

Resolution # 3310

**A RESOLUTION OF THE WARREN COUNTY COMMISSIONERS, WARREN COUNTY,
PENNSYLVANIA, APPOINTING A FAIR HOUSING OFFICER FOR COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS.**

WHEREAS, Warren County has received Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD) for the [description of the CDBG project]; and

WHEREAS, in accordance with the Fair Housing Act and other federal and state regulations, all CDBG projects must promote fair housing practices, prevent discrimination in housing, and ensure equal housing opportunities for all individuals; and

WHEREAS, Warren County is committed to promoting fair housing and ensuring compliance with fair housing laws throughout all activities funded by the CDBG program;

NOW, THEREFORE, BE IT RESOLVED by the Warren County Commissioners:

1. That Josh Cotton, CDBG program administrator, is appointed as the Fair Housing Officer for all CDBG-funded projects within Warren County, effective immediately.
2. Fair Housing Officer will be responsible for:
 - Monitoring and ensuring that all activities and projects funded by CDBG resources comply with the Fair Housing Act and other relevant state and local fair housing laws, including prevention of housing discrimination based on race, color, national origin, religion, sex, familial status, or disability.
 - Receiving, investigating, and resolving complaints related to housing discrimination in connection with CDBG-funded activities. The Fair Housing Officer will ensure that complaints are handled in accordance with legal standards and within prescribed timeframes.
 - Providing educational programs and materials to the public, housing providers, and CDBG recipients to raise awareness of fair housing rights and obligations. This includes organizing fair housing outreach activities to promote equal housing opportunities.
 - Keeping records of all fair housing activities and complaints, and submitting necessary reports to federal and state agencies, as required. This includes ensuring that appropriate documentation of fair housing efforts is maintained and available for review.
 - Collaborating with local, state, and federal agencies to ensure the enforcement of fair housing laws and policies, as well as working with community organizations to foster fair housing practices.
 - Taking necessary actions to ensure that all individuals, regardless of their background, have access to housing opportunities, and ensuring that any discriminatory barriers are identified and addressed.
3. The Fair Housing Officer is authorized to take all necessary actions to fulfill these duties, including investigating complaints, conducting outreach, organizing training, and ensuring compliance with applicable laws.

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

Adopted this 17th day of September, 2025

COMMISSIONERS OF WARREN COUNTY



Kenneth L. Klakamp
Chair



Tricia D. Durbin
Vice Chair



Daniel Glotz
Commissioner

Attest:



Pamela J. Matve
Chief Clerk

