

CITY OF TEXAS CITY, TX
COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)
CITIZEN PARTICIPATION PLAN

ADOPTED BY TEXAS CITY COMMISSION ON December 21, 2022

AMENDED APRIL 2021, DECEMBER 2022, MARCH 2024



PURPOSE

Participating Jurisdictions that receive U.S. Department of Housing and Urban Development (HUD) CDBG grant funds must develop a Citizen Participation Plan (CCP). The CCP describes efforts that will be undertaken to encourage citizens to participate in the development of the City's federal reports: Five-Year Consolidated Plan, annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER).

The Citizen Participation Plan is designed to encourage the participation of city residents in the development of the federal reports as listed above, particularly those residents who are predominantly low-and-moderate-income. The CPP also encourages local and regional institutions and other organizations including businesses, developers, and community and faith-based organizations to participate in the process of developing and implementing the Five-Year Consolidated Plan and related reports. The City takes appropriate actions to encourage the participation of persons of minority backgrounds, persons with limited-English proficiency, and persons with disabilities.

The City of Texas City is committed to compliance with Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. The City of Texas City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs and activities.

The City of Texas City considers it the right of all Texas City residents to have the opportunity to provide input and comment on the use of public funds and the community's needs related to affordable housing and economic development. The citizen participation plan applies to five areas of the planning for the use of affordable housing, community and economic development made possible through HUD funding:

1. The Five-Year Consolidated Plan
2. The Annual Action Plan
3. The Consolidated Annual Performance and Evaluation Report (CAPER)
4. Substantial Amendments to a Five-Year Consolidated Plan and/or annual Action Plan
5. Amendments to the Citizen Participation Plan, itself.

The City of Texas City's program/fiscal year begins October 1 and ends September 30. In order to receive Entitlement grant funding, the U.S. Department of Housing and Urban Development (HUD) requires jurisdictions to submit a Consolidated Plan every five years. This plan is a comprehensive strategic plan for community planning and development activities. The Annual Action Plan serves as the City's application for the HUD grant program. Federal law also requires citizens have opportunities to review and comment on

the local jurisdiction's plans to allocate these funds.

The purpose of programs covered by the Citizen Participation Plan is to improve the Texas City's community by providing decent housing, a suitable living environment, and growing economic opportunities – all principally for low-and moderate- income households.

This document outlines how members of the Texas City community may participate in the five planning areas listed above.

This CPP serves to meet the federal requirements described above concurrently, for the term of the FY 2020 – FY 2024 Consolidated Plan cycle.

HUD PROGRAMS

The City of Texas City receives one of four entitlement grants from the U.S. Department of Housing and Urban Development, to help address the City's affordable housing, community, and economic development needs. The four entitlement grants are:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Program (HOME)
3. Emergency Shelter/Solutions Grant (ESG)
4. Housing Opportunities for Persons with Aids (HOPWA)

The City of Texas City receives only the **Community Development Block Grant (CDBG)**: Title I of the Housing and Community Development Act of 1974 (PL 93-383) created the CDBG program. It was re-authorized in 1990 as part of the Cranston-Gonzalez National Affordable Housing Act.

Federal Objectives: The CDBG program was developed to give local jurisdictions the flexibility to develop their own funding priorities. However, the authorizing statute of the CDBG program requires that each activity funded must meet one of three national objectives. The three national CDBG objections and subcategories:

1. Benefit to low-and moderate-income (LMI) persons. The LMI objective is often referred to as the primary objective because the statute requires the 70 percent of the CDBG funds must be expended to meet the LMI objective, using one of the following subcategories:
 - a) Area Benefit Activities: Project benefits all residents in a particular area, where at least 51 percent are low-and moderate-income residents.
 - b) Limited Clientele Activities: Project beneficiaries include at least 51 percent low-and moderate –

income residents

2. To aid in the prevention or elimination of slums or blight.
3. To meet other urgent community development needs (urgent need as determined by HUD).

The primary objective of the CDBG program is to develop viable urban communities by providing decent housing and a suitable living environment and by expanding economic development opportunities for persons of low and moderate income. The City develops locally defined programs and funding priorities for CDBG. The City of Texas City's CDBG program emphasizes activities that directly benefit low- and moderate-income persons and the prevention or elimination of slums and blight.

ROLE, RESPONSIBILITIES, AND CONTACT INFORMATION

The City of Texas City's Community Development Department is designated by the Mayor and City Commissioners as lead agency for the administration of the CDBG grant program. As the lead agency for HUD, the Community Development Department is responsible for developing the Five-Year Consolidated Plan, annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER). The Community Development Department coordinates with the TCISD, TCHA, and other community agencies to develop these plans.

Contact:

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PLANNING ACTIVITIES SUBJECT TO CPP

ACTIVITY 1 – FIVE-YEAR CONSOLIDATED PLAN. The City of Texas City's Five-Year Consolidated Plan will be developed through a collaborative process whereby the community establishes a unified vision for Texas City's affordable housing, and community and economic development initiatives.

Citizen Participation is a major component of the planning and development process of the Five – Year Consolidated Plan, including amending the plan as well as reporting on program performance. Consultations, public hearings, community meetings, citizen surveys and opportunities to provide written comment are all

a part of the strategy to obtain citizen input. The City will make special to solicit the views of citizens who reside in the designated CDBG-priority neighborhoods of Texas City, and to encourage the participation of all citizens including minorities, the non-English speaking population, and persons with disabilities. Actions for public participation in the Five-Year Consolidated Plan follow:

- 1. Consultation with other Community Institutions.** In developing the Consolidated Plan, the City will consult with other public and private agencies, both for profit and non-profits that either provide or have direct impact on the broad range of housing, health, and social services needed by Texas City residents. **The City will specifically encourage, in consultation with the Texas City Housing Authority (TCHA), the participation of residents of public and assisted housing developments, in the process of developing and implementing the consolidated plan, along with other low-income residents of targeted revitalization areas in which the developments are located.** Consultations may take place through meetings, by telephone or others means with which to coordinate information and facilitate communication. The purpose of this communication is to gather information and data on the community and economic development needs of the community. The City will seek specific input to identify the needs of persons experiencing homelessness, persons living with HIV/AIDS and their families, persons with disabilities and other special populations.
- 2. Utilize Quantitative Data on Community Needs.** City staff shall review relevant data and conduct necessary evaluation and analysis to provide an accurate assessment of community needs and priorities on which to base strategic recommendations.
- 3. Public Hearings.** There will be a minimum of two public hearings at the beginning stages of the development of the Consolidated Plan to gather information on community needs from citizens and organizations working with the low- and moderate-income populations before making any recommendation to the Mayor and City Commissioners.

The hearings will address housing and community development needs, development of proposed activities, and review of program performance. At least one of the hearings will be held before the proposed consolidated plan is published for comment.

The hearings will be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities. The hearings will also will accommodate non-English speaking residents with a translator when a significant number of non-English speaking residents will be reasonably expected to participate.

Citizens will receive notice of the hearings at least two weeks in advance via local newspapers, the City website, the City's social media accounts, and flyers in public areas including, but not limited to, City Hall and the main library.

The Cares Act permits the City to hold virtual public hearings when necessary for public health reasons.

4. **Written Comments.** Based on public input and quantitative analysis, staff will prepare a draft Five-Year Consolidated Plan, which also includes proposed allocation of first-year funding. A period of 30 calendar days will be provided to receive written comments on the draft Five-Year Consolidated Plan. The draft will be made available at the public library, the public housing authority and neighborhood centers, at the office of community development, on the city's web site and the county newspaper.
5. **Final Action on the Consolidated Plan.** All written and oral comments provided will be considered in preparing the final Five-Year Consolidated Plan. A summary of comments received and the City's reasons for accepting or not accepting will be included in the final document. The Mayor, City Commission and Director of Community Development will consider the comments and the community developments recommendations.

Before the City adopts the consolidated plan, it will make available to the citizens, public agencies, and other interested parties information that includes the amount of assistance the City expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate income.

When approved by the Mayor and City Commissioner's the Five-Year Consolidated Plan will be submitted to HUD, no later than August 15th of the year due.

ACTIVITY 2 – ONE-YEAR ACTION PLAN. Each year the City must submit an annual Action Plan to HUD, reporting on how that year's funding allocation for CDBG entitlement grant will be to achieve the goals outlined in the Five-Year Consolidated Plan.

1. Community Development staff will gather input from citizens and consultations to prepare the draft Action Plan. There shall be two public hearings to receive citizen input on the community needs, including funding allocations.
2. Community Development staff will gather public input and statistical data to prepare the draft Action Plan. The draft Action Plan will be available for 30 days for public comment after reasonable notice **(at least 2 weeks)** to the public is given.
3. The community development staff will be given the opportunity to make recommendations to the Mayor, City Commission and the Director of Community Development.
4. When approved by the Mayor and City Commission, the Action Plan will be submitted to HUD

ACTIVITY 3 – SUBSTANTIAL AMENDMENTS TO CONSOLIDATED/ACTION PLAN. Recognizing that changes

during the year may be necessary to the Five-Year Consolidated Plan and annual Action Plan after approval, the Citizen Participation Plan allows for “substantial amendments” to plans. These “substantial amendments” apply only to changes in CDBG funding allocations and the Citizen Participation Plan defines a substantial amendment as:

1. When program income is received as a result of a CDBG funded activity or project; or
2. When there is a substantial change in the purpose, scope, location, or beneficiaries of a project or activity involving **\$50,000** or more of CDBG funds that are to be transferred to an existing CDBG activity or to a newly created activity.

The amendment will be made available at the public library, at the office of community development, on the city’s web site and the county newspaper.

Per HUD regulations at CFR 91.505, a thirty (30)-day public comment period is required prior to obligations of funds, including local newspaper publication requesting citizen input.

The City will receive written comments on the Cares Act COVID-19 amendment for a period of 5 calendar days.

After the public comment period expires, **the City shall consider any comments or views of citizens received in writing or orally at public hearings, if any, in preparing the substantial amendment. A summary of these comments or views, and a summary of any comments and views not accepted and the reasons shall be attached to the substantial amendment of the consolidated plan.** The budget amendment request must be approved and signed by the Mayor. It will then be submitted to HUD for their approval.

ACTIVITY 4 – CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER). The City is required to submit annually by December 30 a CAPER to HUD that describes the City’s progress in meeting the goals in the Five-year Consolidated Plan.

1. Community Development staff will prepare the draft CAPER.
2. The CAPER will be available for 15 days for written public comment.
3. **The City shall consider any comments or views of citizens received in writing or orally at public hearings, if any, in preparing the CAPER. A summary of these comments or view, and a summary of any comments and views not accepted and the reasons shall be attached to the CAPER.**
4. The final CAPER and public comments will then be submitted to HUD.
5. The CAPER and public comments will be available for citizens’ to review.
- 6.

ACTIVITY 5 – AMENDMENTS TO CITIZEN PARTICIPATION PLAN. In the event that changes to this Citizen

Participation Plan are necessary, the community development staff shall draft them.

1. Community Development staff prepares the draft changes.
2. The amended Citizen Participation Plan is available for 15 days for written public comment on the proposed changes.
3. The Community Development staff will be given the opportunity to make recommendations before the final amended Citizen Participation Plan and public comments are finalized.
4. Upon approval by the Mayor and City Commission, the Substantial Amendment will be posted in the official Commission meeting minutes and be available online and in the City Secretary's Office.

The City will review the Citizen Participation Plan at a minimum of every 5 years for potential enhancements or modification; this review will occur as a component of the Consolidated Planning process.

DISPLACEMENT POLICY

As part of this CPP, the City must maintain a displacement policy. The City will continue to use existing federal and State of Texas relocation guidelines, as applicable, to minimize displacement and to alleviate the problems caused by displacement. Both the federal government and the State of Texas have specific requirements dictating the amount of benefits and assistance that must be provided to low-income persons and households relocated from their homes as a result of displacement. Depending on the funding source, displaced persons may be offered one or more of the following:

- A rent subsidy for another unit
- A cash payment to be used for rent or a down payment on the purchase of a dwelling unit
- Moving and related expenses

AVAILABILITY TO THE PUBLIC

The City of Texas City will make available to the public the consolidated plan as adopted, substantial amendments, and CAPERs via the City's website, at the city's libraries, and at the Texas City Housing Authority. These documents will also be made accessible to persons with disabilities, upon request.

The City will also provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City's consolidated plan and its use of assistance under the CDBG during the preceding five years.

TECHNICAL ASSISTANCE

The Community Development Department will provide for technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposal for funding assistance under any of the programs covered by the consolidated plan.

COMPLAINTS

The Community Development Department will provide a written response to every written citizen complaint, within 15 working days, where practicable.

**AMENDMENT
TEXAS GENERAL LAND OFFICE (GLO)
COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT) PROGRAM
MARCH 2024**

CDBG-MIT PUBLIC OUTREACH EFFORTS

The City shall provide reasonable public notice, appraisal, examination, and comment on the activities proposed for the use of CDBG-MIT MOD funds. These efforts shall include:

1. Provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in areas in which CDBG-MIT MOD funds are proposed to be used;
2. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to an entity's proposed and actual use of CDBG-MIT MOD funds;
3. Furnish citizens information, including but not limited to:
 - a. the amount of CDBG-MIT MOD funds expected to be made available
 - b. the range of activities that may be undertaken with the CDBG-MIT MOD funds
 - c. the estimated amount of the CDBG-MIT MOD funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons
 - d. if applicable, the proposed CDBG-MIT MOD activities likely to result in displacement and the entity's anti-displacement and relocation plan
4. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the entity's application to the state. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state; and
5. These outreach efforts may be accomplished through one or more of the following methods:
 - a. Publication of notice in a local newspaper—a published newspaper article may be used so long as it provides sufficient information regarding program activities and relevant dates;
 - b. Notices prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups;
 - c. Posting of notice on the local entity website (if available);
 - d. Individual notice to eligible cities and other entities as applicable using one or more of the following methods:
 - Certified mail
 - Electronic mail or fax
 - First-class (regular) mail
 - Personal delivery (e.g., at a Council of Governments [COG] meeting)

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas General Land Office's Community Development Block Grant – MITIGATION PROGRAM (CDBG-MIT) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at Texas City City Hall Annex, 928 5th Ave N, 77590 or PO Drawer 2608, Texas City, Texas 77592-2608, (Street Address), (409) 643-5731 (Phone) during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the CDBG-MIT project.

1. A person who has a complaint or grievance about any services or activities with respect to the CDBG-MIT project(s), whether it is a proposed, ongoing, or completed CDBG-MIT project(s), may during regular business hours submit such complaint or grievance, in writing to the Director of Community Development & Grants Administration at 928 5th Ave N, 77590 or PO Drawer 2608, Texas City, Texas 77592-2608 or may call (409) 643-5731.
2. A copy of the complaint or grievance shall be transmitted to the Mayor, the entity that is the subject of the complaint or grievance, and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The Director of Community Development & Grants Administration shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3. above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the CDBG-MIT for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

PUBLIC HEARING PROVISIONS (AS APPLICABLE)

For each public hearing scheduled and conducted by a CDBG-MIT applicant or recipient, the following public hearing provisions shall be observed:

1. Furnish citizens information, including but not limited to:
 - (a) The amount of CDBG-MIT funds available per application for MITIGATION PROGRAM
 - (b) The range of activities that may be undertaken with the CDBG-MIT MITIGATION PROGRAM funds;
 - (c) The estimated amount of the CDBG-MIT MITIGATION PROGRAM funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and
 - (d) The proposed CDBG-MIT activities are likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under 24 CFR 570.488.
2. Public notice of any hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice MUST include the DATE, TIME, LOCATION and TOPICS to be considered at the public hearing. A published newspaper article may also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and an applicant must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to each hearing.

4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter will be present to accommodate the needs of the non-English speaking residents.
5. City may conduct a public hearing via webinar if they also follow the provisions above. If the webinar is used to conduct a public hearing, a physical location with associated reasonable accommodations must be made available for citizens to participate so as to ensure that those individuals without necessary technology are able to participate.
6. If applicable, the locality must retain documentation of the hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three years after the project is closed out. Such records must be made available to the public in accordance with Chapter 552, Government Code.

Signature

Dedrick D. Johnson, Sr., Mayor
Name, Title

Date