

CITY OF WACO
HOUSING AND ECONOMIC DEVELOPMENT

AMENDED
CITIZEN PARTICIPATION PLAN

2016



City of Waco Citizen Participation Plan

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I. Introduction

A. Purpose

Pursuant to the citizen participation plan requirements contained in 24 CFR Section 91.105 and 24 CFR Part 5, the City of Waco sets forth the following amended Citizen Participation Plan as it relates to the administration of the Community Planning and Development (CPD) programs funded by the U.S. Department of Housing and Urban Development (HUD). The Citizen Participation Plan contains the City's plan for providing for and encouraging all citizens to participate in the development, revision, amendment, adoption, and implementation of:

- 1) The Citizen Participation Plan
- 2) The Assessment of Fair Housing (AFH)
- 3) The Consolidated Plan (CP)
- 4) The Annual Action Plan (AAP)
- 5) The Consolidated Annual Performance and Evaluation Report (CAPER)

B. Lead Agency

The Housing and Economic Development Department of the City of Waco is the lead agency responsible for the administration of the Community Development Block Grant Program (CDBG) and the HOME Investment Partnership Program (HOME).

C. Effective Date

Subsequent to approval of this Citizen Participation Plan by the City of Waco, the Plan shall be effective until it is amended or otherwise replaced.

II. Encouragement of Citizen Participation

A. General

The City encourages citizens to participate in the development, revision, amendment, adoption and implementation of the Citizen Participation Plan, the Assessment of Fair Housing, the Consolidated Plan, the Annual Action Plan, and the CAPER. The City encourages participation by its residents, particularly low- and moderate-income persons, and those living in areas designated as revitalization areas or in slum and blighted areas and in areas where HUD funds are proposed to be used, and by residents of predominantly low- and moderate-income neighborhoods. With respect to the public participation initiatives included in this Citizen Participation Plan, the City will take appropriate actions to encourage the participation of all its citizens, including minorities, non-English speaking persons, and persons with disabilities, as described herein.

B. Organizations and Agencies

- 1) The City encourages the participation of the local and regional institutions, the Continuum of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations in the process of developing, revising, amending, adopting and implementing all documents covered by this Plan. This will be achieved through stakeholder interviews, focus groups and/or public meetings held during the development, revision, amendment, adoption and implementation processes for all documents covered by this Plan.
- 2) The City encourages, in consultation with local public housing agency, the participation of residents of any public housing developments located within the City, in the process of developing, revising, amending, adopting and implementing the documents covered by this Plan. The City will provide information to the executive director of the Waco Housing Authority about the Assessment of Fair Housing, its affirmatively furthering fair housing strategy, and Consolidated Plan activities related to the public housing developments and communities so that the housing authority can make this information available at the annual public hearings required for its Public Housing Authority Plan.
- 3) The City encourages participation by resident advisory boards and resident councils of local public housing authority. This will be carried out by providing to the local housing authority information on public meetings, surveys and other outreach initiatives related to the documents covered by this Plan.

C. Persons with Disabilities

The City will conduct all public meetings regarding the Plans described herein shall be held in locations that are handicapped-accessible. Provisions will be made to accommodate individuals who require interpreter services for the deaf, auxiliary aides or services when requests are made at least five calendar days prior to the public meeting.

D. Online Access

The City will post draft copies and final copies of all documents covered by this Plan on its website.

E. Other Engagement Techniques

The Citizen Participation Plan has been and will continue to be amended as the City continues to gain access to technology that improves the avenues of participation by its residents.

F. Technical Assistance

The City of Waco is available to assist organizations and other eligible individuals that are interested in submitting a proposal to obtain funding through the programs covered by this Plan. All potential applicants are strongly encouraged to contact the City of Waco Housing and Economic Development Department for technical assistance before initiating a funding request application in response to a request for applications.

III. Public Notices

1. All public notices and public notices of public hearings will be published in the Waco Tribune Herald. Notices of a public hearing shall be published at least 14 days before the public hearing and will include a summary of the information to be presented at the public hearing. The notices shall also be posted on the Waco City website.
2. City Contact Person
All communication regarding the Citizen Participation Plan, the Assessment of Fair Housing, the Consolidated Plan, the Annual Action Plan, the CAPER, comments, complaints, reasonable accommodation for disabled persons, translation services, or other elements shall be directed to:

The City of Waco
Housing and Economic Development Department Director
300 Austin Ave.
P.O. Box 2570
Waco, Texas 76702

IV. The Citizen Participation Plan

A. Amendment Considerations

The City will amend the Citizen Participation Plan, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to its HUD programs. Substantial amendments to the Citizen Participation Plan may be required should a provision of the Plan be found by the City to conflict with HUD regulations, or when changes in HUD regulations occur. Edits to the Plan that only include updated contact information or editorial changes for clarity will not be released for public review and comment.

B. Draft Citizen Participation Plan Review

The draft Amended Citizen Participation Plan will be made available for public review for a 30-day period prior to City consideration and adoption, and may be done concurrently with the public review and comment process for the Consolidated Plan or Annual Action Plan.

C. Comments Received on Draft Amended Citizen Participation Plan

Written comments will be accepted by the City Contact Person, or a designee, during the public review period. A summary of all written comments and those received orally during the public hearing, as well as the City's responses to all written comments, will be attached to the Amended Citizen Participation Plan prior to submission to HUD.

D. Public Hearing

The City will conduct a public hearing to review and accept public comments on the Draft Amended Citizen Participation Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan or Annual Action Plan.

E. Submission to HUD

A copy of the Amended Citizen Participation Plan, including a summary of all written comments and those received during the public hearing will be submitted to HUD. A summary of any comments or views not accepted and the reasons therefore shall be sent to HUD as well.

V. The Assessment of Fair Housing (AFH)

A. Plan Development

The City will follow the process and procedures described below in the development of its Assessment of Fair Housing (AFH).

a. HUD-approved Data for Public Review

The City will make available to the general public the HUD-approved data and other supplemental information that the City plans to incorporate into its AFH. The City will make this data available no later than 90 days after the initiation of the AFH document.

b. Stakeholder Consultation and Citizen Outreach

In the development of the AFH, the City will consult with residents and other public and private agencies including, but not limited to the following local and regional institutions, Continuum of Care, business, developers, nonprofit organizations, philanthropic organizations and community based and faith based organizations.

A variety of mechanisms may be utilized to solicit input from these entities. These include telephone or personal interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

c. Public Hearing

To obtain the views of the general public on AFH-related data and affirmatively furthering fair housing in the City's housing and community development programs,

the City will conduct at least one public hearing before the draft AFH is published for comment.

B. Draft Copy Available to Public and Comment Period

The draft AFH will be available to the public for a period of no less than 30 calendar days to encourage public review and comment. The public notice shall include a brief summary of the content and purpose of the draft AFH, the dates of the public display and comment period, the locations where copies of the proposed document can be examined, how comments will be accepted, when the document will be considered for action by the Waco City Council and the anticipated submission date to HUD. In addition, the City will make available a reasonable number of free copies of the proposed document to residents and groups that request them.

C. Comments Received on the Draft Assessment of Fair Housing

Written comments will be accepted by the City Contact Person, or a designee, during the 30-day public comment period. The City will consider any comments or views of City residents received in writing, or orally at the public hearings, in preparing the final AFH. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AFH for submission to HUD.

D. Submission to HUD

The Assessment of Fair Housing will be submitted to HUD within 30 days of adoption.

E. Revisions to the Assessment of Fair Housing

1. Revision Considerations

The City will revise its AFH previously accepted by HUD under the following circumstances:

- A material change occurs. A material change is a change in circumstances in the City that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the Assessment no longer reflect actual circumstances. Examples include, but are not limited to:
 - o Presidentially declared disasters, under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121*et seq.*), in the City that are of such a nature as to significantly impact the steps the City may need to take to affirmatively further fair housing
 - o Significant demographic changes
 - o New significant contributing factors in the City, or
 - o Civil rights findings, determinations, settlements (including voluntary compliance agreements), or court orders
- Upon HUD's written notification specifying a material change that requires the revision.

2. Public Availability of the Document and Comment Period

The draft Revised AFH will be available to the public for a period of no less than 30 calendar days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised plan can be examined, how comments will be accepted, when the document will be considered for action by the Commissioners Court, and the anticipated submission date to HUD.

In addition, the City will make available a reasonable number of free copies of the proposed revised document to residents and groups that request it.

3. Comments Received on the Draft Revised Assessment of Fair Housing

Written comments will be accepted by the City Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at public hearings, in preparing the final Revised AFH. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised AFH for submission to HUD.

4. Submission to HUD

The Revised Assessment of Fair Housing will be submitted to HUD within 30 calendar days following the end of the public display and comment period.

VI. The Consolidated Plan (CP)

A. Plan Development

a. Stakeholder Consultation and Citizen Outreach

In the development of the CP, the City will consult with residents and other public and private agencies including, but not limited to, the following local and regional institutions, Continuum of Care, business, developers nonprofit organizations, philanthropic organizations and community based and faith based organizations.

A variety of mechanisms may be utilized to solicit input from these entities. These include telephone or personal interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

b. Public Hearings

1. The City will conduct at least two public hearings annually to obtain residents' views and to respond to proposals and questions.
2. The first public hearing will be conducted before the CP draft is published for public comment, during which the City will address housing and community development needs, development of proposed activities, the amount of assistance the City expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

3. The second public hearing will be conducted during the 30-day public comment period during which the City will address identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the Assessment of Fair Housing.

c. Potential Displacement of Persons

Although the City does not anticipate any residential displacement to occur in the foreseeable future, it is required to describe its plans to minimize the displacement of persons and to assist any persons displaced. Should displacement of residents be necessary as a result of the use of funds covered by this Plan, the City shall compensate residents who are actually displaced in accordance with *HUD Handbook No. 1378, Tenant Assistance, Relocation and Real Property Acquisition*. This resource is accessible online at

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780

d. Draft Copy of CP Available for Public Inspection and Comment Period

The draft CP will be available to the public for 30 days to encourage public review and comment. The public notice shall include a brief summary and purpose of the CP, the anticipated amounts of funding (including program income, if any), the dates of the public display and comment period, the locations where copies of the draft CP can be examined, how comments will be accepted, when the document will be considered for action by the City of Waco City Council, and the anticipated submission date to HUD. The City will make available a reasonable number of free copies of the draft document to residents and groups that request them.

e. Comments Received on the Draft Consolidated Plan

Written comments will be accepted by the City Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at the public hearings, in preparing the final CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CP for submission to HUD.

f. Submission to HUD

The CP will be submitted to HUD by the deadline.

B. Revisions to the Consolidated Plan/Substantial Amendment

a. Revision Considerations

The City will provide citizens with reasonable notice and an opportunity to comment on substantial amendments to the adopted Consolidated Plan prior to consideration and adoption. The City will consider the following criteria as constituting a substantial change to the Consolidated Plan thereby requiring an amendment

- An activity added or deleted from the Consolidated Plan
- A twenty-five percent increase in federal funding for an activity

- To change the purpose, scope, location or beneficiaries of an activity.

All other changes to the method of distribution or investment strategy that do not meet the criteria defined above will be considered minor amendments, will be reviewed and approved by City of Waco Housing and Economic Development Department staff and will not be subject to public comments.

b. Public Display and Comment Period

The draft Revised CP will be placed on display for 30 calendar days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised CP can be examined, how comments will be accepted, when the document will be considered for action by the City Council of the City of Waco, and the anticipated submission date to HUD. In addition, the City will make available a reasonable number of free copies to residents and groups that request them.

c. Comments Received on the Draft Revised Consolidated Plan

Written comments will be accepted by the City Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at public hearings, in preparing the final Revised CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised CP for submission to HUD.

d. Submission to HUD

The Revised CP/Substantial Amendment will be submitted to HUD within 30 calendar days following the end of the public display and comment period and adoption by City Council.

VII. The Annual Action Plan (AAP)

A. Purpose

The Annual Action Plan (AAP) is a component of the CP, and it describes the City's proposed use of available federal and other resources to address the priority needs and specific objectives in the CP for each program year; the City's method for distributing funds to local non-profit organizations; and, the geographic areas of the City to which it will direct assistance.

B. Plan Development

- a. Public Hearings The City will conduct at least three public hearings annually to obtain residents' views and to respond to proposals and questions.
 - i) The first public hearing will be conducted before the AAP draft is published for public comment, during which the City will address housing and community development needs, development of proposed activities, the amount of assistance the City expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.
 - ii) The second public hearing will be conducted during the 30-day public comment period during which the City will receive comments from the public regarding the Action Plan
 - iii) The third public hearing will be conducted after the 30-day public comment period when the City Council is considering the Plan for adoption.

- b. Public Display and Comment Period

The draft AAP will be placed on display for a period of no less than 30 calendar days to encourage public review and comment. The public notice shall include a brief summary of the AAP, the anticipated amounts of funding (including program income, if any), the dates of the public display and comment period, the locations where copies of the draft AAP can be examined, how comments will be accepted, when the document will be considered for action by the City Council. In addition, the City will make available a reasonable number of free copies to residents and groups that request them.

- c. Comments Received on the Draft Annual Action Plan

Written comments will be accepted by the City Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at the public hearings, in preparing the final AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AAP for submission to HUD.

- d. Submission to HUD

The AAP will be submitted annually to HUD by the HUD deadline.

C. Revisions to the Annual Action Plan

- a. Public Display and Comment Period

The draft Revised AAP will be placed on display for 30 calendar days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the draft AAP can be examined, how comments will be accepted, when the

document will be considered for action by the City Council. In addition, the City will make available a reasonable number of free copies to residents and groups that request them.

b. Comments Received on the Draft Revised Annual Action Plan

Written comments will be accepted by the City Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at public hearings, in preparing the final Revised Annual Action Plan (AAP). A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised AAP for submission to HUD.

c. Submission to HUD

The Revised AAP will be submitted to HUD within 30 calendar days following the end of the public display and comment period and adoption by the City Council.

VIII. Consolidated Annual Performance and Evaluation Report (CAPER)

A. Report Development

The City shall follow the following procedure in the drafting and adoption of its Consolidated Annual Performance and Evaluation Report.

B. Report Considerations

The Housing and Economic Development Department staff will evaluate and report the accomplishments and expenditures of the previous program year for CDBG and for HOME and draft the CAPER in accordance with HUD requirements.

C. Draft Copies Available for the Public and Comment Period

The draft CAPER will be placed on display for a period of no less than 15 calendar days to encourage public review and comment. To inform the public about the draft copy, the City shall publish a public notice and such notice shall include a brief summary and purpose of the CAPER, a summary of program expenditures, a summary of program performance, the dates of the public display and comment period, the locations where copies of the draft CAPER can be examined, how comments will be accepted, and the anticipated submission date to HUD.

D. Comments Received on the Draft CAPER

Written comments will be accepted by the City Contact Person, or a designee, during the 15-day public display and comment period. The City will consider any comments or views of City residents received in writing in preparing the final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CAPER for submission to HUD.

E. Submission to HUD

The CAPER will be submitted annually to HUD no later than December 30th of each year.

IX. Complaints

Residents may register complaints regarding any aspect of the Community Development Block Grant or HOME Investment Partnerships by contacting the City Contact Person, or a designee. All written complaints received will be addressed in writing within fifteen calendar days.