

N. SAUND

MUNICIPAL POLICIES AND. CODES

FORM MP-1  
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Consistent with the provisions of the Vermont Community Development Program, and federal law, the (check one)  Town  City  Village of T o w n s h e n d has adopted the following policies and codes:

**Equal Employment Opportunity Policy:**

The policy set forth herein applies to all municipal employees, both present and future, whose positions are funded through the Vermont Community Development Program.

Policy: This municipality will take such affirmative actions as necessary to ensure that any past or present employment practices, policies, or other barriers to equal treatment in employment opportunities in its Vermont Community Development Program are removed, and that no person will be discriminated against in employment opportunities created by programs funded through the Vermont Community Development Program on the basis of race, color, national origin, sex, age, handicap, familial status (presence of children under 18 in a family) or religion.

**Fair Housing Policy:**

The policy set forth herein applies to all housing programs, both present and future, funded through the Vermont Community Development Program.

Policy: This municipality:

- 1) will not directly, or through contractual or other arrangements, discriminate against anyone on the basis of race, color, national origin, sex, handicap, familial status, or religion in the provision of housing and housing-related services funded in whole or in part by the Vermont Community Development Program;
- 2) will not select sites or locations of housing and housing-related facilities which have an exclusionary or discriminatory effect;
- 3) will take all necessary and appropriate actions to prevent discrimination in housing and housing-related activities.

Policy: When, and if, adopting a municipal plan under 24 VSA Chapter 117, the municipality shall consider the housing needs of the existing and projected population and shall classify suitable land areas for appropriate housing to meet the needs of existing and projected population. Any land use controls adopted to implement the plan under this chapter shall not have the intent or effect of excluding any type of housing for any group of people.

**Use of Excessive Force Policy:**

The policy set forth herein must be adopted by all municipalities using VCDP funds.. Adoption certifies accordance with the provisions of the ArmstrongNValker AExcessive Force@ Amendment (Pl. 101-144).

Policy: This municipality does hereby adopt a policy prohibiting the use of excessive force by its law enforcement agencies against any individuals engaged in nonviolent civil rights demonstrations.

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**Policy on the Use of VCDP Funds for Federal Lobbying:**

The policy set forth herein must be adopted by all municipalities using VCDP funds. Adoption of this policy certifies that no VCDP funds will be used for the lobbying of federal officials.

**Policy:** This municipality will not allow the use of VCDP funds to pay any person for the influencing or attempting to influence an officer of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

**Code of Ethics for Administration of Vermont Community Development Program**

The following code of ethical conduct for public officials, employees, and/or affected contractors • covers all aspects of the Vermont Community Development Program, whether or not specifically cited.

- Code:**
- 1) Goods and services shall be procured in a manner which maximizes free and open competition.
  - 2) Officers and employees shall not participate in any decision concerning matters in which they have a financial interest.
  - 3) Conflicts, and the appearance of conflicts, of interest shall be avoided in order to assure public confidence in the operations of governments.
  - 4) Every effort will be made to actively recruit woman-owned or minority-owned businesses and to provide opportunities for local residents and businesses, consistent with Section 3 of the Housing and Urban Development Act of 1968.
  - 5) All procurement actions shall be conducted in public and all records related thereto will be open to public review.

The Drug-Free Workplace Act of 1988 requires Grantees to certify and assure the Department that they will establish:

- 1) A formal written policy that informs employees that the manufacture, distribution, possession and use of illegal drugs in the workplace are prohibited, and
- 2) An ongoing drug-free awareness program

The requirements of this Act only apply to employees of the municipality working on the grant, and does not apply to employees of the administrator or any subgrantee.

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MUNICIPAL POLICIES AND CODES

**Subrecipient Oversight Monitoring Policy:**

The policy set forth herein must be adopted by all municipalities using VCDP funds. Adoption of this policy certifies the Grantee shall be responsible for oversight monitoring of grant funds that are dispersed to a sub-recipient, to ensure the funds are properly managed.

To ensure such funds are managed according to the agreements and requirements of the granting agency, the Municipality will designate a municipal individual responsible for subrecipient monitoring. At a minimum this will include:

- 1) Closely monitoring and reviewing the requisition of funds to the funding agency on a regular basis;
- 2) Closely monitoring the progress of the funded project through the review of required progress reports; and
- 3) Obtaining and reviewing the independent audit if required for the sub-recipient (expenditure of \$500,000 or greater in one fiscal year); or the municipality may determine that its own single audit may be expanded to include the scope of federal funds expended at the subrecipient level; or the subrecipient may be eligible to have a program specific audit.

*We encourage the Municipality to add any additional oversight activities that the municipality deems necessary in maintaining its subrecipient monitoring responsibilities.*

**Adoption**

Adopted by the Legislative Body on the \_\_\_\_\_ day of 191<sup>2</sup>4 (ZOI) \_\_\_\_\_

LEGISLATIVE BODY

(Typed Name)

(Signature)

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*Mani David Reynolds*

*John Russ*

*Wesley G. Harris*

*Chris C...*

**For Agency Use:**

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_