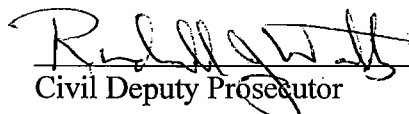
19  
20  
21  
22  
23 ATTEST:

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WASHINGTON

24  
25   
26 \_\_\_\_\_  
27 Dana Brown-Davis, Clerk of the Council

  
\_\_\_\_\_  
L. Ward Nelson, Council Chair

28  
29 APPROVED AS TO FORM:

30  
31   
32 \_\_\_\_\_  
33 Civil Deputy Prosecutor

1  
2  
3 **EXHIBIT A**

4 GRIEVANCE PROCEDURE

5 Whatcom County is the grantee of Washington State Community Development Block Grant funds  
6 for approved projects within Whatcom County, therefore, Whatcom County has adopted this  
7 grievance procedure to ensure that all citizens in Whatcom County receive a fair hearing and  
8 response to their grievances in connection with those projects.  
9

10 1. Submit complaints in writing to the Director of Planning and Development, between 8:30 a.m.  
11 and 4:30 p.m., Monday through Friday, at the Planning and Development Services Department,  
12 5280 Northwest Drive, Bellingham, WA 98225, for resolution. A record of the complaints and  
13 action taken will be maintained. A decision by the designated official will be rendered within 15  
14 working days.  
15

16 2. If the complaint cannot be resolved to the individual's satisfaction by the designated official, it  
17 will be forwarded to a committee appointed by the governing body. This committee's membership,  
18 its ground rules or procedures for hearing complaints, and how the committee can be contacted will  
19 be available to the public. The committee will be directed to hear such complaints in an objective,  
20 public manner, and after adequate public notice. A written decision will be made within 30  
21 working days. Proceedings of the committee will be recorded and maintained.  
22

23 3. A record of action taken on each complaint will be maintained as a part of the records or  
24 minutes at each level of the grievance process.