

CIVIL RIGHTS RESPONSIBILITIES CHECKLIST	
Date(s):	A. <u>Civil Right requirements at project start-up (before TxCDBG approval of first draw)</u>
	1. Set up a <u>CDBG Civil Rights file</u> (Chapter 1 and Chapter 10)
	2. Designate a Civil Rights Officer (CRO) responsible for ensuring all requirements in Chapter 10 (Implementation Manual) met; Submit Designation Form (A1008) to TDA
	3. Adopt and publish policies/plan regarding Citizen Participation Plan and Complaint Procedures to encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used. Adopt policy that outlines grievance procedures and requires timely response to written complaints and procedures. (Overview, Chapter 10 & 24 CFR 570.486) (A1013, A1014, and A1005)
	a. Make policy/plan available to public; and
	b. Provide the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to grievances and complaints and publish either: (1) publish in local newspaper supported by advertisement/tear sheet; 2) post at both courthouse/city hall & target area, supported by affidavit; or, 3) post in courthouse/city hall supported by affidavit & Grant Recipient's website during the term of the contract.
	4. Adopt Civil Rights Policies and/or Pass Resolutions/Proclamations/Ordinances regarding Civil Rights: Citizen Participation Plan and Grievance Procedures; Section 3 (contracts >\$100K/new hires)(A1002); Excessive Force(A1003); Section 504 (if >15 employees, also adopt grievance procedures)(A1004); Affirmatively Furthering Fair Housing (AFFH)(A1015 or A1007) (Sample Resolution Form A1014); and Code of Conduct. <i>All required resolutions, ordinances and/or policies regarding civil rights, equal opportunity, and citizen participation must be in effect throughout the TxCDBG contract period. Prior to the release of funds for any TxCDBG contract, Grant Recipients are required to submit a copy of the policies to TDA, adopted or reaffirmed no more than two years prior to the contract start date, to ensure that such policies are current.</i>
	5. Send hard copies or one PDF file of all civil rights documentation including Code of Conduct to TDA as part of Group A documents (see Chapter 2).
	6. Take affirmative steps assisting SBE's, MBE's, and WBE's such as including them on solicitation lists, emailing copies of solicitation advertisements to MWBE@texasagriculture.gov, and soliciting them for RFPs and RFQs.
	7. Publish Citizen Participation and Civil Rights Notices in 1) local newspaper supported by advertisement/tear sheet; 2) courthouse/city hall & target area, supported by affidavit; or, 3) courthouse/city hall & Grant Recipient's website, supported by affidavit.
	<ul style="list-style-type: none"> • For Citizen Participation Plan, ensure that citizens are aware of the location and hours at which they may obtain a copy of the written complaint procedures and the address, phone number, and times for submitting complaints (A1005)
	<ul style="list-style-type: none"> • Sec. 504 policy and name of designated CRO (A1005)
	<ul style="list-style-type: none"> • AFFH ordinance/resolution/proclamation. (A1014 & A1015; also A1007)

Date(s):	A. <u>Civil Right requirements at project start-up (before TxCDBG approval of first draw) –Cont.</u>
	8. Include in bid packets for construction contracts : 1) EO Guidelines for Contractors (>\$10K)(A1001); 2) Section 3 policy (>\$100K)(A1002)
	9. Include language in contracts: 1) Section 503 Clause (>\$10K); 2) EO Clause if construction > \$10K; 3) if construction contract > \$100K, Section 3 Clause.

Date(s):	B. <u>Civil Rights Requirements after project start-up</u>
	10. Take all civil rights protection action necessary (and keep records of actions taken) during the entire course of your project
	11. Perform at least one AFFH activity. If pass resolution/ordinance/proclamation, must perform one more activity. See manual for possible activities.
	12. Report and Maintain Documentation on the following:
	<ul style="list-style-type: none"> • Written citizen participation plan
	<ul style="list-style-type: none"> • Detail of Beneficiaries
	<ul style="list-style-type: none"> • Any and all handbooks, policies and procedures manuals, and resolutions or ordinances regarding employment, personnel policy, citizen participation and grievance policies, and civil rights.
	<ul style="list-style-type: none"> • Provide any advertisement for employment and documentation regarding the subsequent applicants and individuals hired. Use “Equal Employment Opportunity Employer” language.
	<ul style="list-style-type: none"> • Written Section 3 Plan for Grant Recipient and all other parties under contract including engineering firms, consultants, and construction contractors. (A1002)
	<ul style="list-style-type: none"> • If contractor must comply with Sec.3, then details of Sec. 3 compliance (Form 1012) and Certification of Compliance (found in contract).
	<ul style="list-style-type: none"> • Equal Opportunities Guidelines for Construction contractors (A1001)
	<ul style="list-style-type: none"> • Resolution(s)/proclamations/ordinances or policies passed : Section 3, Excessive Force, Section 504 if more than 15 employees, AFFH, LEP and/or Code of Conduct (A1014)
	<ul style="list-style-type: none"> • If Grant Recipient has more than 15 employees, written grievance procedures regarding Section 504.
	<ul style="list-style-type: none"> • Newspaper advertisement/public posting affidavit of: Citizen Participation, Section 504 (non-discrimination notice must be published in newspaper), AFFH
	<ul style="list-style-type: none"> • AFFH plan and all records showing evidence of AFFH activities
	<ul style="list-style-type: none"> • Financial Interest Reports (A503) with MBE and Section 3 information
	<ul style="list-style-type: none"> • Section 504 Self-Evaluation Review (A1006)

	<ul style="list-style-type: none">• All records related to LEP including LEP Plan (A1010). If LEP beneficiaries, translate vital documents as required including environmental notices, citizen participation notices, and civil rights notices.