

RESOLUTION AUTHORIZING SIGNATORIES

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SAN AUGUSTINE, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TxCDBG) CONTRACT NUMBER 7218172.

WHEREAS, the City of San Augustine, Texas has received a 2018 Texas Community Development Block Grant award to provide sidewalk improvements, and;

WHEREAS, it is necessary to appoint persons to execute contractual documents and documents for requesting funds from the Texas Department of Agriculture, and;

WHEREAS, an original signed copy of the TxCDBG *Depository/Authorized Signatories Designation Form (Form A202)* is to be submitted with a copy of this Resolution, and;

WHEREAS, the City of San Augustine, Texas acknowledges that in the event that an authorized signatory of the City changes (elections, illness, resignations, etc.), the City must provide TxCDBG with the following:

- a resolution stating who the new authorized signatory is (not required if this original resolution names only the title and not the name of the signatory); and
- a revised TxCDBG *Depository/ Authorized Signatories Designation Form (Form A202)*.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN AUGUSTINE, TEXAS, AS FOLLOWS:

The Mayor, Mayor Pro-Tem and City Manager be authorized to execute contractual documents between the Texas Department of Agriculture and the City for the 2018 Texas Community Development Block Grant Program.

The Mayor, Mayor Pro-Tem, City Manager and City Secretary be authorized to execute the *State of Texas Purchase Voucher* and *Request for Payment Form* documents required for requesting funds approved in the 2018 Texas Community Development Block Grant Program.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF SAN AUGUSTINE, TEXAS, on

18th day of June, 2019.

Leroy Hughes, Mayor

Attest:

Cinda Garner, City Secretary

Depository/Authorized Signatories Designation Form

Grant Recipient San Augustine TxCDBG Contract No. 7218172

The individuals listed below are designated by resolution as authorized signatories for contractual documents.

| | |
|--------------|--------------|
| Leroy Hughes | Dan Fussell |
| (Name) | (Name) |
| Mayor | Mayor ProTem |
| (Title) | (Title) |
| (Signature) | (Signature) |

In addition to the individuals listed above, the individuals listed below are designated by resolution as authorized signatories for the *Request for Payment Form* (Form A203)—(At least two (2) signatories required).

| | |
|----------------|--------------|
| Leroy Hughes | Dan Fussell |
| (Name) | (Name) |
| Mayor | Mayor ProTem |
| (Title) | (Title) |
| (Signature) | (Signature) |
| Cinda Garner | John Camp |
| (Name) | (Name) |
| City Secretary | City Manager |
| (Title) | (Title) |
| (Signature) | (Signature) |

NOTE: A copy of a Resolution passed by the city council or county commissioner's court authorizing the signatories must be submitted along with this form. Grant Recipients are strongly encouraged to use the sample resolution provided.

| | | |
|----------------------------|--|--|
| For Comptroller's Use Only | | |
| | | |

Direct Deposit Authorization

This form may be used by vendors, individual recipients or state employees to receive payments from the state of Texas by direct deposit or to change/cancel existing direct deposit information.

Transaction Types

| | | |
|-----------|---|--|
| SECTION 1 | 1. Select transaction types: | |
| | <input checked="" type="checkbox"/> New setup (Sections 2, 3, 5 and 6) | <input type="checkbox"/> Change account type (Sections 2, 3, 4, 5 and 6) |
| | <input type="checkbox"/> Change financial institution (Sections 2, 3, 4, 5 and 6) | <input type="checkbox"/> Cancellation (Sections 2 and 6 - Sections 7 and 8 for state agency use) |
| | <input type="checkbox"/> Change account number (Sections 2, 3, 4, 5 and 6) | <input type="checkbox"/> Change custodial agency _____ |

Payee Identification

| | | | |
|---|--|--|---|
| SECTION 2 | 2. Payee type | 3. Identification number | 4. Mail code (If not known, leave blank.) |
| | <input type="checkbox"/> State employee | <input type="checkbox"/> Social Security number (SSN)* | |
| | <input checked="" type="checkbox"/> Vendor or other recipient | <input type="checkbox"/> Texas Identification Number (TIN) | <input type="checkbox"/> Individual Taxpayer Identification Number (ITIN) |
| 5. Payee name | <input checked="" type="checkbox"/> Employer Identification Number (EIN) _____ | | |
| City of San Augustine | | 6. Phone (Area code and number) | |
| | | (936) 275-2121 ext. _____ | |
| 7. Mailing address (Street, city, state and ZIP code) | | | |
| 301 S. Harrison Street, San Augustine, TX 75972 | | | |

New Account Information (Setups and Changes) (Completion by financial institution is recommended)

| | | | |
|---|--|---|---|
| SECTION 3 | 8. Financial institution name | 9. City | 10. State |
| | 11. Routing number (9 digits) | 12. Customer account number (maximum 17 characters) | 13. Account type |
| | | | <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings |
| | 14. Financial representative name (optional) | 15. Title (optional) | |
| 16. Financial representative signature (optional) | 17. Phone (Area code and number) (optional) | 18. Date (optional) | |
| | () ext. _____ | | |

Existing Account Information (Changes Only)

| | | | |
|-----------|-------------------------------|---|--|
| SECTION 4 | 19. Routing number (9 digits) | 20. Customer account number (maximum 17 characters) | 21. Account type |
| | | | <input type="checkbox"/> Checking <input type="checkbox"/> Savings |

International Payments Verification (required)

| | |
|-----------|---|
| SECTION 5 | 22. Will these payments be forwarded to a financial institution outside the United States?..... <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| | If "YES," also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227). |

Authorization for Setup, Changes or Cancellation (required)

| | | | |
|-----------|--|------------------|----------|
| SECTION 6 | I authorize the Texas Comptroller of Public Accounts to electronically deposit my payments from the state of Texas to my financial institution. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error. I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.) | | |
| | 23. Authorized signature | 24. Printed name | 25. Date |
| | sign here | | |

Cancellation by Agency (for state agency use)

| | | |
|-----------|------------|----------|
| SECTION 7 | 26. Reason | 27. Date |
| | | |

State Agency Contact (for state agency use)

| | | |
|---------------------------------|----------------------------------|-------------------|
| SECTION 8 | 28. Authorized signature | 29. Date |
| | sign here | |
| | 30. Phone (Area code and number) | 31. Agency number |
| | () ext. _____ | 551 |
| 32. Agency name | | |
| Texas Department of Agriculture | | |
| 33. Comments | | |
| | | |

| |
|--|
| 34. Please return to the paying agency at the following address: |
| Texas Department of Agriculture |
| Accounts Payable/Direct Deposit Program |
| 1700 North Congress Avenue |
| Austin, TX 78701-1436 |
| Phone: 512-463-7476 |

Instructions for Direct Deposit Authorization

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. To request information for review or to request error correction, use the contact information on this form.

Section 1: Transaction Type(s)

1. Select the appropriate **transaction type(s)** and complete the corresponding sections.

Note: Requests to change custodial agency number are processed based on Payment Services research and guidelines.

Section 2: Payee Identification (Required)

2. **Payee type:** Indicate whether the payee is a **state employee** or a **vendor/recipient**.

Note: Agencies must complete box 34 with the appropriate agency's return address for the selected payee type.

3. **Identification number:** Indicate the type of identification number and provide the associated 9- or 11-digit number.
 4. **Mail code:** Enter the 3-digit mail code.
 5. **Payee name:** Enter the payee's name.
 6. **Phone:** Enter the payee's area code, phone number (and extension, if applicable).
 7. **Mailing address:** Enter the payee's mailing address, city, state and ZIP code.

Section 3: New Account Information (Setups and changes) (Completion by financial institution is recommended)

8. **Financial institution name:** Enter the name of the payee's financial institution.
 9. **City:** Enter the city of the payee's financial institution.
 10. **State:** Enter the 2-character abbreviation for state of the payee's financial institution.
 11. **Routing number:** Enter the 9-digit routing number of the payee's financial institution.
 12. **Customer account number:** Enter the payee's account number (maximum 17 characters).
 13. **Type of account:** Indicate whether the payee's account type is a checking account or a savings account.
 14. **Financial representative name:** (optional) Enter the name of the financial representative.
 15. **Title:** (optional) Enter the title of the financial institution representative.
 16. **Financial representative signature:** (optional) Original signature of the financial representative.
 17. **Phone:** (optional) Enter the area code, phone number (and extension, if applicable) of the financial representative.
 18. **Date:** (optional) Enter the date the financial representative signed the form.

Section 4: Existing Account Information (Changes only)

19. **Routing number:** Enter the 9-digit *routing number* currently on file with the Comptroller's office.
 20. **Customer account number:** Enter the payee's *account number* currently on file with the Comptroller's office.
 21. **Account type:** Select the payee's *account type* currently on file with the Comptroller's office.

Section 5: International Payments Verification (Required)

22. **Payment Destination:** Select **YES** or **NO** to indicate if state payments will be forwarded to a financial institution outside the U.S.
Note: If **YES**, the payee must also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227).

Section 6: Authorization for Setup, Changes or Cancellation (Required)

23. **Authorized signature:** Original signature of the payee is required.
 24. **Printed name:** Enter or print the name of the payee or vendor/recipient signing the form.
 25. **Date:** Enter or print the date the form was signed.

Section 7: Cancellation by Agency (for state agency use)

26. **Reason:** Enter the reason for cancellation of the payee's direct deposit information.
 27. **Date:** Enter the date the cancellation was determined.

Section 8: State Agency Contact (for state agency use)

28. **Authorized signature:** Original signature of the agency's authorized representative is required.
 29. **Date:** Enter the date the agency's representative signed the form.
 30. **Phone:** Enter the area code, phone number and extension (if applicable) of the agency's representative.
 31. **Agency number:** Enter the 3-digit agency number.
 32. **Agency name:** Enter the agency's name.
 33. **Comments:** (optional) Enter comments, if needed.
 34. **Return to Paying State Agency:** This area autopopulates with the name and address of the paying state agency to which this form will be returned.

Questions?

| | |
|----------------------------|---|
| State Employees: | Contact your agency's Human Resource department or payroll staff. |
| Vendors/Recipients: | Contact the paying agency's accounts payable staff. |
| State Agencies: | Contact Fiscal Management, Payment Services at 512-936-8138. |

Excessive Force Policy

In accordance with 24 CFR 91.325(b)(6), the *City of San Augustine* hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of City of San Augustine to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of City of San Augustine to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. City of San Augustine will introduce and pass a resolution adopting this policy.

As officers and representatives of City of San Augustine, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

Signature

Mayor

Title

Date

Section 504 Policy Against Discrimination based on Handicap and Grievance Procedures

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), City of San Augustine hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. City of San Augustine does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. City of San Augustine's recruitment materials or publications shall include a statement of this policy in 1. above.
4. City of San Augustine shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the TxCDBG program, City of San Augustine shall ensure that they are provided with the information necessary to understand and participate in the TxCDBG program.
6. Grievances and Complaints
 - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for City of San Augustine to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
 - b. Complaints should be addressed to: Cinda Garner, City of Secretary, 301 S. Harrison Street, San Augustine, TX 75972, (936) 275-2121, who has been designated to coordinate Section 504 compliance efforts.

- c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
- d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
- e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by Cinda Garner, City Secretary. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Cinda Garner, City Secretary, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
- g. The Section 504 coordinator shall maintain the files and records of the City of San Augustine relating to the complaints files.
- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the City of San Augustine within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City of San Augustine complies with Section 504 and HUD regulations.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF SAN AUGUSTINE, TEXAS, on 18th day of June, 2019.

Leroy Hughes, Mayor

Attest:

Cinda Garner, City Secretary

09/01/2016

Section 504 Self-Evaluation Form

Grant Recipient: City of San Augustine TxCDBG Contract No: 7218172

Brief Description of Project: Sidewalk Improvements Project

1. Identify individual(s) responsible for collecting information for the Section 504 Self-Evaluation Review.

Ms. Cinda Garner, City Secretary

2. Identify the individual(s) with disabilities and/or organizations (representing persons with disabilities) that were consulted for the self-evaluation review. Describe how they participated in the self-evaluation review.

Not Applicable

3. Describe Section 504 nondiscrimination notification procedures (example: newspaper advertisements, utility inserts, flyers, postings at public facilities).

Newspaper Advertisement and Postings at City Hall's bulletin board.

4. List policies that may limit participation of individuals with disabilities in Contractor programs, projects, and activities.

1) None

5. Identify and list public facilities that limit accessibility.

1) None

6. Describe contractor in-house procedures for circulating information on Section 504 and procedures for staff training on Section 504.

None Required

7. Identify Section 504 contractor complaint procedures.

1) The City asks that all complaints be submitted in writing.

2) If the Mayor or appointed equal opportunity officer cannot resolve the problem, then they are forced to the next City Council Meeting.

3) If the complaint is not resolved at this time, the matter is referred to the Governing Body as a whole at the next City Council Meeting.

8. Describe Contractor's efforts to ensure compliance of Section 504 by third party contractors (Construction Contractors, Engineers, Administrators etc.).

City procurement policies require compliance with equal employment opportunity and nondiscrimination of handicapped persons.

9. Describe Contractor's efforts to make documents and publications available to individuals with special needs (examples: large print, audio tape, Braille, computer disks).

Copies of any advertisements by the City and City Council meeting minutes are available from the Mayor or City Secretary. The City does not have an office to in-house Braille; however, documents may and will be read to blind persons.

10. List special information services that are available (examples: telephone listening devices, information sheet on TDD Relay Texas Service Center for the deaf, interpreters, readers, listening devices, audio visual presentations, automated electronic devices, assistive listening devices, documents in Braille etc.).

None

11. List emergency evacuation procedures.

1) All staff and others shall immediately evacuate the building and proceed to the designated evacuation area or at least 500 feet from the affected building(s).

**Fair Housing Month Proclamation
Proclamation of April as Fair Housing Month**

WHEREAS Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS The National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, WE, the City Council of San Augustine, do proclaim April as Fair Housing Month in the City Council of San Augustine and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

IN WITNESS WHEREOF we have affixed our signatures and seal on this the

18th day of June, 2019.

Witness:

Title: Mayor

Witness:

Title: City Secretary



Designation Form for Civil Rights Officer

A1008



City: City of San Augustine TxCDBG Contract # 7218172.
 Address: 301 S. Harrison Street
San Augustine, TX 75972
 Telephone Number: (936) 275-2121

I, Leroy Hughes, do hereby appoint Cinda Garner, as the Civil Rights Officer for the City of San Augustine.

The Civil Rights Officer shall be responsible for the oversight and compliance of fair housing and equal opportunity activities to be performed by the City of San Augustine, as required by the Texas Community Development Block Grant Program Contract No. 7218172.

The Civil Rights Officer is responsible for being familiar with and adhering to all civil rights laws and regulations pertaining to the Texas Community Development Block Grant Program, including those described in the TxCDBG Implementation Manual and those listed in the TxCDBG contract.

Civil Rights Officer: _____
(Signature)



Appointed by: _____
(Signature)

Date: _____

THE CITY OF SAN AUGUSTINE
CITIZEN PARTICIPATION PLAN
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Note to Grant Recipients regarding Limited English Proficiency (LEP) requirements:

In accordance with federal law, if there is a significant number of the population who are non-English speaking residents and are affected by the TxCDBG project, such citizens should have 'meaningful access' to all aspects of the TxCDBG project. To provide 'meaningful access', Grant Recipients may need to provide interpreter services at public hearings or provide non-English written materials that are routinely provided in English. Examples of such vital documents may include Citizen Participation notices (e.g., complaint procedures, hearings notices), civil rights notices, and any other published notice that may allow an eligible person with limited English proficiency to participate in discussing proposed CDBG activities.

For more information, see LEP.gov

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas Department of Agriculture's Texas Community Development Block Grant (TxCDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of San Augustine, 301 S. Harrison Street, San Augustine, TX 75972, (936) 275-2121 during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to the City of San Augustine, at 301 S. Harrison Street, San Augustine, TX 75972 or may call (936) 275-2121.
2. A copy of the complaint or grievance shall be transmitted by the City of San Augustine to the entity that is the subject of the complaint or grievance and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The City of San Augustine shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3 above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.

5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the TxCDBG for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, the City shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of TxCDBG funds. The City, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by the City, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the TxCDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the City must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a TxCDBG application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City shall comply with the following citizen participation requirements for the preparation and submission of an application for a TxCDBG project:

1. At a minimum, the City shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.
2. The City shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for

three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

3. The public hearing shall include a discussion with citizens as outlined in the applicable TxCDBG application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the TxCDBG program, and the use of past TxCDBG contract funds, if applicable. Citizens, with particular emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.
4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City must comply with the following citizen participation requirements in the event that the City receives funds from the TxCDBG program:

1. The City shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the TxCDBG project, the City shall hold a public hearing and review its program performance including the actual use of the TxCDBG funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the TxCDBG project or for the closeout of the TxCDBG project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.
4. The City shall retain documentation of the TxCDBG project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

Leroy Hughes, Mayor

Date

MUESTRAS

LA CIUDAD DE SAN AUGUSTINE PLAN DE PARTICIPACIÓN CIUDADANA PROGRAMA DE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Nota a los receptores de subvención en relación a requisitos de Dominio Limitado del Inglés:

De acuerdo con la ley federal hay un número significativo de población que son residentes y que no hablan inglés y son afectados por el proyecto TxCDBG, estos ciudadanos deben tener "acceso significativo" a todos los aspectos del proyecto TxCDBG. Para proporcionar "acceso significativo", receptores de la subvención pueden ser utilizados para proporcionar servicios de interpretación en las audiencias públicas o proporcionar materiales no escritos en inglés que se proporcionan de manera rutinaria en Inglés. Para obtener más información, consulte LEP.gov.

PROCEDIMIENTOS DE QUEJA

Estos procedimientos de queja cumplen con los requisitos del Departamento de Programa de Agricultura de Texas Community Development Block Grant (TxCDBG) y los requisitos del gobierno local de Texas se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en la Ciudad City of San Augustine, 301 S. Harrison Street, San Augustine, TX 75972, (936) 275-2121 en horario de oficina.

A continuación se presentan los procedimientos formales de quejas y quejas relativas a los servicios prestados en el marco del proyecto TxCDBG.

1. Una persona que tiene una queja o reclamación sobre cualquiera de los servicios o actividades en relación con el proyecto TxCDBG, o si se trata de una propuesta, en curso o determinado proyecto TxCDBG, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito a la City of San Augustine, at 301 S. Harrison Street, San Augustine, TX 75972 o puede llamar a (936) 275-2121.
2. Una copia de la queja o reclamación se transmitirá por el City of San Augustine a la entidad que es encargada de la queja o reclamación y al Abogado de la Ciudad dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que la reclamación fue recibida.
3. El City of San Augustine deberá cumplir una investigación de la queja o reclamación, si es posible, y dara una respuesta oportuna por escrito a la persona que hizo la denuncia o queja dentro de los diez (10) días.
4. Si la investigación no puede ser completada dentro de los diez (10) días hábiles anteriormente, la persona que hizo la queja o denuncia sera notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o quejas y detallará cuando se debera completar la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la TxCDBG para su posterior revisión y comentarios.

6. Se proporcionara copias de los procedimientos de queja y las respuestas a las quejas, tanto en Inglés y Español, u otro lenguaje apropiado.

ASISTENCIA TÉCNICA

Cuando lo solicite, la Ciudad proporcionará asistencia técnica a los grupos que son representantes de las personas de bajos y moderados ingresos en el desarrollo de propuestas para el uso de los fondos TxCDBG. La Ciudad, en base a las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, deberá determinar el nivel y tipo de asistencia.

DISPOSICIONES AUDIENCIA PÚBLICA

Para cada audiencia pública programada y llevada a cabo por la Ciudad, se observarán las disposiciones siguientes de audiencias públicas:

1. Aviso público de todas las audiencias deberá publicarse al menos setenta y dos (72) horas antes de la audiencia programada. El aviso público deberá publicarse en un periódico local. Cada aviso público debe incluir la fecha, hora, lugar y temas a considerar en la audiencia pública. Un artículo periodístico publicado también puede utilizarse para cumplir con este requisito, siempre y cuando cumpla con todos los requisitos de contenido y temporización. Los avisos también deben ser un lugar prominente en los edificios públicos y se distribuyen a las autoridades locales de vivienda pública y otros grupos interesados de la comunidad.
2. Cuando se tenga un número significativo de residentes que no hablan inglés serán una parte de la zona de servicio potencial del proyecto TxCDBG, documentos vitales como las comunicaciones deben ser publicados en el idioma predominante de estos ciudadanos que no hablan inglés.
3. Cada audiencia pública se llevará a cabo en un momento y lugar conveniente para los beneficiarios potenciales o reales e incluirá alojamiento para personas con discapacidad. Las personas con discapacidad deben poder asistir a las audiencias y la Ciudad debe hacer los arreglos para las personas que requieren ayudas o servicios auxiliares en caso de necesitarlo por lo menos dos días antes de la audiencia será pública.
4. Una audiencia pública celebrada antes de la presentación de una solicitud TxCDBG debe hacerse después de las 5:00 pm en un día de semana o en un momento conveniente en sábado o domingo.
5. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad deberá cumplir con los siguientes requisitos de participación ciudadana para la elaboración y presentación de una solicitud para un proyecto TxCDBG:

1. Como mínimo, la Ciudad deberá tener por lo menos un (1) audiencia pública antes de presentar la solicitud al Departamento de Agricultura de Texas.
2. La Ciudad conservará la documentación de la convocatoria(s) audiencia, un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otra documentación

relativa a la propuesta de utilizar los fondos para tres (3) años a partir de la liquidación de la subvención para el Estado . Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.

3. La audiencia pública deberá incluir una discusión con los ciudadanos como se indica en el manual correspondiente de aplicación TxCDBG, pero no se limita a, el desarrollo de las necesidades de vivienda y desarrollo comunitario, la cantidad de fondos disponibles, todas las actividades elegibles bajo el programa TxCDBG y el uso de fondos últimos contratos TxCDBG, en su caso. Los ciudadanos, con especial énfasis en las personas de bajos y moderados ingresos que son residentes de las zonas de tugurios y tizón, se fomentará a presentar sus opiniones y propuestas sobre el desarrollo de la comunidad y las necesidades de vivienda. Los ciudadanos deben ser conscientes de la ubicación en la que podrán presentar sus puntos de vista y propuestas en caso de que no pueda asistir a la audiencia pública.
4. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad debe cumplir con los siguientes requisitos de participación ciudadana en el caso de que la Ciudad recibe fondos del programa TxCDBG:

1. La Ciudad celebrará una audiencia pública sobre cualquier cambio sustancial, según lo determinado por TxCDBG, se propuso que se hará con el uso de fondos TxCDBG de una actividad elegible a otro utilizando de nuevo los requisitos de notificación
2. Una vez finalizado el proyecto TxCDBG, la Ciudad celebrará una audiencia pública y revisara el desempeño del programa incluyendo el uso real de los fondos TxCDBG.
3. Cuando un número significativo de residentes que no hablan inglés se puede registra para participar en una audiencia pública, ya sea para una audiencia pública sobre el cambio sustancial del proyecto TxCDBG o para la liquidación del proyecto TxCDBG, publicará un aviso en Inglés y Español u otro idioma apropiado y se proporcionara un intérprete en la audiencia para dar cabida a las necesidades de los residentes.
4. La Ciudad conservará la documentación del proyecto TxCDBG, incluyendo aviso de audiencia(s), un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otro registro concerniente al uso real de los fondos por un período de a tres (3) años a partir de la liquidación del proyecto al estado.

Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de

Leroy Hughes, Alcalde de la ciudad

Fecha

RESOLUTION No. _____ Regarding Civil Rights**The City of San Augustine, Texas**

Whereas, the City of San Augustine, Texas, (hereinafter referred to as "City of San Augustine") has been awarded TxCDBG funding through a TxCDBG grant from the Texas Department of Agriculture (hereinafter referred to as "TDA");

Whereas, the City of San Augustine in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the City of San Augustine, in consideration for the receipt and acceptance of federal funding, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

Whereas, the City of San Augustine, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the TxCDBG project area;

Whereas, the City of San Augustine, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State's certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

Whereas, the City of San Augustine, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

Whereas, the City of San Augustine, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period of the TxCDBG contract, to affirmatively further fair housing;

Whereas, the City of San Augustine, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN AUGUSTINE, TEXAS, that the CITY OF SAN AUGUSTINE ADOPTS/REAFFIRMS THE FOLLOWING:

1. Citizen Participation Plan and Grievance Procedures (Form A1013);
2. Section 3 Policy (Form A1002);
3. Excessive Force Policy (Form A1003);
4. Section 504 Policy and Grievance Procedures (Form A1004);
5. Code of Conduct Policy (Sample Form Appendix C); and
6. Fair Housing Policy (Exhibit 1015).

Passed and approved this 18th day of June, 2019.

Signature of Elected Official

Leroy Hughes

Printed Name of Elected Official

City of San Augustine

Date _____

Fair Housing Policy

In accordance with Fair Housing Act, the *City of San Augustine hereby* adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

1. *City of San Augustine agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).*
- 2.
3. *City of San Augustine agrees to plan at least one activity during the contract term to affirmatively further fair housing.*
4. *City of San Augustine will introduce and pass a resolution adopting this policy.*

As officers and representatives of *City of San Augustine*, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

Signature

Mayor _____
Title

Date

Limited English Proficiency Plan

| | |
|---|---------------|
| Name Grantee: | San Augustine |
| Community Population: | 1,977 |
| LEP population: | 24 |
| Languages spoken: 1) by more than 5% of the eligible population or beneficiaries and has more than 50 in number; or 2) By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries. | 1.2% |

| Program activities to be accessible to LEP persons: | |
|--|---|
| <input type="checkbox"/> | Public Notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded project |
| <input type="checkbox"/> | Publications regarding TxCDBG application, grievance procedures, <i>complaint procedures, complaint procedures, answers to complaints, notices, notices of rights and disciplinary action</i> , and other vital hearings, documents, and program requirements |
| <input checked="" type="checkbox"/> | Other program documents: <u>The City has a minimal number of LEP residents. We will attempt to address needs if they arise.</u> |

| Resources available to Grant Recipient: | |
|--|---|
| <input type="checkbox"/> | Translation services: _____ _____ |
| <input type="checkbox"/> | Interpreter services: _____ _____ |
| <input checked="" type="checkbox"/> | Other resources: <u>The City has a minimal number of LEP residents. We will attempt to address needs if they arise.</u> |

| Language Assistance to be provided: | |
|--|---|
| <input type="checkbox"/> | Translation (oral and/or written) of advertised notices and vital documents for: _____ |
| <input type="checkbox"/> | Referrals to community liaisons proficient in the language of LEP persons _____ |
| <input type="checkbox"/> | Public meetings conducted in multiple languages: _____ |
| <input type="checkbox"/> | Notices to recipients of the availability of LEP services: _____ |
| <input checked="" type="checkbox"/> | Other services: <u>The City has a minimal number of LEP residents. We will attempt to address needs if they arise.</u> |

Signature - Chief Elected Official or Civil Rights Officer

Section 3 Policy

In accordance with 12 U.S.C. 1701u the *City of San Augustine* agrees to implement the following steps, which, to *the greatest extent feasible*, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated Civil Rights Officer.
- C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by TxCDBG grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; local HUD offices; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- D. Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in TxCDBG funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- E. Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
- F. Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by HUD or TDA to the Grant Recipient.
- G. Submit reports as required by HUD or TDA regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of the federal fiscal year end (by October 20) which identify and quantify Section 3 businesses and employees.
- H. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

As officers and representatives of City of San Augustine, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

Signature

Mayor

Title Date