

CITY OF HOUSTON
CITIZEN PARTICIPATION PLAN
FOR THE
Community Development Block Grant – Disaster Recovery funds for
Hurricane Harvey (CDBG-DR17)

Approved: 4/17/2019



2100 Travis, 9th Floor
Houston, TX 77002
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Web: <https://recovery.houstontx.gov/>

Citizen Participation Plan for CDBG – DR17 Program

A. Introduction

The purpose of the Citizen Participation Plan for Community Development Block Grant – Disaster Recovery funding for Hurricane Harvey (CDBG-DR17), 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 of and substantial changes to Houston’s CDBG-DR17 funded programs.

The Housing and Community Development Department (HCDD) has developed this Citizen Participation Plan for CDBG-DR17 (CPP-DR17) to meet the federal and state requirements as referenced in the following:

- *State of Texas Plan for Disaster Recovery: Hurricane Harvey – Round 1*, as amended
- Federal Register Vol. 83, No. 28, dated Friday, February 9, 2018
- Federal Register Vol. 83, No.157 dated Tuesday, August 14, 2018
- 24 CFR §570.486.

The CPP-DR17 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.

This CPP emphasizes the involvement of low- and moderate-income persons, especially minority populations, persons with limited English proficiency, persons with disabilities, and those who reside in slum or blighted areas and areas in which CDBG-DR17 funds may be proposed to be used.

B. Public Meetings

Public meetings 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 meeting(s). Interpretation for persons with limited English proficiency will also be provided, if requested, at least two (2) days in advance of the meeting(s). In addition, the City will provide interpreters, without request, if a public meeting is held where a significant number of non-English speaking residents are expected to participate.

C. Public Notice

Public notice(s) shall be published with a minimum of a fourteen (14) day notice before a public meeting in at least one newspaper of general circulation and include the date, time, location, and topics to be discussed. Public notice(s) 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.

The City will provide citizens with reasonable advance notice of, and opportunity to comment on proposed CDBG-DR17 programs or proposed changes to programs. Before the GLO adopts any substantial amendment related to Houston sections of the *State of Texas Plan for Disaster Recovery: Hurricane Harvey – Round 1*, GLO and/or the City will notify affected citizens through electronic mailings, press releases, statements by public officials, media advertisements, public service announcements, newsletters, contacts with neighborhood organizations, and/or through social media.

Public notice will be provided for a thirty (30) day comment period when a formal amendment is proposed to the City’s contract with GLO and the changes are not included in a substantial amendment to the *State of Texas Plan for Disaster Recovery: Hurricane Harvey – Round 1*. A formal amendment to the

contract occurs when: programs are added or deleted, the subaward amount is increased or decreased, the term is extended, or there is a substantial amendment to the contract.

HCDD will publish all CDBG-DR17 program guidelines on the City's website (www.recovery.houstontx.gov). All guidelines will initially be published for a thirty (30) day public comment period. Any substantial changes to the guidelines will be posted for a minimum of seven (7) days for public comment, and after approval by the GLO, the latest versions will be available on the City's website. Substantial changes to programs include changes to purpose, scope, location, or beneficiaries. In addition, public notice will be provided for a thirty (30) day comment period on the needs assessment.

D. Access to Records

The City is committed to providing access to information about the CDBG-DR17 Program. During the term of the grant, the City will provide the public with reasonable and timely access to information and records related to CDBG-DR17 and the use of the City's CDBG-DR17 funds.

HCDD will maintain a public website that provides information on the use and management of CDBG-DR funds related to Hurricane Harvey. The website address is: www.recovery.houstontx.gov. The following documents, as amended, or links to the documents will be available on the website.

- Approved *State of Texas Plan for Disaster Recovery: Hurricane Harvey – Round 1*
- Program guidelines
- Procurement documents
- Sub-Contracts/Sub-Agreements
- Performance reports
- Citizen complaint procedures
- Other required documents

E. Technical Assistance

When requested, the City shall provide technical assistance to groups representative of low- and moderate-income persons 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.

F. Citizen Complaints

Complaints and grievances from the public related to CDBG-DR17 will be answered in writing, within fifteen (15) business days of the receipt of the complaint, according to the CDBG-DR17 citizen complaint procedures. Citizens may file a complaint in person or in writing at:

City of Houston
Housing and Community Development Department
2100 Travis, 9th Floor, Houston, Texas 77002
Phone: 832.394.6200
Email: HCDDComplaintsAppeals@houstontx.gov
Business Hours: Monday through Friday from 8 a.m. to 5 p.m.