

EXHIBIT 5-Q

**SAMPLE
HATCH ACT RESOLUTION**

Background: Chapter 5, page 5-3 -- CDBG Grantees must adopt a Hatch Act Resolution and

- inform local government officials and CDBG grantee employees of the provisions of the Hatch Act; and
 - designate a local government representative to disseminate the information and brochure regarding Hatch Act responsibilities.
-

RESOLUTION No: _____

WHEREAS, the federal Hatch Act (5 USC, §§ 1501 et seq.) restricts the political activity of local government employees employed in connection with programs financed in whole or in part by federal loans or grants; and

WHEREAS, the Hatch Act attempts to deter the political influence of public employees connected with federally funded programs; and

WHEREAS, the (*City/Town/County*) receives federal loans or grants from the federal government to support various programs; and

WHEREAS, local governments which receive loans and grants from the federal government are required to inform all employees of the provisions of the Hatch Act and to adopt a policy of compliance with its regulations;

THEREFORE, BE IT RESOLVED, that the (*City or Town Clerk, County Clerk and Recorder, or Personnel Officer*) is hereby appointed to serve as Hatch Act Information Officer, and that as such he/she will inform each of the (*City's/Town's/County's*) officials and employees of the provisions of the Hatch Act through the use of an employee manual, written memoranda or other written means of notification, maintain on file a copy of the brochure entitled *Political Activity and the State and Local Employee*, http://www.osc.gov/documents/hatchact/ha_fed.pdf, and monitor compliance with the provisions of the Hatch Act.

Signed: _____

Name: _____

Title: _____

Date: _____

Attested: _____