

**BURNET COUNTY
POLICY OF NONDISCRIMINATION
ON THE BASIS OF HANDICAPPED STATUS**

Burnet County does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs or activities.

1. Program Participation

The implementing regulations (24 CFR Part 8) indicates that no otherwise qualified individual with handicaps shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives federal financial assistance.

2. Communication

Burnet County shall furnish appropriate auxiliary aids where necessary to allow an individual with handicaps an equal opportunity to participate in all Texas Community Development Block Grant (TxCDBG) program activities. Burnet County shall implement procedures that allow individuals with handicaps to obtain information concerning the existence and location of accessible services, activities and facilities. Such procedures must ensure, to the maximum extent possible, that individuals with handicaps receive the benefits and services of the program or activity receiving TxCDBG assistance. Examples of auxiliary aids include telecommunication devices for the deaf, audiovisual presentations, interpreters, large letter notices, and posting of notices at a level readable by individuals in wheelchairs. See 24 CFR Sect. 8.6 and 24 CFR Sect. 8.3.

3. Handicapped Accessible Facilities

For all new public building construction, or rehabilitation, Burnet County shall submit plans and specifications to the Texas Department of Licensing and Regulation for review. The Texas Department of Licensing and Regulation is responsible for ensuring that all plans and specification to the Texas Department of Licensing and Regulation for clearance are included in the Special Conditions of all TxCDBG contracts.

4. Employment

Employment practices are subject to Section 504. Burnet County shall not use any practices that unreasonably limit employment opportunities for individuals with handicaps. Burnet County must also reasonably accommodate the known needs of handicapped employees and applicants.

5. Designation of Responsible Employee

County Attorney
Burnet County
220 South Pierce Street
Burnet, Texas 78611

The County Attorney has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development (HUD) regulations implementing Section 504 (24 CFR Part 8, dated June 2, 1988).

6. Grievance Procedures

These are the formal complaint procedures to allow for investigation of complaints received about Section 504 regulations under the Texas Community Development Block Grant Program (TxCDBG) project:

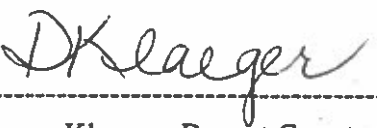
(1) A person who has a comment or complaint about Section 504 regulations in regards to a program, project or activity funded by the TxCDBG may submit such comment or complaint in writing to the County Attorney.

(2) A copy of the comment or complaint shall be transmitted by the County Judge to the entity that is the subject of the comment or complaint and to the County Attorney within five working days after the date of the comment or complaint was received.

(3) An investigation of the comment or complaint shall be completed by the County Attorney and the findings, in writing, shall be submitted within ten working days to the person who made the comment or complaint. Or, the person who made the comment or complaint shall be notified by the County Attorney, in writing, within ten working days of when the investigation should be completed.

7. Notice

Burnet County shall notify all participants, applicants and employees, unions, or professional organizations holding collective bargaining or professional agreements with Burnet County that they do not discriminate on the basis of handicap in violation of 24 CFR Part 8.



Donna Klaeger, Burnet County Judge



Date

**RESOLUTION NO. ____ SECTION 3 POLICY
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

WHEREAS, Burnet County is committed to comply with Section 3 of the Housing and Urban Development Act of 1968; and

WHEREAS, in accordance with Texas Community Development Block Grant Program Regulations, Burnet County must adopt a Section 3 Plan and update this plan annually; and

WHEREAS, this Act encourages the use of small local businesses and the hiring of low income residents of the community; and

WHEREAS, the Equal Rights Officer will oversee the implementation and enforcement of this plan in the areas of (1) Hiring (2) Contracting (3) Training (4) Advertising; and

NOW, THEREFORE, BE IT RESOLVED BY Burnet County of Burnet, Texas that Burnet County HEREBY by adoption of a Section 3 Plan, adopts the attached for the TxCDBG;

- (1) That Burnet County adopts the attached Section 3 Policy for the Texas Community Development Block Grant Program.
- (2) That Burnet County designates the County Attorney as the Equal Rights Officer.

DKlaeger
Donna Klaeger, Burnet County Judge

3-25-14
Date

REVIEWED BY:
Leah B. Vance
BURNET CIVIL ATTORNEY
DATE: 3-21-14

**BURNET COUNTY – COMPLAINT PROCEDURES
FOR THE
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

In order to comply with the Texas Department of Agriculture's Office of Rural Affairs' Complaint System, 10 T.A.C. Part 6, Chapter 226, Subpart A, the following citizen complaint procedures, adopted by Burnet County ('County'), are intended to provide a timely written response to all complaints and grievances made against the County and the Community Development Block Grant Program efforts:

- (1) A person who has a comment or complaint about the services funded or to be funded by a block grant administered by the County may submit such comment or complaint in writing to the County Judge at the Burnet County Courthouse, located at 220 South Pierce Street, Burnet, Texas 78611 or by phone at (512) 715-5276.
- (2) The County Judge or appointee shall conduct an investigation into same and report the finding to the Commissioner's Court.
- (3) The County Judge 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 Commissioner's Court, and what action, if any, is deemed necessary.
- (4) A copy of the above outlined comment and/or complaint procedures can be obtained at the Burnet County Courthouse in Burnet, Texas, between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday (except holidays).

DKlaeger

Donna Klaeger, Burnet County Judge

3-25-14

Date

REVIEWED BY:

Leslie B. Vance
BURNET CIVIL ATTORNEY
DATE: 3-21-14

**RESOLUTION NO. ____ FAIR HOUSING
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

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 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, Burnet County of Burnet, Texas hereby urge all the citizens of the locality to become aware of and support the Fair Housing Law;

IN WITNESS WHEREOF we have affixed our signatures and seal on this the 25 day of March 2014.

APPROVED BY:

DKlaeger
Donna Klaeger, Burnet County Judge

3-25-14
Date

ATTEST:

Date

REVIEWED BY:

Leslie B. Vance
BURNET CIVIL ATTORNEY
DATE: 3-21-14 LB

Section 3 Policy

In accordance with 12 U.S.C. 1701u, Burnet County 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 Equal 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 calendar year end 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 Burnet County, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

<u>DKlaeger</u>	<u>Burnet County</u>	<u>3-25-14</u>
Signature	Title	Date