

Citizen Participation Plan for Houston’s CDBG – DR15 Program

A. Introduction

The purpose of the Citizen Participation Plan for Houston’s CDBG-DR15 Program (CPP-DR15) 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 development, implementation, and assessment of documents related to CDBG-DR15. The City developed the CPP-DR15 to meet the requirements of the CDBG-DR15 funding and reflects the alternative requirements as specified by *81 FR 39687*.

The CPP – DR15 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, minority populations, persons with limited English proficiency, and persons with disabilities.

B. Documents

For the CPP-DR15, documents related to the CDBG-DR15 Program are defined as the Action Plan for Disaster Recovery–2015 Flood Events (Action Plan), any substantial amendments to the Action Plan, and any associated performance reports. As the City is committed to providing access to the CDBG-DR15 information and programs for all citizens, these documents will be made available to persons with limited English proficiency or made accessible to persons with disabilities, upon request. Requests may be made to: 2015FloodEvents@HoustonTX.gov or 832.394.6200.

1. Action Plan

This Action Plan is available on the City’s CDBG-DR15 website:
http://houstontx.gov/housing/2015_Flood_Events_Recovery.html

Copies of the Action Plan are available upon request to:
2015FloodEvents@HoustonTX.gov or 832.394.6200.

2. Amendments

Occasionally, it may be necessary for the City to update the Action Plan. Amendments to the Action Plan are divided into two categories: Substantial Amendments and Minor Amendments. As amendments occur, both types of amendments are numbered sequentially and posted on the City’s CDBG-DR15 website:
http://houstontx.gov/housing/2015_Flood_Events_Recovery.html

Copies of amendments are available upon request to:
2015FloodEvents@HoustonTX.gov or 832.394.6200.

a. Substantial Amendment

The following criteria are used by the City for determining what constitutes a Substantial Amendment to its approved Action Plan.

- A change in program benefit or eligibility criteria
- The addition or deletion of an activity
- A new allocation or reallocation of a more than 25% of an activity on the Budget Page

Substantial Amendments are subject to a citizen participation process and require formal action by the City Council and submission to HUD. The City announces Substantial Amendments to the public through a public notice published in one or more newspapers of general circulation, for a period of fourteen (14) days, in order to provide opportunity for public review and comment regarding proposed Substantial Amendments. Notices will be available in English and may also be available in Spanish and other languages, as feasible. The City will consider all written and/or oral comments or views concerning proposed Substantial Amendments that are received during the comment period. A summary of these comments and views, including comments or views not accepted, and the reason why, along with HCDD's response to each, shall be submitted with each Substantial Amendment.

b. Minor Amendment

The City is not required to undertake public comment for an Action Plan amendment that is not considered a Substantial Amendment.

3. Performance Reports

As set forth in the Action Plan, the City will submit the Action Plan into HUD's Disaster Recovery Grant Reporting (DRGR) System, where it will include detailed performance metrics and performance schedule. The performance metrics will be based on quarterly expected expenditures and outcomes. DRGR quarterly reports will be posted on the City's CDBG-DR15 website at:

http://houston.tx.gov/housing/2015_Flood_Events_Recovery.html.

Copies of QPRs are available upon request to:

2015FloodEvents@HoustonTX.gov or 832.394.6200.

C. Public Hearings

Unlike the *Citizen Participation Plan* for the consolidated planning process, there is no requirement for a public hearing relative to CDBG-DR15. However, if the City holds a public hearing related to this funding, the City will encourage public participation in the following ways.

Public hearings will be held in locations accessible to persons with disabilities, consistent with accessibility and reasonable accommodation requirements. Interpretation for persons with limited English proficiency or persons with hearing impairments will be provided, upon request. HCDD may also provide interpreters, without request, if a public hearing is held where a significant number of non-English speaking residents are expected to participate. Additional accommodations may be made upon advance request.

Public hearings shall be held after a minimum of a fourteen (14) day notice in at least one newspaper of general circulation. Notices will be available in English and may also be available in Spanish and other languages, as feasible.

Public hearings and public meeting notices are posted on the bulletin board at City Hall, readily accessible to the general public at least three (3) days (72 hours) prior to the meeting date, in accordance to the Texas Open Meetings Act.

D. Website

The City maintains comprehensive disaster recovery website dedicated to information related to CDBG-DR activities. This website has links to

- Action Plan for Disaster Recovery

- Amendments to the Action Plan for Disaster Recovery
- Quarterly Performance Reports (QPRs), as created using the DRGR system
- Procurement policies and procedures
- Executed CDBG-DR15 contracts
- Status of services or goods currently being procured by the grantee

E. Access to Records

During the term of the grant, the City will provide the public with reasonable and timely access to information and records concerning documents related to CDBG-DR15 and to the use of the City's CDBG-DR15 funds.

F. Application Status

As applicable, HCDD will provide various methods in which individual applicants for recovery assistance can receive information on the status of their applications. These will be listed on the CDBG-DR15 website, as needed:

http://houstontx.gov/housing/2015_Flood_Events_Recovery.html.

G. Citizen Complaints

Written complaints from the public related to this Action Plan (or its amendments), QPRs, or the City's activities or programs funded with CDBG-DR15, will receive careful consideration and will be answered in writing, or other effective method of communication, within fifteen (15) business days, where practicable.

Written complaints should be sent to

Attn: Planning and Grants Management
City of Houston
Housing and Community Development Department
2100 Travis Street, Suite 900, Houston, Texas 77002

Phone: 832.394.6200

Email: HCDDComplaintsAppeals@houstontx.gov