

# GrantWorks

Planning, Housing, and Community Development Services for Rural Texas Since 1979

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<b>To:</b>	Linda Hauk, City Secretary	<b>Date:</b>	December 5, 2023
<b>Locality:</b>	Town of Buckholts	<b>Project:</b>	23-160-013-E307
<b>Subject:</b>	Contract and Project Start-up Forms for the Mayor's Signature		

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Dear Linda,

Thank you for choosing GrantWorks to provide Planning and Grant Administration Services for your CDBG-MIT – Resilient Communities Program.

Enclosed for review and completion are several project-related startup documents. Once these forms are completed, please scan a complete set and email back to me. My email address is at the top of this letter.

The following list gives detail to the items included in this package *as well* as items that should already be in your possession.

**Please email a copy of all items as noted below and keep original documents and wet signatures in the brown accordion file with manila folders as your project file included in this mailer.**

- 1. Project File and File Folders (KEEP ALL ORIGINALS HERE)** – The project file and file folders are provided to maintain an organized project file throughout the life of the grant. As documents and other items arrive at your office, please use this file using the filing guide as a reference. If you're not sure where something should be filed or would rather have us file it for you, simply place the items in the very front of the red file and we'll take care of it when a GrantWorks staff member visits.
- 2. Planning and Grant Administration Services Contract (KEEP COPY/RETURN COPY)** – Included are two (2) copies of the GrantWorks' Planning and Grant Administration Services Contract. If our Contract is satisfactory, please have all documents signed as indicated and send **one copy of each** back to our Austin office. Please keep the second copy for your records. Attachment A refers to the Performance Statement from the grant's state contract, which has been incorporated into the Contract.
- 3. Certificate of Interested Parties (Form 1295) (KEEP)** – Effective January 1, 2016, per Texas Government Code, Section §2252.908, all business entities contracting with a governmental entity must submit a disclosure of interested parties, Form 1295. It is a two-step process to fully record this form. First, acknowledge receipt of the notarized form online through the State of Texas Ethics Commission website. A detailed instructional video for setting up the City's account and acknowledging a certificate can be found here: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm). Second, save the Form 1295 from GrantWorks enclosed for your files. Please contact me should you need any help in setting up the account or for more information.

4. **Notarized Authorization to Release Confidential Information Relating to Community Development Block Grant Contract (RETURN)** - This form allows us to request information from the State regarding this contract.
5. **Fidelity Bonding or Employee Dishonesty Proof of Coverage (RETURN)** – Coverage is typically purchased from Texas Municipal League or a surety company. Please send a copy of the declarations of coverage page for the employees or titles of who write checks at the City.
6. **Proof of Texas Identification Number (TIN) (RETURN)** – The Texas Comptroller’s office uses the City’s TIN to track and process all payments made to the City as a payee. If you already have a TIN please send me a record showing the number. This number is different from the EIN. **If you do not have a TIN please contact me for an application to request one.**
7. **Financial Record Keeping and Establishing a Grant Account** – Grant funds must be carefully tracked and documented. The GLO strongly recommends all grantee subrecipients establish a separate bank account for grant funds and any other contributing local funds. **Please inform us if you are opening an interest bearing or non-interest-bearing account. We will need to seek GLO approval prior to establishing a non-interest-bearing account.**
8. **Direct Deposit Authorization (Form 74-176) (RETURN)** –Grant funds are provided by the Comptroller through mailed checks unless a direct deposit authorization form is requested. By filling out Direct Deposit Authorization Form 74-176, you are asking for the General Land Office and Texas Comptroller to deposit grant funds directly into the local bank account identified on the form. When setting up direct deposit, we highly recommend asking your bank if you can set up automatic email notifications when deposits are made into this account, this is the best way to know when grant funds are deposited.
9. **Civil Rights Officer (RETURN)** – Appoints the City’s Section 504 Coordinator, Equal Opportunity Officer, and Fair Housing Officer. This is a local staff member.
10. **Self-Evaluation Review Form (RETURN)** – Please review the responses on this form based on current local practices related to Section 504 regulations. Any policies or procedures that do not meet the requirements for program accessibility should be modified (24 CFR 8.51).
11. **Record Retention Policy (RETURN)** – Statement regarding grant documentation retention.
12. **Fair Housing Posting (HUD 928.1) (POST) and Affidavit of Posting (RETURN)** – Fair Housing posters in English **and Spanish** should be visible at both the City Hall (documented with affidavit of posting and copy of the notice). The postings are also recommended to be posted on the City’s official website during the term of the contract with a copy of a screenshot.
13. **Depository/Authorized Signatories Designation Form (RETURN)** – This captures signatures from the individuals designated by resolution to sign various documents related to the grant. Please obtain original signatures of the persons authorized by the local governing body to sign this form.

Please be sure to send GrantWorks copies of any and all correspondence you receive from the State regarding the grant. We may not necessarily receive a copy automatically, and we are available to assist.

Thank you for your attention to these documents and helping obtain the required signatures. Please do not hesitate to contact me if I can be of further assistance.

We look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Danielle Rojas". The signature is fluid and cursive, with the first name "Danielle" written in a larger, more prominent script than the last name "Rojas".

Danielle Rojas  
Director of Planning Services





**COMMUNITY DEVELOPMENT & REVITALIZATION**  
**The Texas General Land Office**  
*Appointment of Civil Rights Officer*

Subrecipient:

Contract Number:

[PhysicalAddress]

Address, City, State, and Zip Code

[MainPhone]

Phone Number

[MainContact – Email]

Email Address

Civil Rights Officer:

I,

Printed Name of Elected Official

do hereby appoint

Printed Name of Designated Civil Rights Officer

as the Civil Rights Officer for

The appointed Civil Rights Officer shall be responsible for the oversight of and compliance with civil rights laws including fair housing, equal opportunity, and Section 504 as required by the Texas General Land Office (GLO) contract identified above. The Civil Rights Officer is responsible for maintaining familiarity with and adhering to all civil rights laws and regulations pertaining to the U.S. Department of Housing and Urban Development (HUD) CDBG-DR and GLO program funding.

The appointed Civil Rights Officer's contact information is:

[MainPhone]

Phone Number

[MainContact – Email]

Email Address

**I acknowledge the appointment and duties of Civil Rights Officer.**

Signature of Civil Rights Officer

Date

Appointed **Alternate** Civil Rights Officer for the aforementioned contract. Note that an **Alternate** Civil Rights Officer is optional, but recommended. The appointed **Alternate Civil Rights Officer** is:

Name of Designated Alternate Officer

Phone Number

Email Address

**I acknowledge the appointment and duties of Civil Rights Officer.**

Signature of Alternate Civil Rights Officer

Date

Signature of Elected Official

Mayor

Title: (Mayor /  
County Judge)

Date

**Disclaimer:** The Texas General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no liability or responsibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule.



COMMUNITY DEVELOPMENT & REVITALIZATION  
The Texas General Land Office  
Section 504 Self-Evaluation Form

Subrecipient: Town of Buckholts

Contract:

23-160-013-E307

Project Description:

**Comprehensive Plan**

Recipients of CDBG-MIT funds are required to administer programs and activities in compliance with Section 504, including self-evaluation. Disabilities which should be considered include the following non-exhaustive list: Visual impairment; hearing impairment; mobility impairment; speech impairment; coordination disabilities (impairments of muscle control); learning disabilities; life-threatening diseases; psychological disorders; and missing limbs. Attach separate pages for complete answers as necessary. "WARNING: ANY PERSON WHO KNOWINGLY MAKES A FALSE CLAIM OR STATEMENT TO HUD MAY BE SUBJECT TO CIVIL OR CRIMINAL PENALTIES UNDER 18 U.S.C. § 287, 18 U.S.C. § 1001, AND 31 U.S.C. § 3729."

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

[CRO]

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.

The Town of Buckholts has publicized its policies through public notice and postings and has made copies available to local groups serving disabled individuals. All comments received, if any, were considered and incorporated.

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

The policy shall be included in any bid documents or request for proposal documents for the Town of Buckholts's federally funded programs, projects, or activities. In addition, a public notice of the policy shall be published in the local paper.

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

1) There are no local policies that would limit participation of individuals with disabilities.

2)

3)

4)

5. Identify and list public facilities that limit accessibility.

1) The restroom facilities at City Hall may have some limitations for wheelchair bound individuals.

2) There are areas within the City with no sidewalks or sidewalks that do not comply with ADA guidelines.

3)

4)

5)

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

The Town of Buckholts shall disseminate a notification to all supervisory personnel, any consultants, and contractors working on federally funded programs, projects, or activities regarding the Town of Buckholts's policies on Section 504.

7. Identify Section 504 contractor complaint procedures.

- 1) A person may submit complaint in writing to the [CRO].
- 2) A copy of the complaint shall be transmitted to the subject of the complaint and to the Town of Buckholts Attorney.
- 3) An investigation of the complaint shall be completed and the findings, in writing, shall be submitted to the person who made the complaint.
- 4)
- 5)

8. Describe contractor's efforts to ensure compliance with Section 504 by third-party contractors/sub-contractors (construction contractors, engineers, administrators, etc.).

The policy shall be included in any bid documents or request for proposal documents for the Town of Buckholts's federally funded programs, projects, or activities.

9. Describe contractor's efforts to make information, documents and publication available to individuals with special needs. Examples: large print, audio recordings, documents in Braille, computer disks or USB devices.

Upon request, the City of Buckholts shall make a reasonable effort to provide any necessary assistance to make documents and publications available to individuals with disabilities in a form suitable to a particular disability.

10. List special information services that are available. Example: 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.

The Town of Buckholts shall make a reasonable effort to contact local agencies, service organizations, support groups, etc. to obtain special information dissemination services for a particular disability upon request.

11. List emergency evacuation procedures.

- 1) The Mayor shall be responsible for completing any emergency evacuations as may be necessary in regards to the Section 504 policies of the City of Buckholts.
- 2)
- 3)
- 4)

12. Identify any other steps taken.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Title Mayor \_\_\_\_\_







**COMMUNITY DEVELOPMENT & REVITALIZATION**  
**The Texas General Land Office**  
**Affidavit of Public Posting Form**

Subrecipient:

I,  of the City of   
Printed Name of Chief Elected Official Printed City/County Name

do hereby certify that a Community Development Block Grant - Mitigation (CDBG-MIT) housing guidelines was conspicuously posted at

Primary location address	<input type="text" value="[PhysicalAddress]"/>
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Describe specific physical location of posting at address identified <u>above</u>	
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Example of physical location of posting	<i>City Hall at 200 East Main Street, City, Zip in the lower left corner of east window on the front of the building. - or- County Courthouse at 200 East Main Street, City, Zip posted in the center of all entrance doors.</i>
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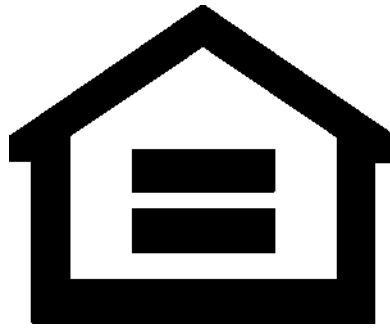
in a manner plainly visible to the general public beginning on  through   
Date Date  
*(Date range should include the minimum number of days following the original posting and at least one day prior to signing of this affidavit as specified in the applicable guidance documents for this funding opportunity.*

*If posted at multiple locations include additional address(es) and describe specific physical location below.*

Check All That Apply	Documentation Evidence
<input type="checkbox"/>	A legible photograph of the posting on the premises described above is attached.
<input type="checkbox"/>	A screenshot(s) of website, social media, web-based surveys, or online forum, etc. is attached.

<input type="text" value=""/>	<input type="text" value="Mayor"/>	<input type="text" value=""/>
Signature of Chief Elected Official	Title (Mayor/County Judge)	Date

*Disclaimer: The Texas General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no liability or responsibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule.*



**EQUAL HOUSING  
OPPORTUNITY**

**We Do Business in Accordance With the Federal Fair  
Housing Law**

(The Fair Housing Amendments Act of 1988)

**It is Illegal to Discriminate Against Any Person  
Because of Race, Color, Religion, Sex,  
Handicap, Familial Status, or National Origin**

In the sale or rental of housing or  
residential lots

In the provision of real estate  
brokerage services

In advertising the sale or rental

In the appraisal of housing of housing

In the financing of housing

Blockbusting is also illegal

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**Anyone who feels he or she has been  
discriminated against may file a complaint of  
housing discrimination:**

**1-800-669-9777 (Toll Free)**

**1-800-927-9275 (TTY)**

**[www.hud.gov/fairhousing](http://www.hud.gov/fairhousing)**

**U.S. Department of Housing and  
Urban Development  
Assistant Secretary for Fair Housing and  
Equal Opportunity  
Washington, D.C. 20410**



## **IGUALDAD DE OPORTUNIDAD EN LA VIVIENDA**

**Conducimos nuestros negocios de acuerdo a la Ley Federal de Vivienda Justa**

(Acta de enmiendas de 1988 de la Ley Federal de Vivienda Justa)

**Es ilegal discriminar contra cualquier persona por razon de su raza, color, religion, sexo, incapacidad física o mental, la presencia de niños menores de 18 años o de mujer embarazada en su familia o su origen nacional**

- En la venta o renta de vivienda y terrenos residenciales
- En los servicios de corretaje que prestan vendedores de vivienda
- En los anuncios de venta o renta de vivienda
- En la valoración de vivienda
- En la financiación de vivienda
- También es ilegal forzarle a vender o rentar su vivienda diciendole que gente de otra raza, religion o grupo etnico se estan mudando en su vecindario
- Amenazar o interferir con la persona para que no registre su queja

Cualquier persona que sienta que fue discriminada debe de enviar su queja de discriminacion:

1-800-669-9777 (llamada gratis) 1-800-927-9275  
(TDD llamada gratis)

U.S. Department of Housing and Urban  
Development  
Assistant Secretary for Fair Housing  
and Equal Opportunity  
Washington, D.C. 20410

# INSERT DIRECT DEPOSIT FORM