



**The
Office of Rural Affairs
Presents**





PUBLISHED NOTICES -

CITIZEN PARTICIPATION PLAN

&

CIVIL RIGHTS

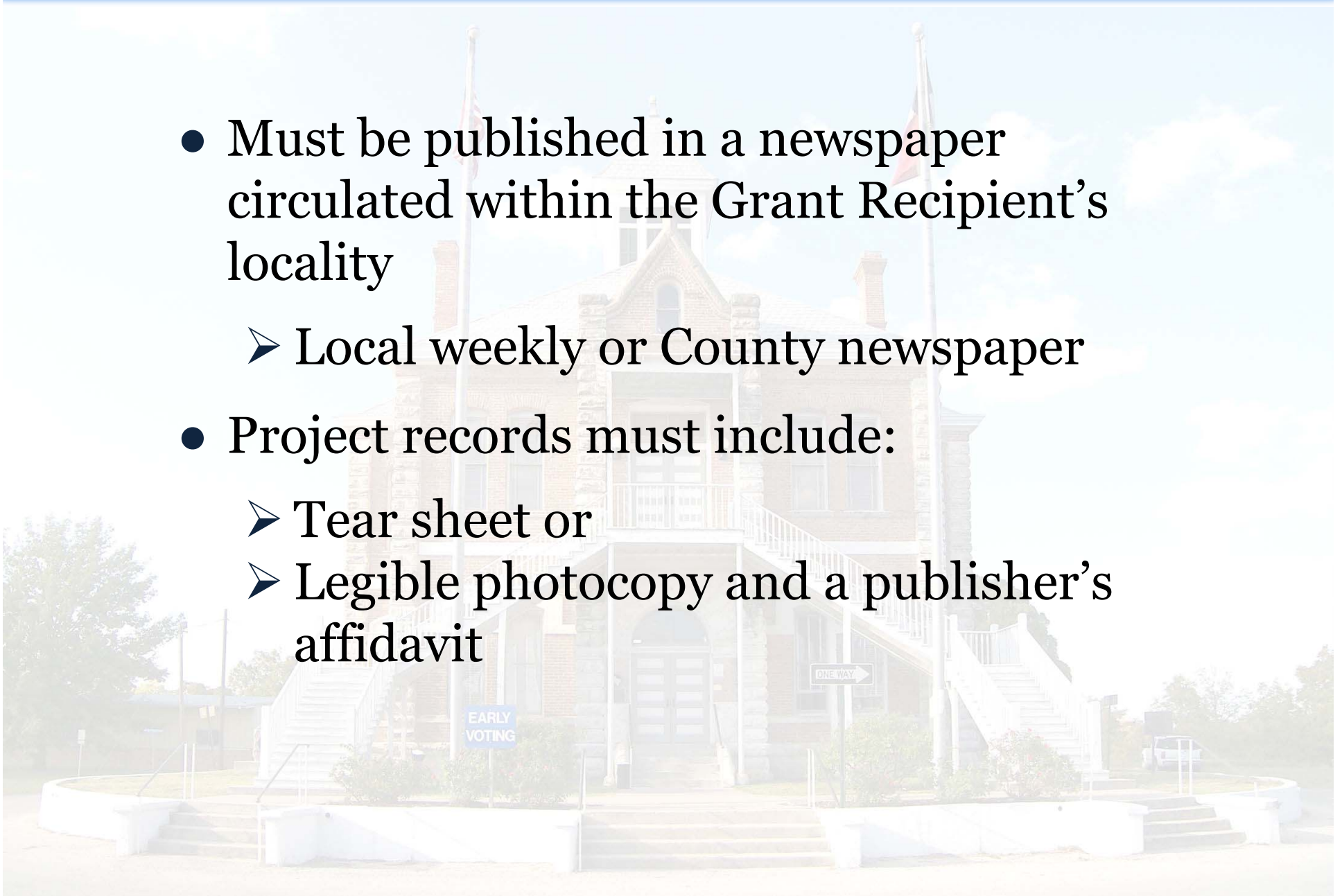
Methods of Publication

- Newspaper publication
- Posting in public buildings ***and*** in location of benefiting target area
- Posting in public buildings ***and*** on the Grant Recipient's website



Newspaper Publications

- Must be published in a newspaper circulated within the Grant Recipient's locality
 - Local weekly or County newspaper
- Project records must include:
 - Tear sheet or
 - Legible photocopy and a publisher's affidavit



Posting in Public Buildings & Target Area

- Post notice in a public building.
 - Usually City Hall or the County Courthouse
- Must be supported by Affidavit of Posting (see TxCDBG Form A1017)
 - Affidavit may be executed and notarized after a two-week posting.
 - Affidavit affirms that the public posting will remain throughout the TxCDBG contract period.
- Posting must ***also*** take place in Target Area where grant-funded activity occurred.

Posting in Public Buildings & Website

- Post notice in a public building supported by Affidavit of Posting.
- Must also concurrently be posted on Grant Recipient's website during term of the TxCDBG contract.
 - The Grant Recipient must maintain screen shots of the webpage on which the published notice appears.

Types of Published Notices

- **Civil Rights**
- **Citizen Participation**



Civil Rights Notices

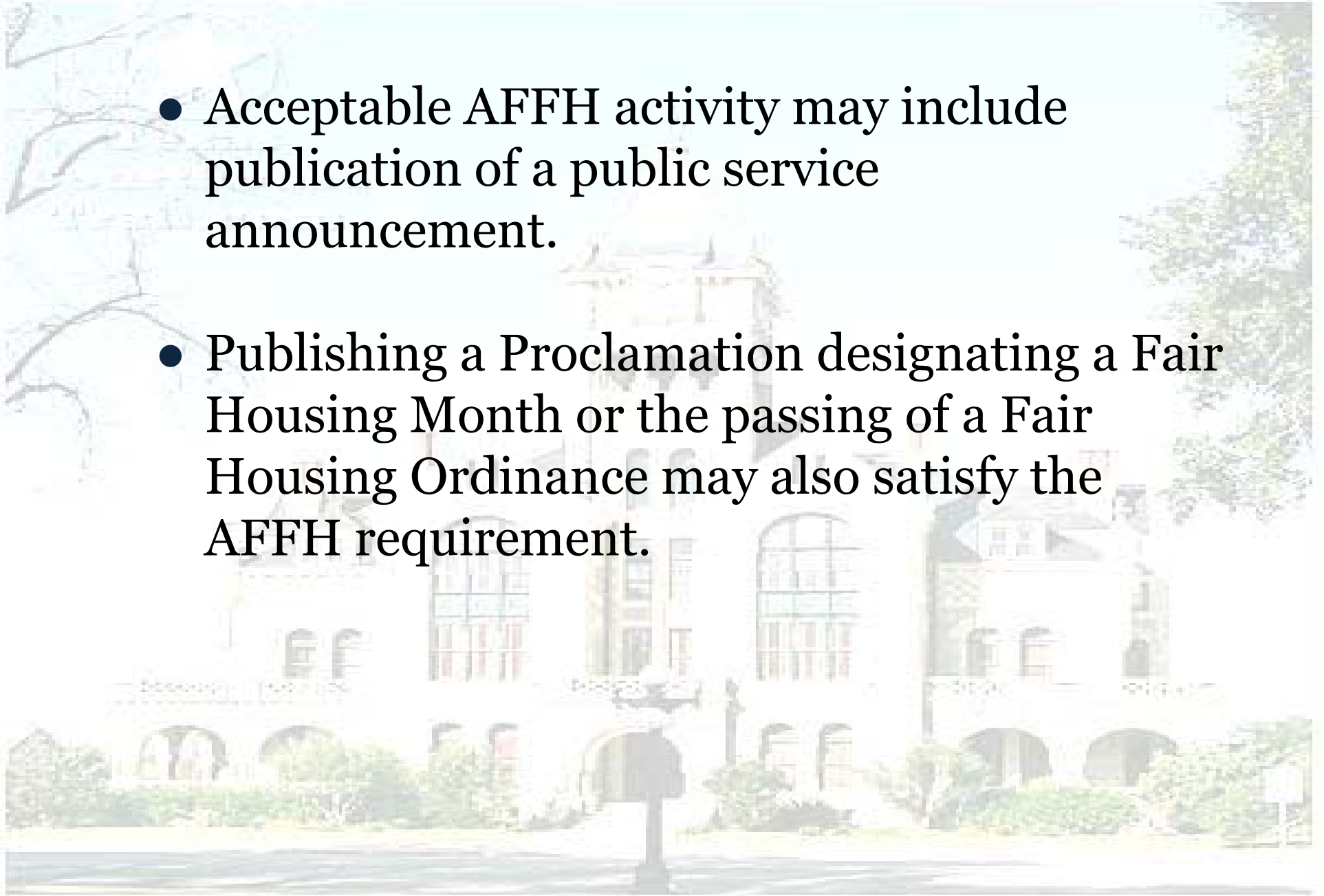
- Section 504 Policy of Non-Discrimination Policy Against Persons with Disabilities
- Notices for Affirmatively Furthering Fair Housing (AFFH)
- Citizen Participation / Citizen Complaint Procedures

Section 504 Notice of Nondiscrimination

- Required by 24 CFR Part 8 to implement Section 504 of the Rehabilitation Act of 1973
- Notifies interested parties that the Grant Recipient does not discriminate against persons with disabilities
- Applies if ≥ 15 employees
- TxCDBG Project Implementation Manual provides sample notice (Form A1005)

Affirmatively Furthering Fair Housing

- Acceptable AFFH activity may include publication of a public service announcement.
- Publishing a Proclamation designating a Fair Housing Month or the passing of a Fair Housing Ordinance may also satisfy the AFFH requirement.



Citizen Participation

Citizen Complaint Procedure

- Procedures required by HUD regulations at 24 CFR §570.486.
- Must provide citizens with the place, time, address and phone number for submitting complaints.
- Must be published according to one of the three methods discussed.

Citizen Participation – (continued)

Public Hearings

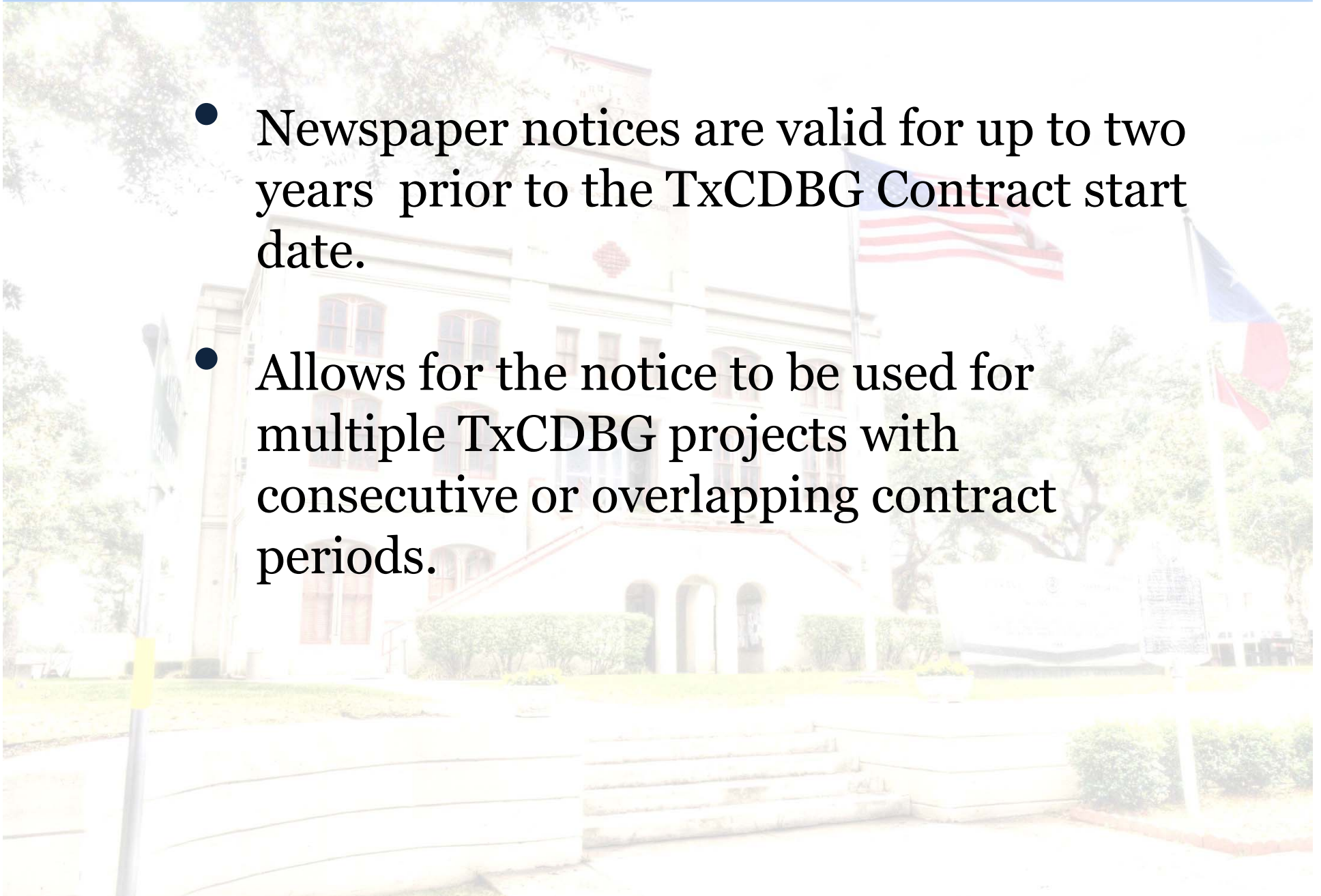
- Required for Amendments to the TxCDBG Contract
- Required to invite public comment on completed project
- Notice of hearing must be published in a local newspaper per TxCDBG policy.
- Requires a minimum 72 hours notice before the hearing date.
- Must meet needs of non-English speaking residents.

Limited English Proficiency (LEP)

- Grant Recipients must adhere to the LEP Plan for required notices (e.g., civil rights, citizen participation, and environmental review).
- Where appropriate, published notices should be translated in the language of LEP groups of >5% or with 1,000 or more persons in the locality.

Newspaper Notice Shelf Life

- Newspaper notices are valid for up to two years prior to the TxCDBG Contract start date.
- Allows for the notice to be used for multiple TxCDBG projects with consecutive or overlapping contract periods.



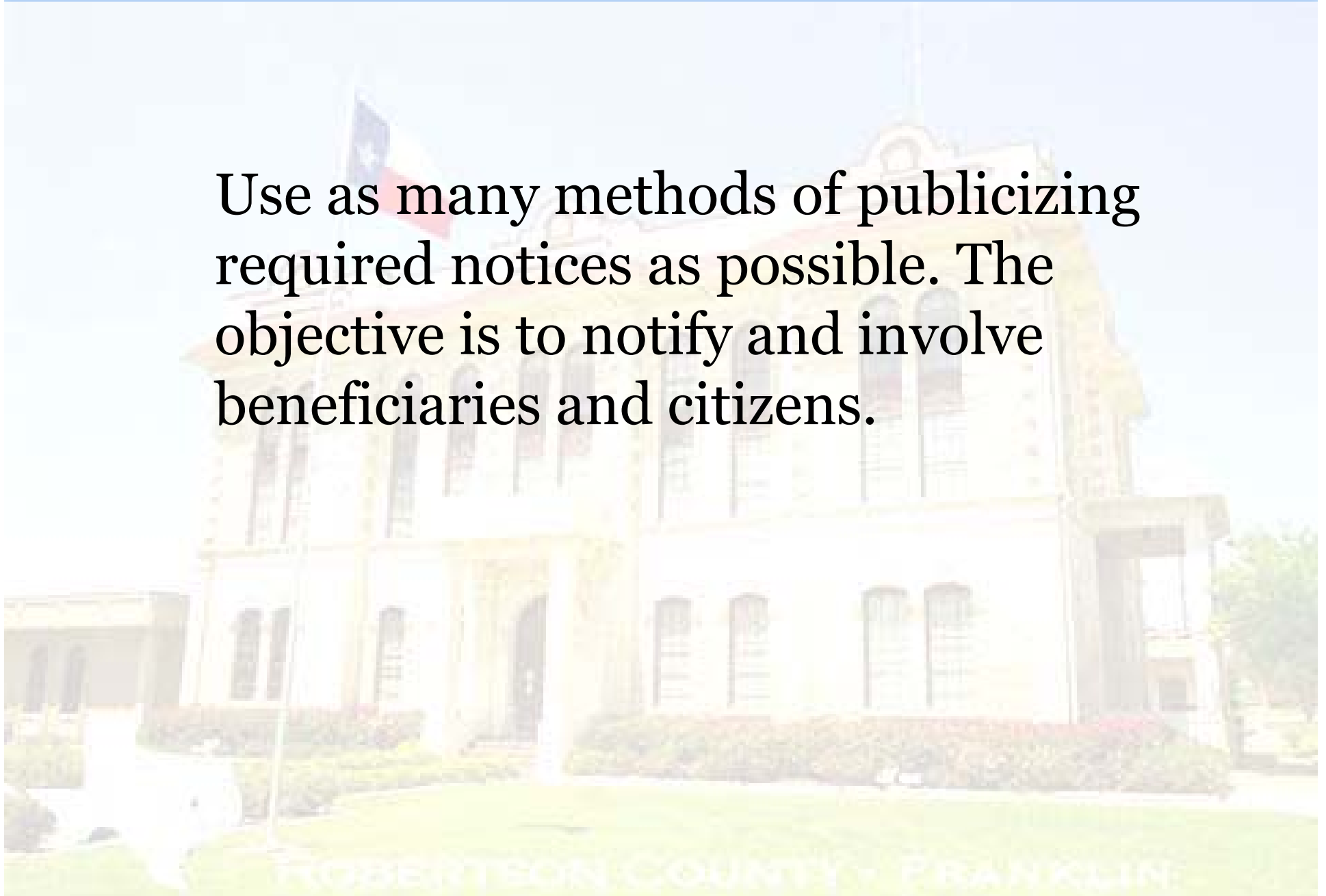
Resources

- TxCDBG Project Implementation Manual
- TxCDBG Staff may provide technical assistance



Last Word:

Use as many methods of publicizing required notices as possible. The objective is to notify and involve beneficiaries and citizens.



QUESTIONS?

