



Citizen Participation Plan

Community Development Block Grant Program

Department of General Services
October 2014



Citizen Participation Plan

Contents

Introduction.....	1
1. Process for Citizen Participation.....	1
Individual Citizens.....	2
Public Service Agencies/Community Groups/Non-Profits/Businesses/Other Interested Groups.....	2
2. Public Meetings and Public Hearings.....	2
3. Notice of Meetings.....	3
4. Availability of the proposed Citizen Participation Plan, Consolidated Plan, Annual Action Plan and CAPER.....	4
5. Access to Information.....	4
6. Comments.....	4
Minimum comment periods:.....	4
Complaint Procedure (for purposes of the CDBG program).....	5
7. Timely Response.....	5
8. Technical Assistance.....	5
9. Use of the Citizen Participation Plan.....	6
10. Jurisdiction Responsibility.....	6
11. Substantial Amendment/Change Requirements.....	6
12. Amendments to the Citizen Participation Plan.....	6
Anti-Displacement and Relocation Plan.....	7
Permanent Relocation.....	7
Temporary Relocation.....	7

Introduction

The City of Temple annually receives Community Development Block Grant (CDBG), funds from the U.S. Department of Housing and Urban Development (HUD), which HUD administers through the Office of Community Planning and Development. The primary purpose of this formula grant program is to develop viable communities through the provision of decent housing, suitable living environments and expanding economic opportunities for low and moderate income persons. As a recipient of these entitlement program funds, the City is required to produce the following documents:

- Citizen Participation Plan (CPP) – a plan to outline how, and when, the City will request formal and informal participation in the development and implementation of the CDBG programs
- Consolidated Plan (CP) – a five-year plan that documents Temple’s housing and community development needs, outlines strategies to address those needs, and identifies proposed program accomplishments
- Annual Action Plan (AP) – an annual plan that describes specific CDBG funded projects that will be undertaken over the course of the upcoming fiscal year
- Consolidated Annual Performance and Evaluation Report (CAPER) – an annual report that evaluates the use of CDBG funds.

This CPP has been developed to ensure that the City of Temple affords opportunities for citizens to provide input regarding the planning, implementation and evaluation of the CDBG program. All residents are welcomed and encouraged to submit comments; the City strongly encourages low and moderate income (LMI) residents, those that reside in areas directly impacted by CDBG funded activities, and public service agency clients, to comment.

The goals of the Citizen Participation Plan are to:

- Encourage citizen participation by all Temple residents, emphasizing the involvement of low- and moderate-income residents, people living in CDBG target neighborhoods, people with disabilities, minorities and residents of assisted housing;
- Inform citizens of the Temple Consolidated Plan and the Annual Action Plan, including funds available from CDBG and eligible activities under these programs;
- Give all citizens an opportunity to identify and respond to priority needs;
- Give all citizens an opportunity to identify and respond to priority proposed projects and the use of funds; and
- Give all citizens an opportunity to review and comment on program performance.

This CPP is a revision of a plan adopted by the City of Temple August 5, 2010, as part of the 2010 - 2014 Consolidated Plan.

1. Process for Citizen Participation

Opportunities for citizen participation in the planning and development of the Temple Consolidated Plan, the subsequent Annual Action Plan(s) and the CAPER will be provided through several levels of community involvement and outreach opportunities, including:

Individual Citizens

The participation of individual citizens is the foundation of the City of Temple's CDBG Program. Reasonable efforts will be made to make all citizens aware of program-related meetings and events in their neighborhoods, as well as public hearings and citywide events that are related to the development of the Consolidated Plan, the Annual Action Plan and the CAPER. It is the goal of the program to create opportunities for ample participation for all interested citizens, including, but not limited to, low and moderate income residents, and persons living in CDBG target neighborhoods, people with disabilities, minorities and residents of assisted housing.

Public Service Agencies/Community Groups/Non-Profits/Businesses/Other Interested Groups

Any group, that does business in, resides in, or provides services to the residents of Temple are encouraged to participate in the CDBG program. Reasonable efforts will be made to make all relevant groups aware of program-related meetings and events in their neighborhoods, as well as public hearings and citywide events that are related to the development of the Consolidated Plan, the Annual Action Plan and the CAPER. It is the goal of the program to create opportunities for ample participation for all interested citizens, including, but not limited to, public service agencies, community groups, non-profits, businesses, and other interested groups. Interested groups are encouraged to contact the Department of General Services to request a public meeting with their group (also open to the public and in an ADA accessible facility).

2. Public Meetings and Public Hearings

Public meetings (for the purposes of the CDBG program) are defined as informal, but documented, meetings between City staff (and relevant contractors) and City residents. These meetings are designed to promote the open and honest exchange of ideas, to enhance the impact of CDBG funds for the communities of Temple. Public meetings will be held to collect information (formal and informal comments), to review performance and to generally encourage understanding of, and participation in, CDBG project development and implementation.

City staff and relevant contractors, may host public meetings at various locations throughout the City, in a location that meets ADA accessibility standards; to solicit input on any aspect of the CDBG Program. Efforts that will be made to notify the public of all CDBG program public meetings, a minimum of fourteen (14) calendar days prior to their occurrence, per section 3 below. Reasonable accommodations will be made for people with disabilities, upon advance request. Language interpreters will be provided for non-English speaking participants, upon advance request.

Citizens and other interested parties may present oral comments at the time of the public meeting and/or submit written comments per the comment periods outlined in section 6 below. The City will consider the views of all residents of the City of Temple, organizations and agencies that provide services to residents of the City of Temple, and other interested groups in preparing the final Citizen Participation Plan, Consolidated Plan, Annual Action Plan and CAPER.

Public hearings (for the purposes of the CDBG program) are defined as City Council meetings at which a CDBG agenda item is to be presented to Council, and attendees.

During the development of the Annual Action Plan (once per year), the City will host two public hearings. The two public hearings are:

- Proposed Annual Action Plan public hearing (generally held in June)
- Adoption of AP (generally held in July)

During the development of the Consolidated Plan (once every five years), an additional four public hearings will be held. The four public hearings are:

- Proposed Citizen Participation Plan public hearing (generally held in October)
- Needs assessment public hearing for the Consolidated Plan (generally held in the Spring)
- Proposed Consolidated Plan public hearing (may, or may not, be at same Council meeting as proposed AP public hearing; generally held in June)
- Adoption of Consolidated Plan public hearing (may, or may not, be at same Council meeting as adoption of AP public hearing; generally held in July)

Public hearings are held at Temple City Hall in a location that meets ADA accessibility standards (generally in Council Chambers). Reasonable accommodations will be made for people with disabilities, upon advance request. Language interpreters will be provided for non-English speaking participants, upon advance request. Citizens wishing to speak on this matter may do so by either signing up for Public Comments at the beginning of the meeting (there will not be any dialogue with the Council); or during the Public Hearing of the item. Written comment can also be per the comment periods outlined in section 6 below. The City will consider the views of citizens, organizations and agencies, and other interested groups in preparing the final Citizen Participation Plan, Consolidated Plan, Annual Action Plan and CAPER.

3. Notice of Meetings

All public meetings and public hearings are open to the public. Participation is encouraged. Notice will be given a minimum of fourteen (14) calendar days in advance of the occurrence of the public meeting and/or public hearing. The following paragraphs describe the efforts that will be made to notify the public of CDBG program related public meetings and public hearings. Public meetings and public hearings are advertised as follows:

- Through a publication of general circulation (such as the Temple Daily Telegram)
- On the City's website (www.templetx.gov/cdbg)
- As part of regular City Council meetings announcements
- Posted on the public bulletin board (via City Secretary) at City Hall (2 N Main St)
- On the public access channel (local channel 10)
- Other locations as necessary at the discretion of City staff

4. Availability of the proposed Citizen Participation Plan, Consolidated Plan, Annual Action Plan and CAPER

Notice of the availability of the proposed Citizen Participation Plan, Consolidated Plan, Annual Action Plan and/or CAPER will be made public, through the means identified in section 3 above, a minimum of fourteen (14) calendar days prior to the public meeting and/or hearing. The notice will summarize the content and purpose of these proposed documents and will include a list of locations where copies of the documents may be examined. At a minimum, copies of the proposed Consolidated Plan, Annual Action Plan and CAPER will be available in the Department of General Services (2 N Main St), and on City's web page, located at www.templetx.gov/cdbg.

5. Access to Information

In addition to opportunities to make oral comments at public meetings and public hearings, any citizen, organization, agency or other interested party may submit written requests for information and submit written comments regarding the proposed Citizen Participation Plan, Consolidated Plan, Annual Action Plan and CAPER, and amendments to each, including the proposed use of funds and the benefit to low- and moderate-income residents. Copies of documents will be made available in other languages and/or in other formats (i.e. larger print) upon request. Documents from prior years will also be available upon request for at least the preceding five years. Additionally, plans to minimize displacement and assist those displaced as a result of the activities in the Consolidated Plan and the Annual Action Plan are attached to this document.

6. Comments

Citizens, organizations, agencies and other interested parties are encouraged to submit their comments on the proposed Citizen Participation Plan, Consolidated Plan, Annual Action Plan and CAPER. All comment periods will begin the day following the official notice, as advertised, per section 3 above. Project recommendations and general comments made by residents of the City of Temple, will be considered by City staff. If recommendations and comments are accepted as being pertinent* to the CDBG program these comments will be given consideration in the development of the CPP, AP, CP, and/or CAPER.

Citizens and other interested parties may present oral comments at the time of the hearing and/or submit written comments per the comment periods listed below. The City will consider the views of all citizens, organizations and agencies, and other interested groups in preparing the final Citizen Participation Plan, Consolidated Plan, Annual Action Plan and CAPER. Comment forms (not required) are available at www.templetx.gov/cdbg.

*Pertinent comments are those with a direct bearing on the CPP, AP, CP, CAPER, and general CDBG program as carried out by the City. General comments relating to other topics or additional City programs/projects are not considered pertinent to the CDBG program and as such, will not be included for staff review or reporting to HUD.

Minimum comment periods:

- Citizen Participation Plan thirty (30) calendar days
- Consolidated Plan thirty (30) calendar days
- Annual Action Plan fifteen (15) calendar days

- CAPER fifteen (15) calendar days
- Substantial Changes thirty (30) calendar days

The City of Temple will include a summary of all pertinent comments received, and the actions taken to address each comment, in preparing its final CPP, AP, CP, and CAPER for submission to HUD. Comments may be submitted in person at public meetings (per guidelines), hand delivered to the office during regular business hours and open comment periods or via mail or e-mail to:

CDBG Program
 Department of General Services
 2 N Main St
 Temple, TX 76501
 E-mail: grants@templetx.gov
 Phone: 254-298-5600

Complaint Procedure (for purposes of the CDBG program)

Citizen complaints related to the CDBG program, Citizen Action Plan, Annual Action Plan, Consolidated Plan, CAPER, amendments and/or activities undertaken through CDBG funding, shall be handled in the following manner:

The Department of General Services shall accept complaints at any time during the course of the CDBG program year. Although verbal complaints will be accepted, only written complaints will be responded to in writing.

Written complaints shall contain a concise statement of the complaint and an explanation of the action desired.

Complaints shall be investigated and responses to written complaints shall be made within fifteen (15) working days, where feasible, after a complaint is received.

Copies of the complaint and the response shall be forwarded to the City Manager.

With limited exception, written complaints and the staff response to said complaints are open records under Texas law. Should the complainant not be satisfied with the response, the aggrieved person(s) may submit a complaint to the HUD Fort Worth Field Office at US Department of HUD, Office of Community Planning and Development, 801 Cherry Street, Unit #45, Suite 2500, fort Worth, TX 76102.

7. Timely Response

The City of Temple will respond in writing within fifteen (15) days to any accepted written comments, questions or complaints received regarding the Citizen Participation Plan, Consolidated Plan, Annual Action Plan, CAPER or the Temple Housing and Community Development Program in general.

8. Technical Assistance

Upon request, City staff (and/or relevant contractors) will provide technical assistance to groups representing low and moderate income persons to develop funding requests for CDBG eligible activities.

9. Use of the Citizen Participation Plan

The City of Temple will be required to adhere to this Citizen Participation Plan, once adopted, as the official mechanism for obtaining citizen input into the CDBG program process and during the administration of the programs covered by this Plan.

10. Jurisdiction Responsibility

The requirements for citizen participation shall not restrict the responsibility or authority of the jurisdiction for the development and execution of its Consolidated Plan. The sole and final responsibility and authority to make determinations regarding the City's CDBG funding rests exclusively with the Mayor.

11. Substantial Amendment/Change Requirements

The requirements of a substantial amendment/change to an AP and/or CP are outlined in 24 CFR 91.505(a), and will be followed accordingly as follows:

- A substantial change in allocation priorities (any change greater than 25% in an individual project budget) or a substantial change in the method of distribution of funds
- An activity (including those funded exclusively with program income) not previously covered by the Temple Consolidated Plan or Annual Action Plan
- Substantial change in the purpose, scope, location or beneficiaries of an activity

In the case of substantial amendments, the Department of General Services will initiate a 30 day public comment period per section 6 above. The City Council, following the 30-day public comment period, will hold a public hearing to approve any amendment by Resolution prior to submission to HUD. Amendments shall be submitted to HUD as each occurs or at the end of the program year. Any pertinent comments received during the comment period or at the public hearing will be handled per section 6 of this plan.

All other amendments shall be considered "non-substantial". Non-substantial amendments may be approved administratively by the City Manager.

12. Amendments to the Citizen Participation Plan

This CPP may be amended by the City Council, at a public hearing, as necessary or appropriate after review and recommendation by the Department of General Services. Citizens will be given notice of a comment period (30 days) for any amendments to the CPP. The public hearing will be advertised as outlined in the current approved CPP. All amendments will be consistent with the requirements of HUD.

Anti-Displacement and Relocation Plan

Permanent Relocation

It is the policy of the City of Temple Community Development Block Grant (CDBG) program to take all reasonable steps to minimize displacement as a result of CDBG assisted projects, including:

Considering whether displacement will occur during feasibility determinations Identifying potential relocation workload and resources early

Assuring, whenever possible, that residential occupants of buildings rehabilitated are offered an opportunity to return

Planning rehabilitation projects to include “staging” where this would eliminate temporary displacement

Following notification procedures carefully so that families do not leave because they are not informed about planned projects or their rights

When a project does require relocation, in order to ensure the timely issuance of information notices to displaced households, etc., staff of the City of Temple will ensure that all notices are sent in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).

Temporary Relocation

Temporary relocation can occur as the result of lead abatement and other reconstruction/rehabilitation activities in renter- and owner-occupied units. Although the City of Temple is not required to, in most cases it will consider paying for the temporary relocation of displaced renters and/or homeowners whose residences are being rehabilitated with CDBG funds.