

CITIZEN PARTICIPATION PLAN
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CITY OF UHLAND --TxCDBG Contract #7216302

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 Uhlund, 15 N. Old Spanish Trail, Uhlund, Texas 78640, (512) 398-7399 during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG #7216302 DRP project.

1. The City of Uhlund does not discriminate on the basis of color, national origin, sex, religion, age or disability in employment or the provision of services. The City of Uhlund has adopted complaint and grievance procedures regarding its Texas Community Development Block Grant Programs. The City will make every effort to respond fully to such complaints within 15 working days. The following procedures outline the steps for a citizen to follow if s/he wishes to file a written complaint about proposed TxCDBG activities.
2. A person who has a comment or complaint about the services funded or to be funded by a grant administered by the City may submit such comment or complaint in writing to the City Administrator at the City Hall, 15 N. Spanish Trail, Uhlund, Texas 78640.
3. The City Administrator or appointee shall conduct an investigation into same and report the findings to the City Council.
4. The City Council shall notify the complainant, in writing, of the findings of any investigation conducted within 15 working days after being presented in a regularly scheduled meeting of the City Council, and what action, if any, is deemed necessary.
5. A copy of the above outlined comment and/or complaint procedures can be obtained at the City Hall in the City of Uhlund, Texas, between the hours of 8:00 A.M. and 4:00 P.M., Monday through Friday (except holidays). Citizens may also request the procedures be mailed to them by calling Karen Gallaher, City Administrator, at (512) 398-7399. 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, city will provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, the City of Uhlund 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 of Uhlund, 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 of Uhlund, 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 of Uhland 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 of Uhland 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 of Uhland shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.
2. The City of Uhland 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 of Uhland must comply with the following citizen participation requirements in the event that the City of Uhland receives funds from the TxCDBG program:

1. The City of Uhland 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 of Uhland 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 of Uhland 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 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.


Karen Gallaher, City Administrator

4/26/17
Date