

**Resolution Regarding Civil Rights  
Polk County, Texas**

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Whereas, Polk County, Texas, (hereinafter referred to as "Polk County") has been awarded a Community Development Block Grant – Disaster Recovery (CDBG-DR) grant from the Texas General Land Office (hereinafter referred to as "GLO");

Whereas, Polk County, 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 CDBG-DR activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, Polk County, in consideration for the receipt and acceptance of federal funding for the Contract, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

Whereas, Polk County, 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 CDBG-DR project area;

Whereas, Polk County, 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, Polk County, 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 CDBG-DR project;

Whereas, Polk County, 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

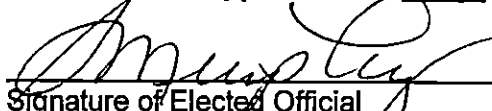
Whereas, Polk County, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period, to affirmatively further fair housing;

Whereas, Polk County, has designated an overseer and will 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 COMMISSIONERS COURT OF POLK COUNTY, TEXAS, THAT POLK COUNTY ADOPTS THE FOLLOWING:

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

Passed and approved this 25 day of February, 2020.

  
\_\_\_\_\_  
Signature of Elected Official  
Polk County

Sydney Murphy  
\_\_\_\_\_  
Printed Name of Elected Official



COMMUNITY DEVELOPMENT & REVITALIZATION

The Texas General Land Office

Appointment of Civil Rights Officer

Reset Form	Subrecipient: Polk County	Contract Number: 20-066-018-C125
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101 W Church St, Livingston, TX 77351  
 Address, City, State, and Zip Code

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Civil Rights Officer:

I, Sydney Murphy, County Judge do hereby appoint, Sydney Murphy, County Judge  
 Printed Name of Elected Official Printed Name of Designated Civil Rights Officer  
 as the Civil Rights Officer for Polk County

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 U.S. Department of Housing and Urban Development (HUD) CDBG-DR and GLO program funding.

The appointed Civil Rights Officer's contact information is:  
(936) 327-6813 Phone Number county.judge@co.polk.tx.us Email Address

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:

I acknowledge the appointment and duties of Civil Rights Officer.  
[Signature] Signature of Civil Rights Officer 2/25/2020 Date  
Jessica Hutchins Name of Designated Alternate Officer

936-327-6849 Phone Number grantsandcontracts@co.polk.tx.us Email Address

I acknowledge the appointment and duties of Civil Rights Officer.  
[Signature] Signature of Alternate Civil Rights Officer 2/25/2020 Date

[Signature] Signature of Elected Official County Judge Title: 2/25/2020 Date  
 (Mayor/County Judge)



COMMUNITY DEVELOPMENT & REVITALIZATION  
The Texas General Land Office  
*Appointment of Section 3 Coordinator*

*Economic Opportunities for Low and Very Low-Income Persons*

Subrecipient:

Contract No:

Contract Award Date:

**Section 3 Coordinator Information:**

Appointed Section 3 Coordinator:   
(Print Name)

I will serve as the Section 3 Coordinator for the aforementioned contract. I understand Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701 u) and the GLO-CDR Section 3 Policy. My contract information is as follows:

Address:

City:  State:  Zip:

Phone No:  E-mail Address:

Section 3 Coordinator Signature:  Date:

Authorized Subrecipient Representative:   
(Print Name)

Authorized Subrecipient Representative:   
(Signature) Date:

## Code of Conduct Policy of Polk County

As a Grant Recipient of a CDBG-DR contract Polk County 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 CDBG-DR contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of Polk County shall participate in the selection, award, or administration of a contract supported by CDBG-DR funds 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 Polk County 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.

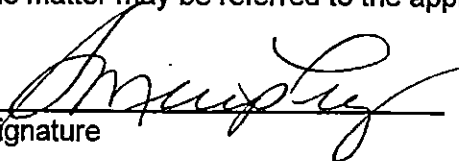
Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals for proposals must be excluded from competing for such procurements.

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 CDBG-DR funds, that has any CDBG-DR 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 CDBG-DR 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 CDBG-DR contract or award, or that is required to complete some or all work under the CDBG-DR contract in order to meet the National Program Objective.

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

Any alleged violations of these standards of conduct shall be referred to the Polk County 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.

  
Signature

Sydney Murphy, County Judge  
Name, Title

2/25/2020  
Date

*These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Community Development Block Grant (CDBG-DR) Program. The regulations related to conflict of interest and nepotism may be found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, Uniform Grant Management Standards by Texas Comptroller, 24 CFR 570.489(g) &(h), and 2 CFR 200.318*