

LCDBG-CV HVAC IMPROVEMENTS  
MANAGEMENT RESOLUTION

WHEREAS, the Lincoln Parish Police Jury has been afforded the opportunity to participate in the State of Louisiana Community Development Block Grant - Coronavirus (LCDBG-CV) HVAC Improvements Program administered by the Division of Administration, Office of Community Development; and,

WHEREAS, it is necessary under the program regulations to authorize certain actions and individuals to perform certain designated functions; and,

WHEREAS, the Lincoln Parish Police Jury adopted the “LCDBG-CV Love Louisiana Outdoors Management Resolution” on March 9, 2022 which established certain functions, coordinators, and policies/plans for the Love Louisiana Outdoors program; and,

WHEREAS, the actions taken by the Lincoln Parish Police Jury for said March 9, 2022 resolution are the same actions required for the Parish’s HVAC Improvements Program.

NOW THEREFORE BE IT RESOLVED, that the Lincoln Parish Police Jury hereby adopts the “LCDBG-CV Love Louisiana Outdoors Management Resolution” dated March 9, 2022 for the Parish’s LCDBG-CV HVAC Improvements Program.

Passed and adopted by the Lincoln Parish Police Jury, State of Louisiana, on this 12<sup>th</sup> day April, 2022, by the following votes:

YEAS:  
NAYS:  
ABSTAINED:  
ABSENT:

I, Richard Durrett, President, hereby certify that the above is a true and correct copy of the RESOLUTION duly passed and adopted by the Lincoln Parish Police Jury, Parish of Lincoln, State of Louisiana, on the 12<sup>th</sup> day April, 2022.

ATTEST:

\_\_\_\_\_  
Doug Postel, Parish Administrator

\_\_\_\_\_  
Richard I. Durrett, President

LCDBG-CV LOVE LOUISIANA OUTDOORS  
MANAGEMENT RESOLUTION

WHEREAS, the Lincoln Parish Police Jury has been afforded the opportunity to participate in the State of Louisiana Community Development Block Grant - Coronavirus (LCDBG-CV) Love Louisiana Outdoors Program administered by the Division of Administration for Lincoln Parish; and,

WHEREAS, it is necessary under the program regulations to authorize certain actions and individuals to perform certain designated functions by the State.

NOW THEREFORE BE IT RESOLVED, that the Lincoln Parish Police Jury as legal recipient of the LCDBG-CV funds does hereby authorize the following actions:

SECTION I  
FINANCIAL MANAGEMENT

WHEREAS, it is necessary under the Financial Management regulations of the LCDBG-CV program to authorize certain individuals to sign for draw downs for request for payments and to authorize one certain individual to certify the correctness of each signature; and,

WHEREAS, it is further necessary under the Financial Management regulations of the LCDBG-CV program to designate an official depository to hold LCDBG-CV funds;

NOW THEREFORE BE IT RESOLVED, by the Lincoln Parish Police Jury as legal authorized recipient of the LCDBG-CV funds, in regular session convened, that Michael Sutton, Kevin Klepzig, and Doug Postel are hereby authorized to sign "Authorized Signature Card for Request for Payment;" and,

BE IT FURTHER RESOLVED, that Richard I. Durrett shall certify to the correctness of the signatures; and,

BE IT FURTHER RESOLVED, Community Trust Bank is hereby designated as the official depository for direct deposit of grant funds for the LCDBG-CV project.

SECTION II  
REQUISITION OF FUNDS

WHEREAS, the State requires adequate financial management control over LCDBG-CV funds. The establishment of a Requisition of Funds policy is a vital tool to such control.

NOW THEREFORE BE IT RESOLVED, By the Lincoln Parish Police Jury that all invoices for work performed or materials used in relation to the LCDBG-CV Program, prior to

payment, must have attached a signed pre-printed project requisition form. The form and invoice shall be approved in the following order:

1. Approval by Project Administrator for budget control
2. Approval by the Secretary
3. Approval by the President

BE IT FURTHER RESOLVED, that Michael Sutton, Kevin Klepzig, and Doug Postel are hereby authorized to sign checks written on the LCDBG-CV account.

### SECTION III EQUAL OPPORTUNITY

WHEREAS, equal opportunity regulations of the LCDBG-CV program require the appointment by the recipient of an Equal Opportunity Officer (EEO Officer) to have the responsibility for maintaining all pertinent EEO files, submitting on a timely basis all reports, answer all related correspondence and monitor all EEO areas;

NOW THEREFORE BE IT RESOLVED, by the Lincoln Parish Police Jury that Doug Postel is hereby appointed as EEO Officer for the life of the LCDBG-CV program and as such is charged to faithfully execute all duties and responsibilities herein described.

### SECTION IV 504 COORDINATOR

WHEREAS, the State requires Grantees to designate a responsible person to coordinate the Lincoln Parish Police Jury efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended;

NOW THEREFORE BE IT RESOLVED, that Doug Postel is appointed as Section 504 Compliance Officer.

### SECTION V SECTION 3 COMPLIANCE

WHEREAS, the LCDBG-CV program requires that all grant recipients establish and adopt by resolution a Section 3 Plan and appoint a Section 3 Coordinator and certification procedures.

NOW THEREFORE BE IT RESOLVED, that the Lincoln Parish Police Jury adopts a Section 3 Plan and appoints Doug Postel as its Section 3 Coordinator.

SECTION VI  
RESIDENTIAL ANTI DISPLACEMENT

WHEREAS, the LCDBG-CV Program requires that all grant recipients adopt by resolution a Residential Anti - Displacement and Relocation Assistance Plan,

THEREFORE, BE IT RESOLVED, that the Lincoln Parish Police Jury hereby adopts the attached Residential Anti-Displacement and Relocation Assistance Plan appoints Doug Postel as its Coordinator.

SECTION VII  
LANGUAGE ACCESS PLAN

WHEREAS, as part of its Citizen Participation Plan to reach out and inform its citizens, the Parish has developed a language access plan to inform its citizens who may not understand or speak English; AND,

THEREFORE, BE IT RESOLVED, that the Lincoln Parish Police Jury hereby adopts the Language Access Plan and all updates for the Parish's LCDBG-CV LOVE LOUISIANA OUTDOORS Program.

SECTION VIII  
SECTION 504 GREVIANCE PROCEDURE

WHEREAS, the LCDBG-CV Program requires that all grant recipients adopt by resolution an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the regulation of the U. S. Department of Housing and Urban Development, 24 CFR Part 8, implementing Section 504 of the Rehabilitation Act of 1973, as amended (Public Law 93-112); and

THEREFORE, BE IT RESOLVED, that the Lincoln Parish Police Jury hereby adopts the Grievance Procedure for the Parish's LCDBG-CV LOVE LOUISIANA OUTDOORS Program.

SECTION VIII  
POLICY STATEMENT FOR COMMUNICATING INFORMATION  
TO PERSONS WITH SENSORY IMPAIRMENTS

WHEREAS, the CDBG Program requires that all grant recipients adopt by resolution a policy for communicating information to persons with hearing impairments;

NOW, THEREFORE BE IT RESOLVED, that the attached "Policy Statement For Communicating Information to Persons With Sensory Impairments" for the Lincoln Parish

Police Jury is hereby adopted.

BE IT FURTHER RESOLVED, the Lincoln Parish Police Jury hereby adopts a policy to utilize the Louisiana Hearing Impaired Relay System for communicating with hearing impaired persons. The relay numbers are: Information 1-800-333-0605, TDD Users 1-800-846-5277 and Voice Users 1-800-947-5277.

Passed and adopted by the Lincoln Parish Police Jury, State of Louisiana, on this 8<sup>th</sup> day March, 2022, by the following votes:

YEAS:	Wyatt, Hunter, Durrett, Cranford, Hunt, Scriber, Pullin, Melton, Mayfield, and Straughter
NAYS:	None
ABSTAINED:	None
ABSENT:	Russell and Henderson

I, Richard I. Durrett, President, does hereby certify that the above is a true and correct copy of the RESOLUTION duly passed and adopted by the Lincoln Parish Police Jury, Parish of Lincoln, State of Louisiana, on the 8<sup>th</sup> day March, 2022.

ATTEST:

/s/ Doug Postel  
Doug Postel, Parish Administrator

/s/ Richard I. Durrett  
Richard I. Durrett, President

\* \* \* \* \*

I, Doug Postel, Parish Administrator, Lincoln Parish Police Jury, do hereby certify that the above and foregoing is a true and correct copy of a Resolution adopted by the Police Jury of Lincoln Parish, Louisiana, convened in regular session on the 8th day of March 2022 at which meeting a quorum was present.

  
\_\_\_\_\_  
Doug Postel  
Parish Administrator

## SECTION 504 GRIEVANCE PROCEDURE

The Lincoln Parish Police Jury has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the regulation of the U.S. Department of Housing and Urban Development, 24 CFR Part 8, implementing Section 504 of the Rehabilitation Act of 1973, as amended (Public Law 93-112). Section 504 states, in part: "No otherwise qualified handicapped individual ... shall, solely by reason of his handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." To further assist those who may have a grievance concerning Section 504 compliance Doug Postel has been designated to coordinate the efforts of the Lincoln Parish Police Jury to comply with requirements of Sec. 504 and its implementing regulation, 24 CFR Part 8.

1. A complaint should be in writing, contain the name and address of the person filing it, and briefly describe the action alleged to be prohibited by the regulation.
2. A complaint should be filed in the office of the Section 504 Coordinator within a reasonable time after the person filing the complaint became aware of the action alleged to be prohibited by the regulation.
3. The Compliance Coordinator shall meet with the complainant within 15 days after receipt of the complaint to discuss the complaint and any possible resolution(s).
4. The Compliance Coordinator or his/her designee shall conduct such investigation of the complaint as may be appropriate to determine its validity. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
5. The Compliance Coordinator shall issue a written decision determining the validity of the complaint no later than thirty (30) days after its filing. The response will offer options for resolution of the complaint. The Lincoln Parish Police Jury shall be advised of any decision or resolution regarding the complaint.
6. If the decision of the Compliance Coordinator does not resolve the issue, the complainant may appeal the decision of the Coordinator within fifteen (15) days after receipt of the response to the President or his or her designee.
7. The President or his or her designee shall meet with the complainant within 15 days after receipt of the appeal to discuss the complaint and any possible resolution. Within fifteen (15) days after the meeting the President or his or her designee will respond in writing, with a final resolution of the complaint.
8. The Section 504 Coordinator shall maintain the files and records or the resolution by the President relating to complaints filed hereunder.

9. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the Department of Housing and Urban Development or other Federal or State Agencies. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies. Complaints may be forwarded for disposition to the:

Office of Fair Housing and Equal Opportunity Department of Housing and Urban  
Development Washington, DC 20410

Complaints may also be filed at any Regional or Field Office of the Department such as:

Department of Housing and Urban Development  
Regional Office  
Fair Housing and Equal Opportunity Division  
P.O. Box 2905  
Fort Worth, TX 76113-2905

10. Determinations made under these procedures shall be liberally constructed to protect the substantial rights of interested persons, to meet appropriate due process standards and to assure the compliance of the Lincoln Parish Police Jury with Section 504 and its implementing regulation.

**POLICY STATEMENT  
FOR COMMUNICATING INFORMATION TO PERSONS WITH  
SENSORY IMPAIRMENTS**

**POLICY ON PROCEDURES FOR COMMUNICATING INFORMATION TO PERSONS  
WITH SENSORY IMPAIRMENTS**

The Lincoln Parish Police Jury will take such steps as are necessary to insure that qualified handicapped persons, including those with impaired sensory skills, receive effective notice. All aids needed to provide this notice, e.g., sign-language interpreters, readers, etc., are provided without cost to the person being served.

**FOR PERSONS WITH HEARING IMPAIRMENTS**

1. Qualified sign-language interpreter

For persons who are hearing-impaired and who use sign-language as their primary means of communication, the following procedure has been developed and resources identified for obtaining the services of a qualified sign-language interpreter to communicate both verbal and written information:

The Lincoln Parish Police Jury will provide qualified sign language interpreters **on an as needed basis**. Such an interpreter will be used at job interviews, large meeting, explanations of policies and procedures, etc. A minimum advance notice for such use is **seven days** unless circumstances or conditions dictate lesser time. In that case, the minimum time will be that required to notify the organization furnishing the interpreter as well as the time required for that organization to act. When time permits the request is to be in writing. If request is made orally, written documentation must be prepared and placed in the appropriate file. The following person(s) is authorized to obtain an interpreter: Doug Postel, Parish Administrator.

The following organization will be contacted when an interpreter is needed:

Louisiana Commission for the Deaf  
Registry of State-Certified Interpreters

Mary Burns  
50 David Burns Road  
Boyce, LA 71409  
(318) 793-8184  
(318) 308-2042 (cell)  
[terpmb@suddenlink.net](mailto:terpmb@suddenlink.net)

OR

Mary H. Young  
146 Davenport Lane  
Pineville, LA 71360-7302  
(318) 640-4082  
(318) 201-0660  
[maryhyoung@juno.com](mailto:maryhyoung@juno.com)



Information to be furnished when requesting an interpreter:

1. Reason for using interpreter services.
2. Date and time services are needed.
3. Place where interpreter is to report and directions if needed.
4. Name and title of person requesting services.
5. Name, address and telephone number of the Lincoln Parish Police Jury.
6. How is cost for services to be billed. Understanding of cost (cost per hour, travel cost, etc.).
7. How is interpreter to be notified in case of cancelation or change in time or place.
8. How the Lincoln Parish Police Jury will be notified if services cannot be furnished as agreed to.

2. Written materials

All program information will be provided to hearing impaired persons in writing. Printed materials and writing materials are available

3. The Lincoln Parish Police Jury utilizes the Louisiana Hearing Impaired Relay System for communicating with hearing impaired persons. The relay numbers are: Information 1-800-333-0605; TDD Users 1-800-846-5277; and Voice Users 1-800-947-5277.
4. Any other auxiliary aids should be discussed.

**FOR PERSONS WITH VISUAL IMPAIRMENTS**

1. Reader  
Staff will communicate the content of written materials by reading them out loud to visually impaired persons.
2. Large print, taped, and Brailled materials
3. Any other available aids should be discussed.

**FOR PERSONS WITH MANUAL IMPAIRMENTS**

1. Personal assistance with completing forms and other writing.
2. Typewriters
3. Other adaptive self-help devices.