

## Citizen Participation Plan for Houston's CDBG – DR16 Program

### *A. Introduction*

The purpose of the Citizen Participation Plan for Community Development Block Grant Disaster Recovery funding for 2016 Texas Floods (CDBG-DR16), is to establish means by which residents of the City of Houston, Texas (City), public agencies, and other interested parties can actively participate in the assessment of applications and substantial changes to applications submitted to the State of Texas, General Land Office (GLO), for CDBG-DR16 funded activities.

The City developed this Citizen Participation Plan for CDBG-DR16 (CPP-DR16) to meet the requirements of the GLO, as laid out in the State of Texas's Action Plan for Disaster Recovery, and Federal Register, Vol. 81, No. 224, dated Monday, November 21, 2016.

The CPP-DR16 is a separate, distinct, and tailored plan based upon and consistent with the City's *Citizen Participation Plan*, which describes public participation related to the consolidated planning process and entitlement grants. The City encourages citizen participation that emphasizes the involvement of low- and moderate-income residents, especially those who reside in slum or blighted areas, and areas in which CDBG-DR16 funds may be proposed to be used, minority populations, persons with limited English proficiency, and persons with disabilities.

### *B. Documents*

Documents related to the CDBG-DR16 Program include:

- Applications for funding
- Project information
- Program guidelines
- Procurement documents
- Contracts
- Agreements
- Performance reports
- Citizen complaint procedures
- Anti-displacement and relocation plan
- Other required documents

The City is committed to providing access to information about the CDBG-DR16 Program to all citizens and these documents will be made available to the public at [www.houstontx.gov/housing](http://www.houstontx.gov/housing). The City will provide accessible versions of these documents for persons with limited English proficiency or persons with disabilities, upon request. Requests may be made to: [Fatima.wajahat@houstontx.gov](mailto:Fatima.wajahat@houstontx.gov) or 832.394.6156. Copies of these documents are also available upon request.

### *C. Public Hearings*

The City will hold public hearings related to CDBG-DR16. These public hearings will be held in locations that are accessible to persons with disabilities, consistent with accessibility and reasonable accommodation requirements. Arrangements will be made for persons who require auxiliary aids or services, if requested at least two (2) days in advance of the hearing(s). Interpretation for persons with limited English proficiency will also be provided, if requested, at least two (2) days in advance of the hearing(s). In addition, the City will provide interpreters, without request, if a public hearing is held where a significant number of non-English speaking residents are expected to participate.

**D. Public Notice**

Public hearings shall be held after a minimum of a fourteen (14) day notice in at least one newspaper of general circulation and include the date, time, location, and topics to be discussed. Notices will be available in English and may also be available in Spanish and other languages, as feasible. In addition, public hearings are posted on the bulletin board at City Hall, readily accessible to the public at least three (3) days (72 hours) prior to the meeting date, in accordance with the Texas Open Meetings Act.

Citizens will be given reasonable notice, and opportunity to comment on, proposed activities in an application to the state and activities which are proposed to be added, deleted, or substantially changed from the City's application to the state. "Substantially changed" means changes made in terms of purpose, scope, location, or beneficiaries. A public notice will be published in a newspaper of general circulation, notifying citizens of a 14-day public comment period, if substantial changes to the application occur.

**E. Public Comments**

All public comments received, orally or in writing, on the application will be considered and responses will be provided in a timely manner, as practicable.

**F. Access to Records**

During the term of the grant, the City will provide the public with reasonable and timely access to information and records related to CDBG-DR16 and the use of the City's CDBG-DR16 funds. Documentation of the public hearing(s) will be retained for a 3-year period after the state closeout of the grant and may include public hearing notice(s), attendance lists, notes of the hearing, and any other records concerning the use of the funds. This documentation will be made available to the public in accordance with Government Code Title 5, Open Government; Ethics Subtitle A, Open Government Chapter 552 Public Information.

**G. Technical Assistance**

When requested, the City shall provide technical assistance to groups representative of persons of low- and moderate-income in developing proposals for the use of CDBG-DR funds, as applicable. The level and type of assistance shall be determined based upon the specific needs of the community's residents.

**H. Citizen Complaints**

Complaints and grievances from the public related to CDBG-DR16 will be answered in writing, within fifteen (15) business days of the receipt of the complaint, according to the CDBG-DR16 citizen complaint procedures. Citizens can obtain a copy of these procedures at [www.houstontx.gov/housing](http://www.houstontx.gov/housing) or at

City of Houston  
Housing and Community Development Department  
601 Sawyer Street, Suite 400, Houston, Texas 77007  
Open Monday through Friday from 8 am to 5 pm

Written complaints may be sent by email to [Fatima.wajahat@houstontx.gov](mailto:Fatima.wajahat@houstontx.gov) or by postal mail to:

Attn: Planning and Grants Management  
City of Houston  
Housing and Community Development Department  
601 Sawyer Street, Suite 400, Houston, Texas 77007