

**RESOLUTION 2023-33  
AUTHORIZING SIGNATORIES**

**A RESOLUTION BY THE CITY COUNCIL OF CITY OF LA FERIA DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER RECOVERY PROGRAM (CDBG-DR) GENERAL LAND OFFICE (GLO) STATE CONTRACT NUMBER 24-067-023-E210.**

**WHEREAS**, City of La Feria has received a Community Development Block Grant - Disaster Recovery award to provide Storm Sewer Improvements; and

**WHEREAS**, it is necessary to appoint persons to execute contractual documents and documents requesting funds from the Texas General Land Office and;

**WHEREAS**, an original signed copy of the CDBG-DR Depository/Authorized Signatories Designation Form is to be submitted with a copy of this Resolution, and;

**WHEREAS**, City of La Feria acknowledges that in the event that an authorized signatory changes (elections, illness, resignations, etc.) the following will be required:

- a resolution stating the new authorized signatory (A new resolution is not required if this original resolution names only the title and not the name of the signatory); and
- a revised CDBG-DR *Depository/ Authorized Signatories Designation Form*.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CITY OF LA FERIA, TEXAS, AS FOLLOWS:**

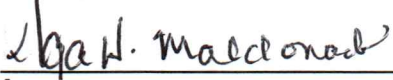
SECTION 1: The Mayor and City Manager be authorized to execute contractual documents between the Texas General Land Office and the City for the Community Development Block Grant Disaster Recovery Program.

SECTION 2: The Mayor, City Manager, Assistant City Manager, and City Secretary be authorized to execute the *State of Texas Purchase Voucher* and *Request for Payment Form* documents required for requesting funds approved in the Community Development Block Grant Disaster Recovery Program.

SECTION 3: The Mayor be authorized to execute environmental review and related documents as the responsible entity (RE) for the Community Development Block Grant Disaster Recovery Program.

**PASSED AND APPROVED BY THE City Council OF City of La Feria, TEXAS**, on December 5, 2023.

**APPROVED:**

  
\_\_\_\_\_  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
City Manager

# Limited English Proficiency Plan - 24-067-023-E210

Texas General Land Office

Community Development Block Grant-Disaster Recovery

Grant Subrecipient:	City of La Feria
Community Population:	6,339
LEP Population:	1,094 17.26%
Languages spoken: 1) by more than 5% of the eligible population or beneficiaries and has more than 50 in number; or 2) By more than 1,000 individuals in the eligible population in the market area or among current beneficiaries	Spanish

### Program activities to be accessible to LEP persons:

<input checked="" type="checkbox"/>	Public Notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded project
<input checked="" type="checkbox"/>	Publications regarding CDBG-DR application, grievance procedures, <i>complaint procedures, complaint procedures, answers to complaints, notices, notices of rights and disciplinary action</i> , and other vital hearings, documents, and program requirements
<input checked="" type="checkbox"/>	Other program documents: Documents available in Spanish for directly assisted beneficiaries, if applicable.

### Resources available to Grant Recipient:

<input checked="" type="checkbox"/>	Translation services: available upon request
<input checked="" type="checkbox"/>	Interpreter services: available upon request with prior notice
	Other resources: _____

### Language Assistance to be provided:

<input checked="" type="checkbox"/>	Translation (oral and/or written) of advertised notices and vital documents for: <u>Public hearing, Complaint and Grievance, Equal Opportunity, Policy of Non-discrimination Based on Disability Status and Fair Housing notices are available in Spanish. Other CDBG required program notices are available in Spanish upon request.</u>
<input checked="" type="checkbox"/>	Referrals to community liaisons proficient in the language of LEP persons <u>Spanish-speaking liaisons are available upon request.</u>
<input checked="" type="checkbox"/>	Public meetings conducted in multiple languages: <u>Available upon request with two days advance notice.</u>
<input checked="" type="checkbox"/>	Notices to recipients of the availability of LEP services: <u>Included in translated notices.</u>
	Other services: _____

Signature - Chief Elected Official or Civil Rights Officer

Date

See also: [http://www.lep.gov/resources/2011\\_Language\\_Access\\_Assessment\\_and\\_Planning\\_Tool.pdf](http://www.lep.gov/resources/2011_Language_Access_Assessment_and_Planning_Tool.pdf)



**GLO-CDR Regulatory Oversight – Revised Policy Memo on Project Re-evaluations**

**Date:** January 7, 2022  
**To:** CDBG-DR/CDBG-MIT Subrecipients/Responsible Entities/Certifying Officers  
**From:** Jill Seed, Director, GLO-CDR Regulatory Oversight  
**Through:** Heather Lagrone, GLO-CDR Senior Deputy Director *HL*  
**Subject:** Responsibilities of Subrecipients/Responsible Entities/Certifying Officers regarding project re-evaluations per 24 CFR 58.47

This memo is a result of directives given to the Texas General Land Office (GLO) by the U.S. Department of Housing and Urban Development (HUD) on December 16, 2021. **The GLO will no longer conduct reviews of subrecipients project re-evaluations, as described below.**

Subgrantees who receive CDBG-DR/CDBG-MIT funds administered by the TXGLO are considered responsible entities (REs), also referred to as subrecipients, and must complete an environmental review compliant with 24 CFR 58 on all project activities before funds are obligated. Under 24 CFR 58, the environmental review can be completed by the REs staff, program partners, or a hired consultant; however, the RE is ultimately responsible for the content of the Environmental Review Record (ERR) and must make an independent evaluation of the environmental issues, take responsibility for the scope and content of the compliance findings, and make the final environmental decision concerning project approval. The RE is also responsible for ensuring any mitigation measures or conditions for approval are implemented and for maintaining the ERR in accordance with HUD requirements.

Each RE must designate a Certifying Officer who is ultimately responsible for signing off on the completeness of environmental reviews as described in 24 CFR 58.13. **The GLO Regulatory Oversight may provide technical assistance on sections of the subrecipients ERRs; however, GLO is not responsible for any inaccuracies and should the ERR fail to meet federal/state requirements, including applicable Federal Register requirements, the RE is financially responsible for the oversight and any corrective action required. Completeness of the REs ERR, including mitigation measures and project-specific conditions, will be verified during GLOs in-depth Environmental Monitoring and Enforcement Program (24 CFR 58.18).**

Anytime there is a change in scope of work, the re-evaluation process in 24 CFR 58.47 must be followed prior to any work being initiated or funded. For brevity, a re-evaluation is required when the project footprint or area of potential effect (APE) changes regardless of the amount of linear feet/area, project activities are added/removed, unexpected conditions arise, or changes are made to the nature, magnitude, or extent of the project. If the original finding is assessed as still valid, the ERR would be updated with a memo to the file, which is commonly referred to as a Letter of Re-evaluation or LRE. If the original finding is assessed as no longer valid the RE may have to prepare a new environmental review and proceed with the approval process, which includes but is not limited to a new environmental review, public notices, public comment and objection periods, and a new Request for Release of Funds (RROF) and AUGF.

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documents after expiration of the 15-day period prescribed by statute.

(b) HUD (or the State) may disapprove a certification and RROF if it has knowledge that the responsible entity or other participants in the development process have not complied with the items in § 58.75, or that the RROF and certification are inaccurate.

(c) In cases in which HUD (or the State) has approved a certification and RROF but subsequently learns (e.g., through monitoring) that the recipient violated § 58.22 or the recipient or responsible entity otherwise failed to comply with a clearly applicable environmental authority, HUD (or the state) shall impose appropriate remedies and sanctions in accord with the law and regulations for the program under which the violation was found.

Please keep in mind that the RE is responsible for ensuring all project conditions, best management practices (BMPs), and/or mitigation measures are implemented prior to and throughout construction. The RE must maintain documentation of all project conditions, BMPs, and/or mitigation measures in the form of photos, receipts, letters, contracts, and any other evidence that demonstrates compliance. Completeness of the RE's ERR will be verified during GLO's Environmental Monitoring and Enforcement Program (24 CFR 58.18(a) (2)). The RE must ensure all ERRs are maintained and current in TIGR, as environmental monitoring will likely occur after the initiation of project work.

As a reminder, anytime there is a change in scope of work, the project re-evaluation process in 24 CFR 58.47 must be followed prior to any work being initiated or funded. If a RE fails to comply with 24 CFR 58.47, a choice limiting action as described in 24 CFR 58.22(a) may have occurred. According to 24 CFR 58.72, in cases where the GLO is exercising HUD's responsibilities outlined in 24 CFR 58.18 and has approved a certification and RROF but subsequently learns that the RE violated 58.22(a) or otherwise failed to comply with any applicable environmental authority, the GLO can impose appropriate remedies and sanctions in accordance with the law and regulations for the program under which the violation was found. This may include repayment of federal funds.

Please note that these procedures are subject to change, and the RE should always contact the Regulatory Oversight team at [env.reviews@recovery.texas.gov](mailto:env.reviews@recovery.texas.gov) for the most recent guidance.

The GLO requests acknowledgment of these process revisions by each RE's Certifying Officer. Please sign and submit to the appropriate GLO Grant Manager.

GLO Contract #: \_\_\_\_\_

Responsible Entity Certifying Officer name: \_\_\_\_\_

Responsible Entity Certifying Officer signature: Olga H. Maedon Date: \_\_\_\_\_

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**GLO-CDR Regulatory Oversight – Policy Memo on Revised ERR Review Procedures**

**Date:** January 10, 2022  
**To:** CDBG-DR/CDBG-MIT Subrecipients/Responsible Entities/Certifying Officers  
**From:** Jill Seed, Director, GLO-CDR Regulatory Oversight  
**Through:** Heather Lagrone, GLO-CDR Senior Deputy Director *HL*  
**Subject:** Revised GLO Environmental Review Procedures and HUD 7015.15 RROF and Environmental Certification Submissions

This memo is a result of directives given to the Texas General Land Office (GLO) by the U.S. Department of Housing and Urban Development (HUD) on December 16, 2021. **The GLO will no longer conduct reviews of subrecipients environmental review records (ERR), as described below.**

Subrecipients who receive CDBG-DR/CDBG-MIT funds administered by the TXGLO are considered responsible entities (REs) as defined in 24 CFR 58.2 and must complete an environmental review compliant with 24 CFR 58 for all GLO contractually approved activities before federal funds are obligated. Each RE must designate a Certifying Officer who is ultimately responsible for validating the completeness of environmental reviews as described in 24 CFR 58.13. In addition, by signing and submitting HUD 7015.15 Request for Release of Funds and Environmental Certification (RROF), the RE's Certifying Officer is providing a legally binding certification that they have fully carried out their responsibilities for environmental review, decision-making, and action pertaining to the project(s) named.

Effective 12/27/2021, GLO will continue to provide technical assistance, guidance, and training to all subrecipients; however, **submitted environmental documents will not be reviewed for compliance.** Completeness of the REs ERRs, including mitigation measures and project-specific conditions, will be verified during GLOs in-depth **Environmental Monitoring and Enforcement Program** (24 CFR 58.18).

GLO requires subrecipients to upload completed and certified ERRs to the Texas Integrated Grant Reporting (TIGR) system. For projects classified as Categorically Excluded Subject to Section 58.5 (CEST) and Environmental Assessment (EA) per 24 CFR 58.36, submission of the final ERR and HUD 7015.15 RROF and Environmental Certification is required. Projects classified as Exempt (24 CFR 58.34), Categorically Excluded Not Subject to the related laws and authorities (CENST) (24 CFR 58.35(b)), CEST that converts to Exempt (58.34(a)(12)) or site-specific checklist (SSC), do not require a RROF and Environmental Certification; therefore, the RE is required to obtain necessary signatures and upload the ERR into TIGR after which funds can be obligated.

GLO will process HUD 7015.15 RROFs and Environmental Certifications for CEST's and EA's in accordance with federal regulation 24 CFR 58.72, as described below:

The actions which HUD (or a State) may take with respect to a subrecipient's environmental certification and RROF are as follows:

(a) In the absence of any receipt of objection to the contrary, except as provided in paragraph (b) of this section, HUD (or the State) will assume the validity of the certification and RROF and will approve these

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**Memo**  
COMMUNITY DEVELOPMENT & REVITALIZATION (CDR)  
Texas General Land Office

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If a RE fails to comply with 24 CFR 58.47, a choice limiting action as described in 24 CFR 58.22(a) may have occurred. Per 24 CFR 58.22(a), neither a recipient nor any participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit HUD assistance under a program listed in § 58.1(b) on an activity or project until HUD or the state has approved the recipient's RROF and the related certification from the responsible entity. In addition, until the RROF and environmental certification have been accepted by GLO, neither a recipient nor any participant in the development process may commit non-HUD funds on or undertake an activity or project under a program listed in § 58.1(b) if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives.

According to 24 CFR 58.72, in cases where the GLO is exercising HUD's responsibilities outlined in 24 CFR 58.18 and has approved an environmental certification and RROF but subsequently learns that the RE violated 58.22(a) or otherwise failed to comply with any applicable environmental authority, the GLO can impose appropriate remedies and sanctions in accordance with the law and regulations for the program under which the violation was found. This may include repayment of federal funds.

The GLO requests acknowledgment of these requirements by each REs Certifying Officer. Please sign and submit to the appropriate GLO Grant Manager.

GLO Contract #: \_\_\_\_\_

Responsible Entity Certifying Officer name: \_\_\_\_\_

Responsible Entity Certifying Officer signature: Olga N. Medvedev Date: \_\_\_\_\_

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**COMMUNITY DEVELOPMENT & REVITALIZATION**  
**The Texas General Land Office**  
*Depository/Authorized Signatories Designation Form*

Subrecipient:  Contract Number:

The individuals below are designated by resolution as authorized signatories for contractual documents. At least two signatories required.

Olga H. Maldonado	Frank Rios
Name	Name
Mayor	Interim City Manager
Title	Title
Signature	Signature

Name	Name
Title	Title
Signature	Signature

The financial lending institution listed here will serve as the depository for the Texas General Land Office-Disaster Recovery Program Community Development Block Grant (CDBG) funds:


Name of Lending Institution	Fund Account Number
Address	City, State, Zip Code

The individuals below are designated by resolution as authorized signatories for financial documents. At least two signatories required.

Olga H. Maldonado	Frank Rios
Name	Name
Mayor	Interim City Manager
Title	Title
Signature	Signature



**COMMUNITY DEVELOPMENT & REVITALIZATION**  
**The Texas General Land Office**  
*Depository/Authorized Signatories Designation Form*

Amanda Morales	
Name	Name
City Secretary	
Title	Title
	
Signature	Signature

**NOTE:** A copy of a Resolution passed by the city council or county commissioner's court authorizing the signatories must be submitted along with this form.

**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.*