

RESOLUTION No. _____

A RESOLUTION ADOPTING THE ATTACHED POLICIES IN CONNECTION WITH THE CITY OF CUERO, TEXAS PARTICIPATION IN FEDERALLY FUNDED PROJECTS ASSOCIATED WITH THE AMERICAN RESCUE PLAN ACT – CORONAVIRUS LOCAL FISCAL RECOVERY FUND (ARPA – CLFRF) AND ADHERENCE TO THE REGULATIONS DESCRIBED THEREIN.

Whereas, the City of Cuero, Texas, (hereinafter referred to as “City”) has been awarded ARP - CLFRF funding through an ARP - CLFRF grant from the United States Treasury Department (hereinafter referred to as “TREASURY”);

Whereas, the City, 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 CLFRF activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the City, 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, 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 ARP - CLFRF project area;

Whereas, the City, 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, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each ARP - CLFRF project;

Whereas, the City, 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, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires federal 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 ARP - CLFRF contract, to affirmatively further fair housing;

Whereas, the City, 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 CUERO, TEXAS, ADOPTS THE FOLLOWING:

1. Citizen Participation Plan and Grievance Procedures;
2. Section 3 Policy;
3. Excessive Force Policy;
4. Section 504 Policy and Grievance Procedures;
5. Limited English Proficiency Plan;
6. Fair Housing Policy; and
7. Code of Conduct Policy

Passed and approved this _____ day of _____, 2022.

Sara Post Meyer, Mayor

Attest:

Jennifer Zufelt, City Secretary

CITIZEN PARTICIPATION PLAN

AMERICAN RESCUE PLAN ACT – CORONAVIRUS LOCAL FISCAL RECOVERY FUND (ARPA – CLFRF)

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the United States Treasury Department's ARP - CLFRF 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 Cuero, 212 E. Main Street Cuero, TX 77954, (361) 275-6114, during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the ARP - CLFRF project.

1. A person who has a complaint or grievance about any services or activities with respect to the ARP - CLFRF project, whether it is a proposed, ongoing, or completed ARP - CLFRF should contact the City of Cuero, 212 E. Main Street Cuero, TX 77954, (361) 275-6114.
2. A copy of the complaint or grievance shall be transmitted by the City 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 shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to the 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 ARP - CLFRF 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 ARP - CLFRF 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 ARP - CLFRF 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 an ARP - CLFRF 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 ARP - CLFRF project:

1. At a minimum, the City shall hold at least one (1) public hearing prior to submitting the application to the United States Treasury Department.
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 ARP - CLFRF 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 ARP - CLFRF program, and the use of past ARP - CLFRF 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 ARP - CLFRF program:

1. The City shall also hold a public hearing concerning any substantial change, as determined by ARP - CLFRF, proposed to be made in the use of ARP - CLFRF funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the ARP - CLFRF project, the City shall hold a public hearing and review its program performance including the actual use of the ARP - CLFRF 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 ARP - CLFRF project or for the closeout of the ARP - CLFRF 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 ARP - CLFRF 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.

Sara Post-Meyer, Mayor

Date

LEY DEL PLAN DE RESCATE ESTADOUNIDENSE – FONDO DE RECUPERACIÓN FISCAL LOCAL POR CORONAVIRUS (ARPA – CLFRF)

PROCEDIMIENTOS DE RECLAMACIÓN

Estos procedimientos de queja cumplen con los requisitos del ARP - Programa CLFRF y requisitos del gobierno local del Departamento del Tesoro de los Estados Unidos que se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en la Ciudad de Cuero, 212 E. Main Street Cuero, TX 77954, (361) 275-6114, durante el horario comercial regular.

A continuación se presentan los procedimientos formales de quejas y quejas con respecto a los servicios prestados en el marco del proyecto ARP - CLFRF.

1. Una persona que tenga una queja o queja sobre cualquier servicio o actividad con respecto al proyecto ARP - CLFRF, ya sea un ARP propuesto, en curso o completado - CLFRF debe comunicarse con la Ciudad de Cuero, 212 E. Main Street Cuero, TX 77954, (361) 275-6114.
2. Una copia de la queja o queja será transmitida por la Ciudad a la entidad que es objeto de la queja o queja y al Abogado de la Ciudad dentro de los cinco (5) días hábiles posteriores a la fecha en que se recibió la queja o queja.
3. La Ciudad completará una investigación de la queja o queja, si es posible, y proporcionará una respuesta oportuna por escrito a la persona que hizo la queja o queja dentro de los diez (10) días.
4. Si la investigación no puede completarse dentro de los diez (10) días hábiles por 3 anteriores, la persona que hizo la queja o queja será notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la recepción de la queja o queja original y detallará cuándo debe completarse la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se enviarán al ARP - CLFRF para su posterior revisión y comentarios.
6. Si es apropiado, proporcione copias de los procedimientos de quejas y las respuestas a las quejas en inglés y español, u otro idioma apropiado.

ASISTENCIA TÉCNICA

Cuando se solicite, la Ciudad proporcionará asistencia técnica a los grupos que sean representativos de personas de ingresos bajos y moderados en el desarrollo de propuestas para el uso de los fondos ARP - CLFRF. La Ciudad, con base en las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, determinará el nivel y el tipo de asistencia.

DISPOSICIONES SOBRE AUDIENCIAS PÚBLICAS

Para cada audiencia pública programada y conducida por la Ciudad, se observarán las siguientes disposiciones de audiencia pública:

1. El aviso público de todas las audiencias debe publicarse al menos setenta y dos (72) horas antes de la audiencia programada. El aviso público debe publicarse en un periódico local. Cada aviso público debe incluir la fecha, hora, lugar y temas que se considerarán en la audiencia pública. Un artículo de periódico publicado también se puede utilizar para cumplir con este requisito, siempre y cuando cumpla con todos los requisitos de contenido y tiempo. Los avisos también deben

publicarse de manera prominente en los edificios públicos y distribuirse a las autoridades locales de vivienda pública y otros grupos comunitarios interesados.

2. Cuando un número significativo de residentes que no hablan inglés forman parte del área de servicio potencial del proyecto ARP - CLFRF, los documentos vitales, como los avisos, deben publicarse 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 adaptaciones para personas con discapacidades. Las personas con discapacidades deben poder asistir a las audiencias y la Ciudad debe hacer arreglos para las personas que requieren ayudas o servicios auxiliares si se contacta al menos dos días antes de la audiencia.
4. Una audiencia pública celebrada antes de la presentación de una solicitud de ARP - CLFRF debe llevarse a cabo después de las 5:00 PM en un día laborable o a una hora conveniente un sábado o domingo.
5. Cuando se puede esperar razonablemente que un número significativo de residentes que no hablan inglés participen en una audiencia pública, un intérprete debe estar presente para satisfacer las necesidades de los residentes que no hablan inglés.

La Ciudad deberá cumplir con los siguientes requisitos de participación ciudadana para la preparación y presentación de una solicitud para un proyecto ARP - CLFRF:

1. Como mínimo, la Ciudad celebrará al menos una (1) audiencia pública antes de presentar la solicitud al Departamento del Tesoro de los Estados Unidos.
2. La Ciudad conservará la documentación de los avisos de audiencia, una lista de las personas que asisten a la(s) audiencia(s), las actas de la(s) audiencia(s) y cualquier otro registro relacionado con el uso propuesto de los fondos durante tres (3) años a partir del cierre de la subvención al estado. Dichos registros se pondrán a disposición del público de acuerdo con el Capítulo 552, Código de Gobierno de Texas.
3. La audiencia pública incluirá una discusión con los ciudadanos como se describe en el manual de solicitud de ARP - CLFRF aplicable para incluir, 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 ARP - CLFRF y el uso de fondos de contratos anteriores de ARP - CLFRF, si corresponde. Se alentará a los ciudadanos, haciendo especial hincapié en las personas de ingresos bajos y moderados que residan en barrios marginales y zonas de tizón, a que presenten sus opiniones y propuestas sobre el desarrollo comunitario y las necesidades de vivienda. Se informará a los ciudadanos del lugar donde pueden presentar sus opiniones y propuestas en caso de que no puedan asistir a la audiencia pública.
4. Cuando se puede esperar razonablemente que un número significativo de residentes que no hablan inglés participen en una audiencia pública, un intérprete debe estar presente para satisfacer las necesidades de los residentes que no hablan inglés.

La Ciudad debe cumplir con los siguientes requisitos de participación ciudadana en caso de que la Ciudad reciba fondos del programa ARP - CLFRF:

1. La Ciudad también celebrará una audiencia pública con respecto a cualquier cambio sustancial, según lo determinado por ARP - CLFRF, propuesto para ser realizado en el uso de los fondos de ARP - CLFRF de una actividad elegible a otra nuevamente utilizando los requisitos de notificación anteriores.
2. Una vez finalizado el proyecto ARP - CLFRF, la Ciudad celebrará una audiencia pública y revisará el desempeño de su programa, incluido el uso real de los fondos ARP - CLFRF.

3. Cuando se pueda esperar razonablemente que un número significativo de residentes que no hablan inglés participen en una audiencia pública, ya sea para una audiencia pública sobre un cambio sustancial en el proyecto ARP - CLFRF o para el cierre del proyecto ARP - CLFRF, publique el aviso en inglés y español, u otro idioma apropiado y proporcione un intérprete en la audiencia para satisfacer las necesidades de los residentes que no hablan inglés.
4. La Ciudad conservará la documentación del proyecto ARP - CLFRF, incluyendo avisos de audiencia, una lista de personas que asisten a la(s) audiencia(s), actas de la(s) audiencia(s) y cualquier otro registro relacionado con el uso real de los fondos por un período de tres (3) años a partir del cierre de la subvención al estado. Dichos registros se pondrán a disposición del público de acuerdo con el Capítulo 552, Código de Gobierno de Texas.

Sara Post-Meyer, alcaldesa

Section 3 Policy

In accordance with 12 U.S.C. 1701u the City of Cuero 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 ARP - CLFRF 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; 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 ARP - CLFRF 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 TREASURY to the Grant Recipient.
- G. Submit reports as required by TREASURY 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 the City of Cuero, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

Sara Post-Meyer, Mayor

Date

Excessive Force Policy

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

1. It is the policy of City of Cuero 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 Cuero 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 Cuero will introduce and pass a resolution adopting this policy.

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

Sara Post-Meyer, Mayor

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 United States Treasury American Rescue Plan, 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 Cuero 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 Treasury.
2. The City of Cuero 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. The City of Cuero recruitment materials or publications shall include a statement of this policy in 1. above.
4. The City of Cuero 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 ARP - CLFRF program, City of Cuero shall ensure that they are provided with the information necessary to understand and participate in the ARP - CLFRF 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 Cuero to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
 - B. Complaints should be addressed to: **Jennifer Zufelt, City Secretary, 212 E. Main Street Cuero, TX 77954, (361) 275-6114**, 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 Jennifer Zufelt, 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 Jennifer Zufelt, 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 Cuero relating to the complaint's 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 Cuero 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 Treasury. 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 Cuero complies with Section 504 and Treasury regulations.

Sara Post-Meyer, Mayor

Date

**Sección 504 Política contra la Discriminación
basado en procedimientos de discapacidad y quejas**

De acuerdo con la Sección 8 de 24 CFR, No discriminación basada en discapacidad en programas y actividades con asistencia federal del Plan de Rescate Americano del Tesoro de los Estados Unidos, Sección 504 de la Ley de Rehabilitación de 1973, según enmendada (29 U.S.C. 794), y la Sección 109 de la Ley de Vivienda y Desarrollo Comunitario de 1974, según enmendada (42 U.S.C. 5309), la Ciudad de Cuero adopta por la presente las siguientes políticas y procedimientos de quejas:

1. Discriminación prohibida. Ninguna persona calificada con discapacidades en los Estados Unidos será, únicamente por razón de su discapacidad, excluida de la participación, se le negarán los beneficios o estará sujeta a discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal del Tesoro.
2. La Ciudad de Cuero no discrimina sobre la base de la discapacidad en la admisión o el acceso a, o el tratamiento o el empleo en, sus programas y actividades con asistencia federal.
3. Los materiales o publicaciones de reclutamiento de la Ciudad de Cuero incluirán una declaración de esta política en 1. encima.
4. La Ciudad de Cuero tomará medidas continuas para notificar a los participantes, beneficiarios, solicitantes y empleados, incluidos aquellos con problemas de visión o audición, y a los sindicatos u organizaciones profesionales que celebren negociaciones colectivas o acuerdos profesionales con los destinatarios que no discrimina por motivos de discapacidad en violación de 24 CFR Parte 8.
5. Para las personas con discapacidad auditiva y visual elegibles para ser atendidas o que probablemente se vean afectadas por el programa ARP - CLFRF, la Ciudad de Cuero se asegurará de que se les proporcione la información necesaria para comprender y participar en el programa ARP - CLFRF.

6. Quejas y quejas

- R. Cualquier persona que crea que ha sido objeto de discriminación por motivos de discapacidad puede presentar una queja bajo este procedimiento. Es contra la ley que la Ciudad de Cuero tome represalias contra cualquier persona que presente una queja o coopere en la investigación de una queja.
- B. Las quejas deben dirigirse a: **Jennifer Zufelt, Secretaria de la Ciudad, 212 E. Main Street Cuero, TX 77954, (361) 275-6114**, quien ha sido designada para coordinar los esfuerzos de cumplimiento de la Sección 504
- C. Una queja debe presentarse por escrito o verbalmente, contener el nombre y la dirección de la persona que la presenta y describir brevemente la presunta violación de las regulaciones.
- D. Una queja debe presentarse dentro de los treinta (30) días hábiles posteriores a que el reclamante tenga conocimiento de la presunta violación.
- E. La investigación, según proceda, seguirá a la presentación de una denuncia. La investigación será conducida por Jennifer Zufelt, Secretaria de la Ciudad. Las investigaciones oficiosas pero exhaustivas brindarán a todas las personas interesadas y a sus representantes, si los hubiere, la oportunidad de presentar pruebas pertinentes para una denuncia.
- F. Jennifer Zufelt, Secretaria de la Ciudad, emitirá una determinación por escrito sobre la validez de la queja y la descripción de la resolución, si corresponde, y se enviará una copia al reclamante con quince (15) días hábiles posteriores a la presentación de la queja cuando sea posible.

- G. El coordinador de la Sección 504 mantendrá los archivos y registros de la Ciudad de Cuero relacionados con los archivos de la queja.
- H. El demandante puede solicitar una reconsideración del caso en los casos en que no esté satisfecho con la determinación/resolución descrita en f. supra. La solicitud de reconsideración debe hacerse a la Ciudad de Cuero dentro de los diez días hábiles posteriores a la recepción de la determinación / resolución por escrito.
- I. El derecho de una persona a una resolución rápida y equitativa de la queja presentada en virtud del presente no se verá afectado por la búsqueda de otros recursos por parte de la persona, como la presentación de una queja de la Sección 504 ante el Departamento del Tesoro de los Estados Unidos. La utilización de este procedimiento de quejas no es un requisito previo para la búsqueda de otros recursos.
- J. Estos procedimientos se interpretarán para proteger los derechos sustantivos de las personas interesadas, para cumplir con los estándares apropiados del debido proceso y asegurar que la Ciudad de Cuero cumpla con la Sección 504 y las regulaciones del Tesoro.

Sara Post-Meyer, alcaldesa

Fair Housing Policy

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

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

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

Sara Post-Meyer, Mayor

Date

CODE OF CONDUCT
CONFLICT OF INTEREST POLICY PERTAINING TO PROCUREMENT PROCEDURES

As a Grant Recipient of a federal or state grant contract (including ARP - CLFRF), the City of Cuero shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the federal or state grant contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City of Cuero shall participate in the selection, award, or administration of a contract supported by federal or state grant funds (including ARP - CLFRF) if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the City of Cuero shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving federal or state grant funds (including ARP - CLFRF), that has any grant-related function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the federal or state grant activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a federal or state grant contract or award, or that is required to complete some or all work under the federal or state grant contract in order to meet any National Program Objectives.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a federal or state grant contract or award (including ARP - CLFRF), or that is required to complete some or all work under the federal or state grant contract in order to meet a National Program Objective, that might potentially receive benefits from the federal or state grant award may not participate in the selection, award, or administration of a contract supported by federal or state grant funding.

Any alleged violations of these standards of conduct shall be referred to the City of Cuero's Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

Sara Post-Meyer, Mayor

Date

Limited English Proficiency Plan

Grantee: City of Cuero
Community Population: 7,609
LEP Population: 548 or 7.2%
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 5% of the eligible population or beneficiaries but has less than 50 or less in number; or
3. By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries. Spanish

Program activities to be accessible to LEP persons:

- ✘ Public notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded projects.
- ✘ Publications regarding ARP - CLFRF applications, grievance procedure, complaint procedures, answers to complaints, notices, notices of rights and disciplinary action, and other vital hearings, documents, and program requirements.
- N/A Other program documents:

Resources available to Grant Recipient:

- ✘ Translation services: City will retain translation services upon request.
- ✘ Interpreter services: City will retain translation services upon request.
- N/A Other resources:

Language assistance to be provided:

- ✘ Translation (oral and/or written) of advertised notices and vital documents for: City will provide translated documents upon request and retain services to accommodate populations with limited English proficiency.
- ✘ Referrals to community liaisons proficient in the language of LEP person: City will identify community liaisons that will assist to provide accommodations to LEP person and provide these services upon request.
- ✘ Public meetings conducted in multiple languages: City will conduct public meetings in multiple languages upon request.
- ✘ Notices to recipients of the availability of LEP services: City will reference the availability of accommodations in public notices and post documents to accommodate LEP persons in public buildings.
- N/A Other Services:

Signature - Chief Elected Official or Civil Rights Officer

Date

Plan de Dominio Limitado del Inglés

Beneficiario del:	Ciudad de Cuero
Población Comunitaria:	7,609
Población LEP:	548 or 7.2 %
Idiomas Hablados:	
1. Por más del 5% de la población elegible beneficiarios y tiene más de 50 en número; o	Spanish
2. Por más del 5% de la población elegible beneficiarios pero tiene menos de 50 o menos en número; o	
3. Por más de 1,000 personas en la elegible población en el área del mercado o entre los beneficiarios actuales.	

Las actividades del programa deben ser accesibles para las personas LEP:

- ✘ Avisos públicos y audiencias con respecto a las solicitudes de financiamiento de subvenciones, enmiendas a las actividades del proyecto y finalización de proyectos financiados por subvenciones.
- ✘ Publicaciones sobre solicitudes ARP - CLFRF, procedimiento de quejas, procedimientos de quejas, respuestas a quejas, avisos, avisos de derechos y acción disciplinaria, y otras audiencias, documentos y requisitos del programa vitales.
- N / A Otros documentos del programa:

Recursos disponibles para el beneficiario de la subvención:

- ✘ Servicios de traducción: La ciudad retendrá los servicios de traducción a pedido.
- ✘ Servicios de intérprete: la ciudad contratará los servicios de traducción a pedido.
- N / A Otros recursos:

Se proporcionará asistencia con el idioma:

- ✘ Traducción (oral y / o escrita) de avisos publicitarios y documentos vitales para: La ciudad proporcionará documentos traducidos a pedido y retendrá los servicios para adaptarse a las poblaciones con dominio limitado del inglés.
- ✘ Referencias a enlaces comunitarios que dominen el idioma de la persona LEP: la ciudad identificará a los enlaces comunitarios que ayudarán a proporcionar adaptaciones a la persona LEP y proporcionarán estos servicios a pedido.
- ✘ Reuniones públicas realizadas en varios idiomas: la ciudad llevará a cabo reuniones públicas en varios idiomas a pedido.
- ✘ Avisos a los destinatarios de la disponibilidad de servicios LEP: la ciudad hará referencia a la disponibilidad de adaptaciones en avisos públicos y publicará documentos para alojar a personas LEP en edificios públicos.
- N / A Otros servicios:

Firma - Funcionario principal electo o Funcionario de derechos civiles

Fecha