

**RESOLUTION**  
**Madison County, Mississippi**

**CODE OF STANDARDS OF CONDUCT**  
**(Local Units of Government, Institutions of Higher Education,  
Hospitals and Other Non-Profits)**

On this, the 5<sup>th</sup> day of July, 2016, the above named recipient of federal funds does hereby resolve to comply with regulations set forth in 2 CFR 200.318(c)(1) and Section 25-4-105 of the Mississippi Code of 1972, as amended. Such Code of Standards of Conduct provides that:

No employee, officer, or agent of the recipient shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer, or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The recipient's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to recipient's agreements. In resolving to comply with the above stated requirements, we hereby agree to the State of Mississippi's enforcement of the provisions of disciplinary actions prescribed in Section 25-4-109 and 25-4-111 of the Mississippi Code of 1972, as amended, should any of these standards be violated by the recipient's officers, employees, or agents, or by contractors or subcontractors or their agents.

Be it further resolved that Madison County, Mississippi, shall comply with the applicable requirements set forth in OMB 2 CFR Part 200 and all relevant MHC Policy and Procedures.

The above Resolution was officially adopted and duly recorded in the minutes of the before mentioned recipient.

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President

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Witness

**AFFIRMATIVE MARKETING and MBE/WBE PLAN**  
**July 5, 2016**

The Madison County Board of Supervisors, Mississippi will award HOME funds in accordance with the nondiscrimination and equal opportunity requirements set forth in the program regulations. The County will follow all applicable non-discrimination laws. Recipients will be provided with procedures outlining corrective action for noncompliance, as well as, a list of minority and women contractors certified to work on HOME Program.

The HOME Program will be affirmatively marketed to inform the public, potential contractors and subcontractors about the County's affirmative marketing policy. Activities undertaken with the use of HOME funds granted to the County will be governed by the County's affirmative marketing procedures and requirements.

Special outreach procedures will be used to inform and solicit bids from local companies and individuals who normally would not bid on government projects. A list of such individuals and companies will be solicited from community organizations, the local (county) chamber of commerce and other business and professional groups. Copies of newspapers ads, calls, and letters will be maintained to document the affirmative marketing efforts.

**MINORITY/WOMEN BUSINESS OUTREACH EFFORTS**

In keeping with HUD's policy and that of the Mississippi Home Corporation, the following actions will be taken in the use of HOME funds with regard to MBE/WBE:

- Contact at least two minority/women businesses by certified mail and allow them the opportunity to submit a proposal or bid to provide any service needed.
- Maintain records to document the extent of MBE/WBE contracting and subcontracting.
- Exceed the State's goal of 10% MBE/WBE participation in HOME funded projects. and
- Incorporate the goal statement in any and all bid packets.

Passed this the 5<sup>th</sup> day of July, 2016.

\_\_\_\_\_  
**Trey Baxter, President**

\_\_\_\_\_  
**Date**

**RESOLUTION MADISON COUNTY BOARD OF SUPERVISORS**

**SECTION 3 PLAN RESOLUTION  
Madison County Board of Supervisors**

WHEREAS, the Madison County Board of Supervisors is submitting a HOME Investment Partnerships Program application for possible 2016 funding from the Mississippi Home Corporation, by virtue of this submission, if awarded, the Madison County Board of Supervisors is required by the Mississippi Home Corporation and Section 3 of the Housing and Urban Development Act of 1968 to adopt a Section 3 Plan; and

WHEREAS, the Section 3 Plan is intended to ensure, to the greatest extent feasible, that training and employment opportunities generated by the U.S. Department of Housing and Urban Development projects be given to low income residents of the Section 3 project area and that contracts for work in connection with this project be awarded to qualified Section 3 Business Concerns.

WHEREAS, if awarded, it is the intention of the Madison County Board of Supervisors to implement its HOME Investment Partnerships Program projects in accordance with all program regulations including the said Section 3 requirements.

NOW, THEREFORE, BE IT RESOLVED that the Madison County Board of Supervisors adopts the HOME Investment Partnerships Program Section 3 Plan, which is attached hereto as "Attachment A" and made a part hereof.

ADOPTED this the 5<sup>th</sup> day of July, 2016.

Madison County, Mississippi

ATTEST:

\_\_\_\_\_  
CHANCERY CLERK

BY: \_\_\_\_\_  
BOARD PRESIDENT



### GRANTEE SECTION 3 ACTION PLAN

The Madison County Board of Supervisors agrees to develop local procedures designed to implement the following steps to increase opportunities for training and employment for lower income residents of the Section 3 covered area Madison County, and increase the utilization of business concerns within the Section 3 covered area Madison County or owned by Section 3 area residents.

A. To identify projected employment, training and contracting opportunities as the recipient of federal funds and to facilitate the training and employment of Section 3 residents and contracting with Section 3 businesses.

B. To recruit Section 3 residents for available opportunities through: local advertising media; posted signs; community organizations and public and private institutions operating within or serving the project area.

C. To identify eligible business concerns for federal funded contracts through: the Chamber of Commerce, business associations, and local advertising media including newspapers; public signage; citizen advisory boards; and all other appropriate referral sources.

D. To maintain a list of eligible business concerns for utilization in federally funded procurements, to notify appropriate project area business concerns of pending contractual opportunities, and to make available this list for procurement needs.

E. To require all bidders on contracts to submit a written Section 3 Hiring and Business Utilization Plan and to require the contractor to submit reports to document actual accomplishments.

F. To include Section 3 information in procurement solicitations, incorporate Section 3 clauses in contractual documents, and review Section 3 information at the preconstruction conference and then monitor contractor compliance.

G. To maintain records, including copies of correspondence, memoranda, reports, contracts, etc., which document that the above action steps have been taken and any barriers encountered. To submit reports on accomplishments as required.

H. To designate a local government official to coordinate implementation of this Section 3 Plan.

I. To the extent feasible, additional affirmative steps will be taken to encourage and utilize Section 3 residents and businesses and to reach employment, training and contracting goals.

*As the chief local official, I have read and fully agree to this Section 3 Action Plan and agree to actively pursue full implementation of this program.*

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date



**RESOLUTION TO APPLY  
2016 HOME Grant from the  
Mississippi Home Corporation**

**WHEREAS**, the Madison County Board of Supervisors has an interest in providing homeowner rehabilitation assistance to the County's citizens; **WHEREAS**, the Madison County Board of Supervisors desires to provide homeowner rehabilitation assistance by seeking outside funding; and, **WHEREAS**, Madison County Board of Supervisors is interested in submitting a Homeowner Rehabilitation Application to the Mississippi Home Corporation for 2016 funding; and **NOW, THEREFORE BE IT RESOLVED**, the Board further designates the President to act as a representative of County in this matter and to execute all necessary forms and documents on behalf of the County; and,

Passed this the 5<sup>th</sup> day of July, 2016.

**Madison County Board of Supervisors**

By: \_\_\_\_\_  
President

Date Signed: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

Date Signed: \_\_\_\_\_