

**CITY OF DRIPPING SPRINGS**

**Resolution 2016-30**

**LIMITED ENGLISH PROFICIENCY POLICY**

**A RESOLUTION ADOPTING A PLAN TO PROVIDE SERVICES AND INFORMATION TO PERSONS WITH LIMITED ENGLISH PROFICIENCY**

WHEREAS, The City of Dripping Springs is implementing a Housing and Urban Development (HUD) Community Development Block Grant (CDBG) #7215125 for water system construction in the North Forty neighborhood; and

WHEREAS, Persons with limited English proficiency make up 7.6% of the population of the City; and

WHEREAS, Those person with limited English proficiency have difficulty in reading or translating announcements of public hearings, City policy announcements, advertisements to bid on grant funded projects, publications of City Policies, notices of amendments to funded projects, and other opportunities for public participation; and

WHEREAS, The City recognizes its responsibility to provide opportunities for persons with limited English proficiency receive assistance in obtaining Spanish language versions of printed documents; and

WHEREAS, The City recognizes its responsibility to assist persons with limited English proficiency in providing translators to assist such persons in understanding public meetings upon request.

**NOW, THEREFORE, BE IT RESOLVED by the City Council of Dripping Springs:**

1. The City Council hereby adopts and approves the Limited English Proficiency Policy as it appears in *Exhibit "A"*, which shall be attached to and included herein for all intents and purposes.
2. The City Council directs City staff to implement this policy.
3. The City Council directs the City Secretary to include this Resolution in and among the official records of the City.

4. The meeting at which this Resolution was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

**PASSED AND APPROVED this, the 19<sup>th</sup> day of April 2016, by a vote of 4 (ayes) to 0 (nays) to 0 (abstentions) of the City Council of Dripping Springs, Texas.**

**CITY OF DRIPPING SPRINGS**

By:   
Mayor Todd Purcell

**ATTEST:**

By:   
Kerri Craig, City Secretary

**APPROVED AS TO FORM:  
Alan J. Bojorquez, City Attorney**

## Limited English Proficiency Sample Plan

Name Grantee:	City of Dripping Springs
Community Population:	1,542
LEP population:	211
Languages spoken by more than 5% of population per ACS:	Spanish 7.6%

<b>Program activities to be accessible to LEP persons:</b>	
XX	Public Notices and hearings regarding applications for grant funding, amendments to project activities, and completion of grant-funded project
XX	Publications regarding TX CDBG 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
XX	Other program documents: <u>Will be addressed on "as needed" basis</u>

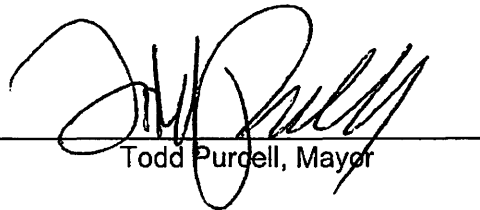
<b>Resources available to Grant Recipient:</b>	
XX	<p>Translation services: The following documents will be published in both English and Spanish CDBG Application Public Hearing Notice CDBG Application Notice of Intent to Submit Amendments to funded projects Close out public hearing for funded projects (Sample attached)</p> <p>Otherwise, the City of Dripping Springs will provide Spanish language translation of all documents that were published in English only. Examples of this type of publication are: FONSI, Bid Ad, and Fair Housing Proclamation. These types of notices will include an initial paragraph as shown on the attached sample referring persons to city hall for a printed Spanish language version. For these documents the following text shall appear at the top of the notice: <i>"AVISO a SPANISH SPEAKING personas: Si usted tiene dificultad para leer esta publicación, comuníquese con Rebecca Rubio, Secretario de Tribunal/servicios públicos municipales en la ciudad de Dripping Springs para obtener una versión en Español de esta publicación. Teléfono 512/858-5646"</i></p>
XX	<p>Interpreter services: The City will provide an interpreter if the City receives a request for interpretive services 72 hours prior to a public meeting.</p>
<input type="checkbox"/>	Other resources: None at this time

<b>Language Assistance to be provided:</b>	
XX	<p>Translation (oral and/or written) of advertised notices and vital documents: Translation will be provided upon request at City Hall of any City notice or publication related to CDBG grant implementation</p>
<input type="checkbox"/>	<p>Referrals to community liaisons proficient in the language of LEP persons Will be addressed on "as needed" basis</p>

## Limited English Proficiency Sample Plan

XX	Public meetings conducted in multiple languages: The City will provide an interpreter if the City receives a request for interpretive services 72 hours prior to a public meeting.
XX	Notices to recipients of the availability of LEP services: The following documents will be published in both English and Spanish: CDBG Application Public Hearing Notice CDBG Application Notice of intent to submit grant, Amendments to funded projects Close Out Public Hearing for funded projects  Otherwise, upon request the City will provide Spanish Language translation of all grant documents that were published in English Only. For example, FONSI, Bid Ad, Fair Housing Proclamation. The Notices will include an initial paragraph as shown on the attached sample referring persons to City Hall for a printed Spanish Language version. For these documents the following text shall appear at the top of the notice: " <i>AVISO a SPANISH SPEAKING personas: Si usted tiene dificultad para leer esta publicación, comuníquese con Rebecca Rubio, Secretario de Tribunal/servicios públicos municipales en la ciudad de Dripping Springs para obtener una versión en Español de esta publicación. Teléfono 512/858-5646</i> "
XX	Other services: The City offers bilingual assistance to persons desiring to file a Citizen Complaint, a Section 504 Discrimination complaint, or a Fair Housing complaint

Signature of Chief Elected Official \_\_\_\_\_

  
Todd Purdell, Mayor

4-19-16  
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)

The City will provide both English and Spanish Language versions of the following documents

Public Hearing and Final Notice for any CDBG Application and Public Hearings during the CDBG Project for project completion and for amendments, as needed

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ENGLISH VERSION

**Public Notice  
Texas Community Development Program  
City of Dripping Springs**

The City of Dripping Springs is giving notice of the city's intent to submit Texas Community Development Block Grant Program grant application for a Community Development Fund grant request of \$275,000 for the improvements to the municipal water system including replacement of water distribution pipeline on \_\_\_\_\_ Lane and East and West \_\_\_\_\_ Streets, highway bore and encasement pipe across US Hwy 290 for citywide benefit. The application is available for review at City Hall during regular business hours.

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SPANISH VERSION

**Aviso público  
Programa de desarrollo comunitario de Texas  
Ciudad de Dripping Springs**

La ciudad de Dripping Springs está dando aviso de intención de la ciudad para presentar la solicitud de subvención programa de subvención de desarrollo Texas comunitario para una solicitud de subvención Community Development Fund de \$275.000 para las mejoras al sistema municipal de agua incluyendo el reemplazo de tubería de distribución de agua en el carril de la memoria y al este y oeste \_\_\_\_\_ calles, carretera alesaje y protector el tubo a través de nosotros Hwy 290 para beneficio de toda la ciudad. La aplicación está disponible para revisión en el Ayuntamiento durante horas de oficina regulares.

**For all CDBG publications NOT published in both English and Spanish The City will include in the paragraph outlined below directing citizens to City Hall. For Spanish speakers, a printed Spanish version will be available upon request. Eg, FONSI, Fair Housing Proclamation, 504 Grievance Policy**

**AVISO a SPANISH SPEAKING personas: Si usted tiene dificultad para leer esta publicación, comuníquese con Rebecca Rubio, Secretario de Tribunal/servicios públicos municipales en la ciudad de Dripping Springs para obtener una versión en Español de esta publicación. Teléfono 512/858-5646**

## **Advertisement and Invitation for Bids City of Dripping Springs 2015 CDBG Water Improvements Project**

The City of Dripping Springs will receive bids for the 2015 CDBG Water Improvements Project, until 2:00 P.M. on July 24, 2016 at 126 N Hill Street, Dripping Springs, Texas. The bids should be mailed to 511 Mercer Street, Dripping Springs, Texas 76055 if not delivered in person. The bids will be publicly opened and read aloud at 2:00 P.M. July 24, 2014 at 126 N Hill Street, Dripping Springs, Texas 76055.

Bids are being solicited for several items and quantities of work as follows: 1. Installation of New Residential Water Meters.

Bid/Contract Documents, including Drawings and Technical Specifications are on file at \_\_\_\_\_ Engineers, Inc., \_\_\_\_\_ Austin, TX 78704 Phone: \_\_\_\_\_. Copies of the Bid/Contract Documents may be obtained for **\$35.00** with \_\_\_\_\_ Engineers, Inc. for each set of documents obtained. Bid / Contract Documents are available for viewing at **Dripping Springs City Hall** between the hours of 8:00 AM and 4:30 PM Monday through Friday Phone: \_\_\_\_\_. Electronic PDF copies of the Bid Documents may be obtained free of charge by logging onto [www.CivCastUSA.com](http://www.CivCastUSA.com) and at all area plan rooms.

A bid bond in the amount of five percent (5%) of the bid issued by an acceptable surety shall be submitted with each bid. A certified check or bank draft payable to the City of **Dripping Springs** or negotiable U.S. Government Bonds (as par value) may be submitted in lieu of the Bid Bond.

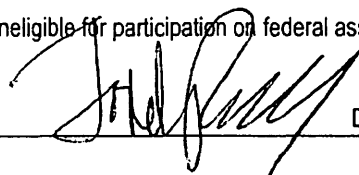
Attention is called to the fact that not less than, the federally determined prevailing (Davis-Bacon and Related Acts) wage rate, as issued by the Texas Department of Agriculture (TDA) and contained in the contract documents, must be paid on this project. In addition, the successful bidder must ensure that employees and applicants for employment are not discriminated against because of race, color, religion, sex, age or national origin. The City of **Dripping Springs** encourages to the greatest extent feasible participation of all HUB, DBE and Section 3 firms in the bidding and construction of this project.

The City of **Dripping Springs** reserves the right to reject any or all bids or to waive any informality in the bidding. Bids may be held by City of **Dripping Springs** for a period not to exceed 60 days from the date of the bid opening for the purpose of reviewing the bids and investigating the bidder's qualifications prior to the contract award.

All contractors/subcontractors that are debarred, suspended or otherwise excluded from or ineligible for participation on federal assistance programs may not undertake any activity in part or in full under this project.

City of Dripping Springs

Todd Purcell, Mayor



Date: 4-19-16