

RESOLUTION 2014-13

SECTION 3 POLICY

A RESOLUTION OF THE UVALDE CITY COUNCIL UVALDE, TEXAS ADOPTING THE SECTION 3 POLICY PLAN IN REGARDS TO THE TXCDBG COMMUNITY DEVELOPMENT PROGRAM AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE SECTION 3 POLICY.

WHEREAS, in accordance with 12 U. S. C. 1701u (Section 3) the City of Uvalde 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 area in which the TXCDBG project is being implemented;

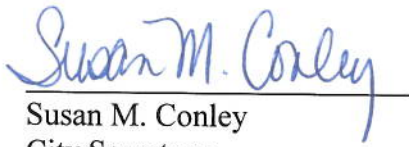
WHEREAS, The City Council of Uvalde, Texas agrees to implement steps and attain goals for compliance of Section 3 Policy for TXCDBG Program;

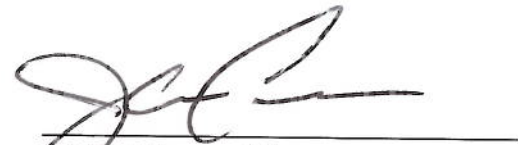
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF UVALDE, TEXAS:

1. That a Section 3 policy be adopted to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
2. That to the greatest extent feasible Section 3 residents and businesses will be notified 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.
3. Section 3 clauses be included in all solicitations and contracts.
4. That a list be maintained of those residents/businesses who have identified themselves as Section 3 residents/businesses and contact those residents/businesses when hiring/training opportunities are available through either the grant recipient or contractors.
5. Require that all Prime contractors and subcontractors with contracts over \$100,000.00 commit to this plan as part of their contract work. Monitor the contractor's performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by HUD or TDA to the City of Uvalde.

6. 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 and which identify and quantify Section 3 businesses and employees.
7. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

Passed and approved this 13th day of May 2014.


Susan M. Conley
City Secretary

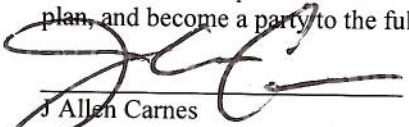

J. Allen Carnes, Mayor
City of Uvalde

Section 3 Policy

In accordance with 12 U.S.C. 1701u the City of Uvalde 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.

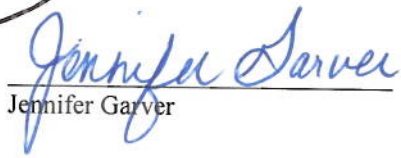
- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated 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 the City of Uvalde, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.


J Allen Carnes

Mayor

5/13/14
Date


Jennifer Garver

City Manager

5/13/14
Date

CITY OF UVALDE

Section 504 Grievance Procedure

The City of Uvalde has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Housing and Urban Development regulations (24 CFR 8.4(a) implementing Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794)). Section 504 states, in part that, "No otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from the participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance..."

Complaints should be addressed to: Larissa Rodriguez, City of Uvalde Human Resource Officer, Uvalde City Hall, 101 E. Main Street, Uvalde, Texas 78801 (830) 278- 3315 Ext. 122 who has been designated to coordinate Section 504 compliance efforts.

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.

A complaint should be filed within ten (10) working days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis).

An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by Larissa Rodriguez. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.


A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Larissa Rodriguez, and a copy forwarded to the complainant no later than ten (10) working days after its filing.

The Section 504 coordinator shall maintain the files and records of the City of Uvalde relating to the complaints files.

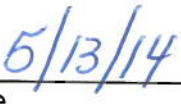
The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within ten working days to the City of Uvalde.

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.

These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City of Uvalde complies with Section 504 and HUD regulations.



Jennifer Garver, City Manager
City of Uvalde



Date