

JUL 10 2012cms/CAS

RESOLUTION

of the

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS

regarding

**ESTABLISHING AND IDENTIFYING THE RESPONSIBLE
STAFF MEMBER TO IMPLEMENT THE FEDERAL LINE
OF CREDIT CONTROL SYSTEM (LOCCS) PROCEDURES FOR
RECEIVING GRANT FUNDS FROM THE
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

Resolution No. 2012-M-18

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires that a grantee establish procedures and identify an individual or individuals who shall have access to the LOCCS secure system in order to affect pay-outs to the grantee (Orange County) under secure and identified procedures; and

WHEREAS, it is the intention of Orange County to identify the Manager of the Orange County Housing and Community Development Division as that approving official under the LOCCS system who may authorize users to access LOCCS; and

WHEREAS, it is the specific intent of the Board, and the Board hereby designates and delegates, the Manager of the Orange County Housing and Community Development Division, currently Mitchell Glasser, to be the approving official responsible for certification or re-certification of recipient staff from the Comptroller's Office to allow access to the LOCCS system; and

WHEREAS, it will be the Manager's responsibility to ensure that LOCCS security procedures are enforced and that user identification names and numbers remain secure and updated; and

WHEREAS, the Board specifically recognizes that representatives from the Grants Section of the Comptroller's Office will be re-certified periodically by the Manager allowing continued access to process the payment requests and draw-downs of funds from the LOCCS system.

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY:

Section 1. Procedures. The County hereby establishes and adopts the attached procedures entitled "Orange County Line of Credit Control System (LOCCS) Procedures" for allowing secure access to the HUD LOCCS system by designated County employees. The attached Procedures are incorporated herein by this reference and are made a part of this Resolution and officially adopted by the Board of County Commissioners.

Section 2. Appointment. Orange County hereby specifically names the Manager of the Orange County Housing and Community Development Division, currently Mitchell Glasser, as the approving official responsible for authorizing user access to the LOCCS system and for approval of and re-certification of recipient staff from the Comptroller's Office, allowing continuing access to and payment to the County from LOCCS in accordance with the attached Procedures.

Section 3. Access. Orange County acknowledges that access to LOCCS shall be accessible only by the assigned users identified herein as provided in the attached Procedures.

Section 4. Responsible Parties. Each authorized user of the LOCCS system is hereby declared to be responsible for their own actions, and each such individual warrants and agrees to ensure that LOCCS security measures are enforced and that information concerning passwords and other identifiers are not shared with any other person.

Section 5. Acknowledgment and Execution. The attached Procedures shall be acknowledged and executed by the Chief Administrative Officer of Orange County, County Administrator Ajit Lalchandani.

Section 6. Effective Date. This Resolution and the attached Procedures shall be in force and effect until this Resolution is rescinded or a new resolution on this topic is adopted by the Board of County Commissioners of Orange County.

ADOPTED THIS _____ DAY OF **JUL 10 2012**, 2012.

ORANGE COUNTY, FLORIDA
By: Board of County Commissioners

By: *Teresa Jacobs*
Teresa Jacobs
County Mayor

ATTEST: Martha O. Haynie, County Comptroller
As Clerk of the Board of County Commissioners

By: *Martha O. Haynie*
Deputy Clerk



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