

TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT

GRIEVANCE/COMPLAINT PROCEDURES

Clay County will use the following system for reviewing grievances or complaints associated with the Texas Community Development Block Grant (TxCDBG).

1. A citizen, who has a grievance/complaint regarding the County's participation in a TxCDBG application and/or grant activity, may submit his/her views in writing to the Judge at the Clay County Annex during regular business hours.

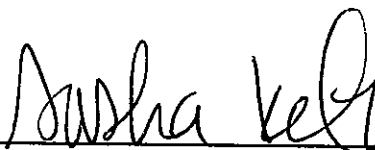
**Clay County Annex
214 North Main
Henrietta, TX 76365
940-538-4651
Monday – Friday 8:00 am – 5:00 pm**

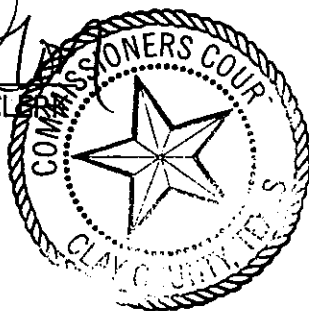
2. The County will respond in writing to the grievance/complaint within fifteen (15) working days of the date in which the grievance/complaint was received.
3. If the County is unable to resolve the issues stated in the grievance/complaint to the satisfaction of both parties, the County will refer the grievance/complaint to the following agency:

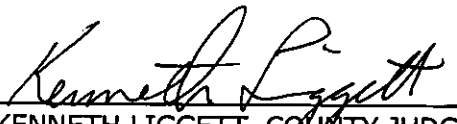
**TEXAS DEPARTMENT OF AGRICULTURE
OFFICE OF RURAL AFFAIRS
PROGRAM COMPLIANCE DIVISION
P. O. BOX 12847
AUSTIN, TEXAS 78711
512-463-7476 800-835-5832
888-216-9867 FAX**

As officers and representative of the County of Clay, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

**PASSED AND APPROVED BY THE COMMISSIONER'S COURT OF CLAY COUNTY,
TX ON THIS THE 9 DAY OF MARCH, 2015.**


SASHA KELTON, COUNTY CLERK
CLAY COUNTY, TEXAS




KENNETH LIGGETT, COUNTY JUDGE
CLAY COUNTY, TEXAS