

City of Waco

Proposed Amendments

Program Year 2008/2009 Annual Action  
Plan

Citizen Participation Plan

Program Year 2008/2009  
Proposed Revisions  
Project Pages

**Fiscal Year 2008/2009 Consolidated Annual Action Plan  
Proposed Amendment**

Program Year	Project/Activity	Amount Increased or (Decreased)	
		HOME	CDBG
2008/2009	Family Health Center Parking Lot		\$50,000
2008/2009	Waco Habitat development of single family homes	\$75,000	
2008/2009	HOME Rehabilitation/Reconstruction Loan Program	(\$75,000)	
2008/2009	CDBG Rehabilitation/Reconstruction Loan Program Delivery		(\$50,000)

**Explanations:**

**Family Health Center Parking Lot** – Family Health Center needs parking lot reconstruction on the west side of their building. The reconstructed lot will serve the Family Health Center and demonstrate the City's collaboration for another grant application they plan to submit for the redevelopment of the old Providence Hospital campus.

**Waco Habitat development of single family homes** – Demand for Waco Habitat homes continues to be strong, and the agency requested additional funding to maintain the current capacity of building 9 to 10 homes per year.

**Parks Project** – The Parks and Recreation Department requested that \$231,000 currently funding the Oscar DuConge and South Waco projects be reallocated to the South Waco Recreation Center Renovation Project to increase the construction budget to just over \$1.7 million. This will help offset the cost of the site work, grading, drainage, trail work, corridor addition, and design and engineering fees. The projects at Oscar DuConge and South Waco Park will be requested in the next CDBG funding cycle.

**Waco Community Development Corporation** – Due to the unexpected change in the housing market this year, the agency anticipates building only 2 homes this year and 1 next year (total 3 homes) with the CHDO funds rather than the planned 4 homes.

**Costa Esmerelda** – The developer defined CDBG funded costs to include only land acquisition and predevelopment costs. Specific CDBG costs had not been identified at the time the consolidated plan was submitted in August 2008. Also, HOME-funded units are reduced to 11 rather than the entire project. All units will be designated for low income persons as required by the Texas Department of Housing and Community Affairs Low Income Housing Tax Credit Program; however, only 11 will carry the HOME program restrictions and be subject to on-site monitoring by City staff for the 20 year affordability period.

**Citizen Participation Plan** – The City will make noted changes to the Citizen Participation Plan that include specific changes recommended by the City's consolidated plan consultants, Mullin, Lonergan, and Associates and a change to reduce advertising costs due to declining CDBG administrative funds.

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name:** Heart of Texas Community Health Center, Inc. dba "Family Health Center"

<b><u>Objective</u></b>	<b><u>Outcome</u></b>	<b><u>Specific Objective</u></b>
Suitable Living Environments	Sustainability	Improve quality of neighborhood facilities for low income persons

<b><u>Priority Need</u></b>	<b><u>Project Title</u></b>
Public Facilities	Parking lot improvements for public facility

**Project Description**

Funds will be used to reconstruct approximately 10,000 square feet of the parking lot on the west side of the existing Family Health Center building. Most of the improvement will be in the form of replacing 30-year old asphalt paving with 5 inch thick concrete paving and includes demolition and removal of existing parking lot.

**Location**

1600 Providence Drive, Waco, Texas Census Tract 12 Block Group 1

Objective Number SL-3-5	Project ID PF3
HUD Matrix Code 03G	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective Low/Mod Area 570.208(a)(1)
Start Date (mm/dd/yyyy) 9/15/2009	Completion Date (mm/dd/yyyy) 9/30/2010
Performance Indicator Public Facilities	Annual Units 1
Local ID 231-XXXX	Units Upon Completion 1

**Funding Sources:**

CDBG	50,000
ESG	
HOME	
HOPWA	
Total Formula	50,000.
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	50,000.

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name:** Waco Habitat for Humanity

<b><u>Objective</u></b>	<b><u>Outcome</u></b>	<b><u>Specific Objective</u></b>
Decent Housing	Affordability	Increase the availability of affordable Owner housing

<b><u>Priority Need</u></b>	<b><u>Project Title</u></b>
Housing	Waco Habitat for Humanity CHDO Project

**Project Description**

Development of nine (9) affordable single-family homes to sell to low-income households. Funds will be used for eligible project hard costs and soft costs related to the development of these homes and sale to eligible low-income households.

**Location**

City Wide

Objective Number DH-2-4	Project ID CD2
HUD Matrix Code 12	CDBG Citation N/A
Type of Recipient CHDO	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 10/01/2008	Completion Date (mm/dd/yyyy) 09/30/2010
Performance Indicator (10)Housing Units	Annual Units 9
Local ID 225-4921	Units Upon Completion 9

**Funding Sources:**

CDBG	.....
ESG	.....
HOME	208,333.
HOPWA	.....
Total Formula	208,333.
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	208,333.

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name:** City of Waco

<b><u>Objective</u></b>	<b><u>Outcome</u></b>	<b><u>Specific Objective</u></b>
Suitable Living Environments	Sustainability	Improve quality of neighborhood facilities for low income persons

<b><u>Priority Need</u></b>	<b><u>Project Title</u></b>
Public Facilities	Park Improvements

**Project Description**

Funds will be used for improvements to be made in one (1) city park, specifically improvements to the community/recreation center building within the park. Funded costs will include engineering/design costs and construction costs.

**Location**

South Waco Park Community and Recreation Center, 2815 Speight located in the following Census Tract and Block Group CT 5.98, BG 6

Objective Number SL-1-1	Project ID PF1
HUD Matrix Code 03F	CDBG Citation 570.201(c)
Type of Recipient Local Government	CDBG National Objective Low/Mod Area 570.208(a)(1)
Start Date (mm/dd/yyyy) 10/01/2008	Completion Date (mm/dd/yyyy) 09/30/2010
Performance Indicator (11)Public Facilities	Annual Units 1
Local ID 231-4319	Units Upon Completion 1

**Funding Sources:**

CDBG	300,000.
ESG	
HOME	
HOPWA	
Total Formula	300,000.
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	300,000.

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name:** Waco Community Development Corporation

<b><u>Objective</u></b>	<b><u>Outcome</u></b>	<b><u>Specific Objective</u></b>
Decent Affordable Housing	Affordability	Increase the availability of affordable Owner housing

<b><u>Priority Need</u></b>	<b><u>Project Title</u></b>
Housing	Waco Community Development Corporation (CDC) CHDO

**Project Description**

Development of three (3) single-family homes to sell to low income households, CHDO will fund eligible hard costs and soft costs related to the development and sale of these homes.

**Location**

City Wide

Objective Number DH-2-6	Project ID CD3
HUD Matrix Code 12	CDBG Citation N/A
Type of Recipient CHDO	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 10/01/2008	Completion Date (mm/dd/yyyy) 09/30/2010
Performance Indicator (10)Housing Units	Annual Units 3
Local ID 225-4924	Units Upon Completion 3

**Funding Sources:**

CDBG	.....
ESG	.....
HOME	133,333.
HOPWA	.....
Total Formula	133,333.
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	133,333.

The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs

**Table 3**  
**Consolidated Plan Listing of Projects**

**Applicant's Name:** Costa Esmerelda

<u>Objective</u>	<u>Outcome</u>	<u>Specific Objective</u>
Decent Housing	Affordability	Increase the supply of affordable rental housing

<u>Priority Need</u>	<u>Project Title</u>
Rental Housing	Costa Esmerelda LIHTC Apartments

**Project Description**

Provide partial funding of the land acquisition costs and/or predevelopment costs of approximately 11 HOME units of affordable rental housing for low-income households. The project includes 112 units of affordable housing and will receive Low Income Housing Tax Credits from the Texas Department of Housing and Community Affairs.

Location

Gurley Lane and South 16<sup>th</sup> Street

Objective Number DH-2-7	Project ID RH2
HUD Matrix Code 12	CDBG Citation N/A
Type of Recipient Private	CDBG National Objective N/A
Start Date (mm/dd/yyyy) 10/01/2008	Completion Date (mm/dd/yyyy) 09/30/2009
Performance Indicator (10)Housing Units	Annual Units 11
Local ID 225-XXXX	Units Upon Completion 11

**Funding Sources:**

CDBG	.....
ESG	.....
HOME	200,000
HOPWA	.....
Total Formula	200,000
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	200,000

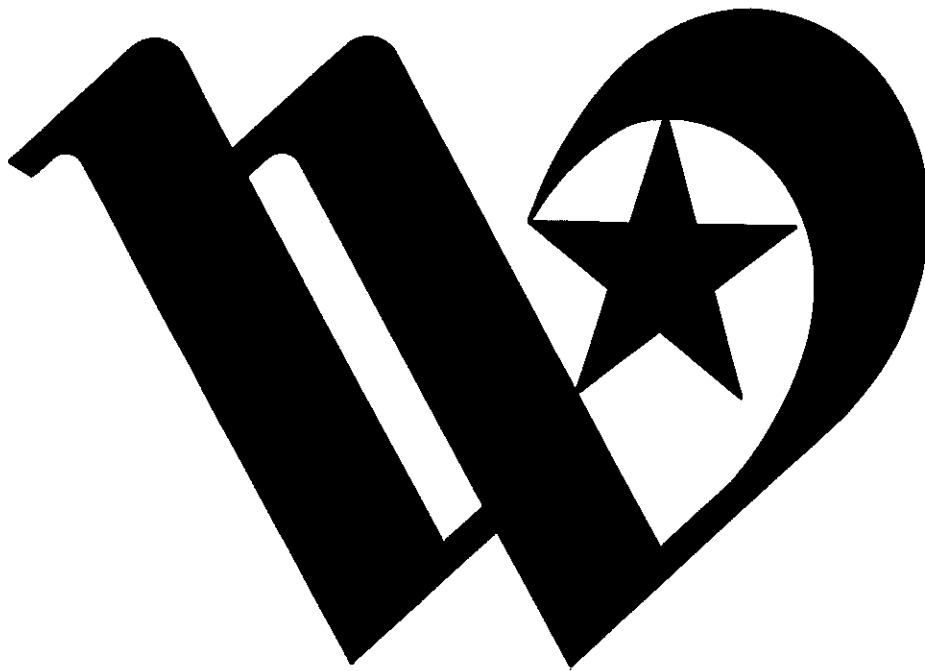
The primary purpose of the project is to help: ☐ the Homeless ☐ Persons with HIV/AIDS ☐ Persons with Disabilities ☐ Public Housing Needs



# Citizen Participation Plan Proposed Revisions

**CITY OF WACO'S  
HOUSING AND COMMUNITY  
DEVELOPMENT  
CITIZEN PARTICIPATION PLAN  
NOVEMBER 12, 1999**

**Proposed Revisions 2009 Highlighted**



# **CITY OF WACO'S HOUSING AND COMMUNITY DEVELOPMENT CITIZEN PARTICIPATION PLAN**

## **FORWARD**

The City of Waco is required by law to have and follow a detailed Citizen Participation Plan which contains the City's policies and procedures for public involvement in the Consolidated Planning process and in the use of Community Development Block Grant (CDBG), the HOME Investment Partnership Program (HOME), and the Emergency Shelter Grant Program (ESGP). The Citizen Participation Plan must be made available to the public.

The City of Waco's Community Development Citizen Participation Plan is designed to create opportunities for citizens to be involved in the development of the City's Action Plan Component of the Consolidated Community Development and Housing Plan and the implementation or amendments thereof and conform to the federal regulations at 24 CFR Part 91.105. Having an approved Citizen Participation Plan in place is a requirement of the Cranston-Gonzalez National Affordable Housing Act and Section 508 of the Housing and Community Development Act of 1974, as amended, for direct recipients of HUD Programs.

The City of Waco intends that its Community Development Program has the support of the largest possible number of people in the community. Emphasis is placed on opportunities for participation by low- and moderate-income persons and the organizations and agencies that serve homeless and low- and moderate-income persons through the use of CDBG funds, HOME funds and ESGP funds.

The City of Waco is the recipient of CDBG funds, HOME funds, ESGP funds, Enterprise Community funds and other grants. In 1995, the Department of Housing and Urban Development (HUD) combined the CDBG, HOME and ESGP application cycles, creating the Consolidated Plan process. Now this single process is used to evaluate needs, set priorities and allocate funds to implement projects using CDBG, HOME and ESGP funds. It will also identify fair housing actions to be taken.

The Consolidated Plan process is more efficient while allowing for a more comprehensive approach to the evaluation of needs, the establishment of priorities and the allocation of funds. The requirements for citizen participation do not restrict the responsibility or authority of the City of Waco for the development and execution of its Consolidated Plan.

## **INTRODUCTION**

Waco's CDBG Program began in 1974. The CDBG funds have been allocated to projects and programs in Waco's low- and moderate-income neighborhoods.

Waco also currently receives HOME funds and ESGP funds. These funds have been used to benefit Waco's homeless and low- and moderate-income residents.

~~In 1994, the City applied for designation of certain qualified areas as a Federal Empowerment Zone (EZ). The application process involved a substantial number of community meetings and public hearings, which were held throughout the community. Although the City did not receive designation as an EZ, it did receive a designation as an Enterprise Community (EC). The EC designation provided \$2.9 million in additional funding for community development activities~~

~~Waco has opportunities to obtain loans and grants from time to time. The City is an entitlement jurisdiction under HUD's CDBG, HOME and ESGP programs. The City is eligible to apply for HUD \$108 Loan Guaranty Funds and Economic Development Initiative (EDI) grants for CDBG eligible activities. As these types of opportunities arise in the future, citizen participation will be incorporated into the application planning efforts and coordinated, as much as possible, with this Citizen Participation Plan. When this is not possible due to application time lines, citizens will be involved and informed as required by the applicable regulations and guidelines~~

Applications for assistance filed by the City of Waco for Section 108 loan guarantee assistance authorized under HUD regulations 24 CFR Part 570, Subpart M, or EDI funding are subject to all provisions set forth within this Citizen Participation Plan. Such applications for Section 108 loan guarantee may be included as part of the process for obtaining CDBG/HOME/ESG entitlement funds, or may be undertaken separately anytime during the program year. The required public hearing to inform citizens of program requirements will be carried out by the City.

## **Encouraging Public Participation**

The law requires that our Citizen Participation Plan both provides for and encourages public participation, emphasizing involvement by low- and moderate-income people - especially those living in low- and moderate-income neighborhoods. Also, the U.S. Department of Housing and Urban Development (HUD) expects the City of Waco to take whatever actions are appropriate to encourage participation of minorities, people who do not speak English, and people with disabilities.

## **Participants in the Community Development Citizen Participation Plan**

The development of the multi-year Consolidated Plan and Annual Action Plan is a collaborative effort of many individuals, organizations and agencies. Each provides data and makes requests and recommendations to the Housing and Community Development Services Department or City Council. Housing and Community Development Services Department provides staff support to develop the Annual Action Plan.

Individual Citizens - The participation of individual citizens is the foundation of the Housing and Community Development Program in the City of Waco. Reasonable efforts will be made to make all citizens aware of the meetings and events in their neighborhoods, as well as, public hearings and citywide events that concern the development of the Annual Action Plan. It is our

goal to create ample participation opportunities for all interested citizens, including, but not limited to, minorities, non-English speaking persons, and persons with visual, mobility or hearing impairments.

Organizations, Agencies and Public Housing Authority - The Waco Housing Authority, as well as other organizations and agencies involved in the development and implementation of projects to assist low- and moderate-income citizens, will be contacted to advise them of the Action Plan process. These organizations and their clients will be encouraged to participate in the development of the Action Plan.

Housing and Community Development Services Department - The Housing and Community Development Services Department will coordinate the development of the Consolidated Plan and the Annual Action Plan. The Housing and Community Development Services Department will make recommendations to the City Council on the contents of the Action Plan and the projects therein. The Department will work with neighborhood associations and other organizations, consider their recommendations, prepare the draft Action Plan and, after a public hearing to allow open discussion of the proposed plan, forward it to City Council for final review and adoption.

City Council - The City Council is the final citizen policy body that will review and take action on the Action Plan. After receiving the Plan from the Housing and Community Development Services Department, City Council will hold a public hearing and then consider and vote on the proposed plan. After approval, the Action Plan will be forwarded to the U.S. Department of Housing and Urban Development (HUD).

### **The Role of Participants**

The law declares that the primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing safe, decent, and affordable housing, a suitable living environment, and growing economic opportunities - all principally for low- and moderate-income people.

Because the amount of federal CDBG, HOME and ESGP funds the City of Waco is awarded each year is mostly based upon the severity of both poverty and substandard housing conditions in Waco, it is necessary that public participation genuinely involve low- and moderate-income residents who experience these conditions. Genuine involvement by low- and moderate-income people must take place at all stages of the process, including: identifying needs, setting priorities among these needs, deciding how much money should be allocated to each high-priority need, and suggesting the types of programs to meet high-priority needs, as well as overseeing the way in which programs are carried out.

### **The Various Stages of the Consolidated Plan Process**

The policies and procedures in this Citizen Participation Plan relate to several stages of action mentioned in law or regulation. In general, these stages or events include:

1. Identification of housing and community development needs.
2. Preparation of a draft use of funds for the upcoming year called the proposed Annual Action Plan. There may also be the development of a proposed new multi-year Consolidated Plan.
3. Formal approval by elected officials of a final Annual Action Plan or multi-year Consolidated Plan.
4. On occasion during the year, it may be necessary to change the use of the money already budgeted in an Annual Action Plan, or to change the priorities established in the multi-year Consolidated Plan. In that case a formal Substantial Amendment will be proposed, considered, and acted upon.
5. After a "program year" is complete a Consolidated Annual Performance Report (CAPER) must be drafted for public review and comment, and then sent to HUD.

### **The Program Year**

The "program year" chosen by Waco is October 1<sup>st</sup> through September 30th.

### **PUBLIC NOTICE**

#### **Items Covered by the Public Notice Requirement**

There shall be advanced public notice once a federally required document is available, such as the Proposed Annual Action Plan or multi-year Consolidated Plan, any proposed Substantial Amendment to the Action Plan or Consolidated Plan, and the Annual Performance Report.

In addition, there shall be advanced public notice of all public hearings and all public meetings relating to the funds or planning process covered by this Citizen Participation Plan.

#### **"Adequate" Public Notice**

Adequate advance notice is "timely"; it is given with enough lead time for the public to take informed action. The amount of lead-time can vary, depending on the event. Specific amounts of time are given for different events later in this Citizen Participation Plan. The content of notices will give residents a clear understanding of the event being announced.

#### **Forms of Public Notice**

1. Public Notices
  - a. Public notices will be published in the official organ, the Waco Tribune Herald as display advertisements in a non-legal section of the newspaper(s).
  - b. ~~In addition, press releases will be sent to the newspaper(s).~~

~~2. Display ads and press releases will also be placed in the El Tiempo.~~

2. Public Service Announcements will be distributed to the local government access channel, WCCC-10.
3. Notice will be sent to any person or organization requesting to be on a mailing list.
4. Notice will be posted on the City's web site [www.waco-texas.com](http://www.waco-texas.com).

## **PUBLIC ACCESS TO INFORMATION**

As required by law, the City of Waco will provide the public with reasonable and timely access to information and records of public hearings and meetings relating to the data or content of the Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this Citizen Participation Plan; Environmental Review Record; Fair Housing; and Relocation Policies. Regarding the past use of funds, the law requires reasonable public access to records about any uses of these funds during the previous five years.

As required by law, the City of Waco will provide the public with reasonable and timely access to local meetings relating to the proposed or actual use of funds.

### **Standard Documents**

Standard documents include: the proposed and final Annual Action Plans, the proposed and final multi-year Consolidated Plan, proposed and final Substantial Amendments to an Annual Action Plan or the multi-year Consolidated Plan, Annual Performance Reports, and the Citizen Participation Plan.

### **Availability of Standard Documents**

In the spirit of encouraging public participation, copies of standard documents will be provided to the public at no cost within five working days of a request. These materials will be available in a form accessible to persons with disabilities when requested and on the city's website, [www.waco-texas.com](http://www.waco-texas.com).

During the public comment periods, standard documents will also be available at the Main City Library, 1717 Austin Avenue, the South Waco Branch Library, 2737 South 18<sup>th</sup> St., the East Branch Library, 901 Elm Ave., and the Hoover Branch Library, 1428 Wooded Acres Dr.; as well as the Housing and Community Development Services Department of the City of Waco, and the City Secretary's Office. Subsequent to the public comment periods, final copies will be available in the Housing and Community Development Services Department of the City of Waco.

## **PUBLIC HEARINGS**

Public hearings are required by law in order to obtain the views of the public, and to provide the public with the City's responses to public questions and proposals.

There will be at least two public hearings per year to obtain citizens' views and to respond to proposals and questions, to be conducted at a minimum of two different stages of the program year. The hearings will address housing and community development needs, development of proposed activities, and review of program performance. At least one of these hearings will be held before the proposed Annual Action Plan or proposed multi-year Consolidated Plan is published for comment.

### **Access to Public Hearings**

Public hearings will be held only after there has been adequate notice as described in the Public Notice part of this Citizen Participation Plan, including a display advertisement in the non-legal section of the newspaper fourteen days prior to the public hearing and another posted seventy-two hours prior to the public hearing.

Public hearings will generally be held at an evening hour, a time convenient to most people who might benefit from the use of funds.

Public hearings will be held at places generally accessible by bus, otherwise convenient, and not intimidating to most people who might benefit from the use of funds. At least one public hearing will be held at a public facility (i.e. Convention Center, City Library, Community Center, etc.). The public hearing on the final Annual Action Plan or final multi-year Consolidated Plan will be conducted during a regularly scheduled City Council meeting subsequent to the public comment period.

### **Public Hearings and Populations with Unique Needs**

All public hearings will be held at locations accessible to people with disabilities, and provisions will be made for people with disabilities when requests are made at least 24 hours prior to a hearing.

Translators will be provided for people who do not speak English when requests are made at least 24 hours prior to a hearing.

### **The Conduct of Public Hearings**

To ensure that public hearings are meaningful to residents, each public hearing will be conducted in an open public meeting. Each resident choosing to speak will be allowed a maximum of five minutes to make a verbal presentation.

## **THE STAGES IN THE PROCESS**

### **A. IDENTIFYING NEEDS**



Because the housing and community development needs of low- and moderate-income people are so great and so diverse, priorities must be set in order to decide which needs should get more attention and more resources than other needs; this is the basic reason the Consolidated Plan exists.

The laws and regulations require a public hearing each year to obtain residents' opinions about needs, and what priority those needs have.

Public hearings about needs will be completed a minimum of 15 days before a draft Annual Action Plan is published for comment so that the needs identified can be considered by the City and addressed in the draft Annual Action Plan.

## **B. THE "PROPOSED" ANNUAL ACTION PLAN (and/or MULTI-YEAR STRATEGY)**

The law providing the funds covered by this Citizen Participation Plan calls for improved accountability of jurisdictions to the public. In that spirit and in compliance with the terms of the law, the City of Waco will use the following procedures.

### **General Information**

At the beginning of this stage, the City of Waco will provide the public with an estimate of the amount of CDBG, HOME, and ESGP funds it expects to receive in the upcoming year, along with a description of the range of types of activities that can be funded with these resources.

The plans of the City of Waco to minimize the extent to which low- and moderate-income people will have to leave their homes as a result of the use of these federal dollars (called "displacement") is detailed in Appendix A, Residential Antidisplacement and Relocation Plan. Appendix A describes the compensation that a person who is actually displaced as a result of the use of these funds, and who meets the regulatory definition of displaced person, will receive.

### **Technical Assistance**

City staff will work with organizations and individuals who are representative of low- and moderate-income people who are interested in submitting a proposal to obtain funding for an eligible activity. All potential applicants for funding are encouraged to contact City staff for technical assistance before completing a proposal form. A "*Community Development Fund Guide for Citizen Participation*" will be provided to potential applicants. The provision of technical assistance by City Staff does not obligate the City of Waco to fund the proposal. Applications will be accepted for a 30-day period during the development process.

### **Availability of a Proposed Annual Action Plan**

After the last public hearing about housing and community development needs and no later than June 15<sup>th</sup> of each year, the City of Waco will notify the public that a Proposed Annual Action Plan is available for public comment.

The means of "notice" described earlier in this Citizen Participation Plan will be used.

The date the Proposed Annual Action Plan is available to the public will also be at least thirty days prior to the date a Final Annual Action Plan is approved by the Mayor and City Council so that citizens will have a reasonable opportunity to examine it and to submit comments.

Copies of the Proposed Annual Action Plan will be made available to the public for free and without delay. In addition, copies will be available for viewing at the locations specified above in the section, "Public Access to Information". A summary of the Proposed Annual Action Plan will also be written and provided free of charge to those requesting it.

So that low- and moderate-income people can determine the degree that they might be affected, the Proposed Annual Action Plan will be complete, containing: all HUD-required sections, the HUD-required Priorities Table; and, a written description of all proposed uses of CDBG, HOME, and ESGP funds. At a minimum, this description shall include the type of activity, its location, and the amount of federal money to be allocated to it.

#### **Public Hearing and Further Action**

A public hearing about the Proposed Annual Action Plan will be conducted by the Mayor and City Council no sooner than 30 days after it is available to the public. In addition, this public hearing will be held so that there are not less than another 14 days before a Final Annual Action Plan is approved by the Mayor and City Council so that the elected officials can consider the public's comments from the public hearing.

In preparing a Final Annual Action Plan, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The Final Annual Action Plan will have a section that presents all comments, plus explanations why any comments were not accepted.

#### **C. THE "FINAL" ANNUAL ACTION PLAN (and/or MULTI-YEAR STRATEGY)**

Copies of the Final Annual Action Plan and a summary of it will be made available to the public for free and within five days of a request. In addition, copies will be available at the locations specified above in the section, "Public Access to Information".

#### **D. "AMENDMENTS" TO THE ANNUAL ACTION PLAN (And/or MULTI-YEAR CONSOLIDATED PLAN)**

The Final Annual Action Plan or multi-year Consolidated Plan will be amended anytime there is: a change in one of the priorities presented on the HUD-required Priority Table; a change in the use of money to an activity not mentioned in the Plan; or, a change in the purpose, location, scope, or beneficiaries of an activity (described more fully later). The public will be notified whenever there is a substantial amendment.

## "Substantial" Amendments

The following will be considered "substantial" amendments:

1. ~~A change in the use of CDBG money from one activity to another.~~
2. ~~A change in the use of HOME, or ESGP money from one activity to another.~~
3. ~~The elimination of an activity originally described in the annual Action Plan.~~
4. ~~The addition of an activity not originally described in the annual Action Plan.~~
5. ~~A change in the purpose of an activity, such as a change in the type of activity or its ultimate objective; for example, a change in a construction project from housing to commercial.~~
6. ~~A meaningful change in the location of an activity.~~
7. ~~A change in the type or characteristics of peoples benefiting from an activity. Among the "characteristics" are:~~
  - a. ~~The HUD recognized income levels of: 0-30% of area median income (AMI); between 31% and 50% of AMI; and between 51% and 80% of AMI.~~
  - b. ~~Renter or homeowner.~~
  - c. ~~Single households, small ones (2-4 persons), large ones (5+ persons).~~
8. ~~A 20% decrease in the number of low or moderate income people benefiting from an activity.~~
9. ~~A change in the scope of an activity such that there is a 20% increase or decrease in the amount of money allocated to the activity.~~

The City will consider the following criteria as constituting a substantial change to the Consolidated Annual Plan, thereby requiring an amendment:

1. A CDBG/HOME/ ESG activity added to or deleted from the Consolidated Plan;
2. A change in the purpose, scope, location, or beneficiaries an activity previously described;
3. A fifty (50) percent change in federal funding where the project is \$25,000 or less; or,

4. A twenty-five (25) percent change in federal funding where the project is more than \$25,000.

#### **Public Notice and Public Hearing for Substantial Amendments**

There must be reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for Substantial Amendments:

1. To allow for public comments, there will be 30 days advance notice of and availability of a proposed Substantial Amendment before there is a public hearing on the amendment
2. A detailed written description of the proposed Substantial Amendment will be made available to the public at no cost within five working days of a request. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under "Public Access to Information".
3. There will be a public hearing regarding the proposed Substantial Amendment conducted by the Mayor and City Council. This public hearing will not take place until the public has had 30 days to review the proposed Substantial Amendment.
4. The public hearing will be held no later than two weeks prior to submission to HUD.
5. In preparing a Final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The Final Substantial Amendment will have a section that presents all comments, plus explanations why any comments were not accepted.

#### **E. THE CONSOLIDATED ANNUAL PERFORMANCE REPORT (CAPER)**

Every year, the City of Waco must send to HUD a CAPER within 90 days of the close of the program year. In general the CAPER must describe how funds were actually used and the extent to which these funds were used for activities that benefited low- and moderate-income people.

#### **Public Notice and Public Hearing for the CAPER**

The City of Waco will provide reasonable notice that a CAPER is available so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for CAPER:

1. To allow for public comments, there will be not less than 15 days advance notice of and availability of a CAPER before there is a public hearing on the CAPER.

2. A complete copy of the CAPER will be made available to the public at no cost within five working days of a request. Copies will be available at the locations indicated earlier in this Citizen Participation Plan under "Public Access to Information".
3. There will be a public hearing regarding the CAPER. The Mayor and City Council will conduct this public hearing, in the interest of public accountability. It will not take place until the public has had 15 days to review the CAPER.
4. In preparing a CAPER for submission to HUD, careful consideration will be given to all comments and views expressed by the public, whether given verbally at the public hearing or submitted in writing.

### **Contents of the CAPER**

The CAPER sent to HUD will have a section that presents all comments, plus explanations why any comments were not accepted. The CAPER presented to the public will contain at least as much detail as was required by HUD for Grantee Performance Reports.

The CAPER will have an accounting for each activity in any Action Plan, until an activity is officially "closed-out" with HUD by the jurisdiction.

### **COMPLAINT PROCEDURES**

Written complaints from the public will receive a meaningful, written reply within 15 working days.

### **CHANGING THE CITIZEN PARTICIPATION PLAN**

This Citizen Participation Plan can be changed only after the public has been notified of intent to modify it, and only after the public has had a reasonable chance to review and comment on proposed substantial changes to it.



CITY OF WACO

PUBLIC NOTICE

Notice of Availability for Review  
Proposed Substantial Amendments to the 2008/2009  
Consolidated Annual Action Plan and Citizen Participation Plan

The Department of Housing and Urban Development Consolidated Plan regulations require the City to make proposed substantial amendments to the Consolidated Annual Action Plan and/or Consolidated Plan dealing with federal grants and/or the Citizen Participation Plan available to citizens for a sufficient period of time (30 days) to permit citizens' comments on the proposed amendments before they are submitted to HUD.

The City of Waco is proposing to make amendments to the Citizen Participation Plan and the following substantial amendment to Program Year 2008/2009 Annual Action Plan:

Reduce funding for the following projects and activities and reprogram the funds to increase funding available to Waco Habitat for Humanity CHDO projects and fund a new public improvement, a parking lot at the Family Health Center's Dental Clinic:

Program Year	Project/Activity	Amount Increased or (Decreased)	
		HOME	CDBG
2008/2009	Family Health Center Parking Lot		\$50,000
2008/2009	Waco Habitat development of single family homes	\$75,000	
2008/2009	HOME Rehabilitation/Reconstruction Loan Program	(\$75,000)	
2008/2009	CDBG Rehabilitation/Reconstruction Loan Program Delivery		(\$50,000)

Change the scope of three Plan projects: 1) reduce the scope of the Parks project to include improvements to the South Waco Recreation and Community Center only, 2) reduce the number of single family homes to be developed by Waco Community Development Corporation by two units, and 3) define the grant funded costs for Costa Esmerelda to include only land purchase and predevelopment costs and reduce the HOME funded units to 11.

Draft copies of the Proposed Substantial Amendments to the Citizen Participation Plan and the Program Year 2008/2009 Consolidated Annual Action Plan will be made available to the public from July 22, 2009 through August 21, 2009 at the following locations:

City Secretary's Office  
City of Waco  
City Hall  
300 Austin Avenue  
Waco, Texas 76702

Housing and Community Development Services  
City of Waco  
City Hall, Basement  
300 Austin Avenue  
Waco, Texas 76702

Waco-McLennan County Library locations:

Main Library  
1717 Austin Avenue  
Waco, Texas 76701

East Waco Library  
901 Elm Street  
Waco, Texas 76704

R.B. Hoover Library  
Lake Air Court  
1428 Wooded Acres #104  
Waco, Texas 76710

South Waco Library  
2737 South 18<sup>th</sup> Street  
Waco, Texas 76706

Written comments on the report may be submitted to Community Development Services at the address listed below no later than 5:00 p.m., August 21, 2009. Copies of the documents may also be obtained by contacting:

Housing and Community Development Services  
City of Waco  
P.O. Box 2570  
Waco, Texas 76702-2570  
(254) 750-5656

Patricia W. Ervin  
City Secretary