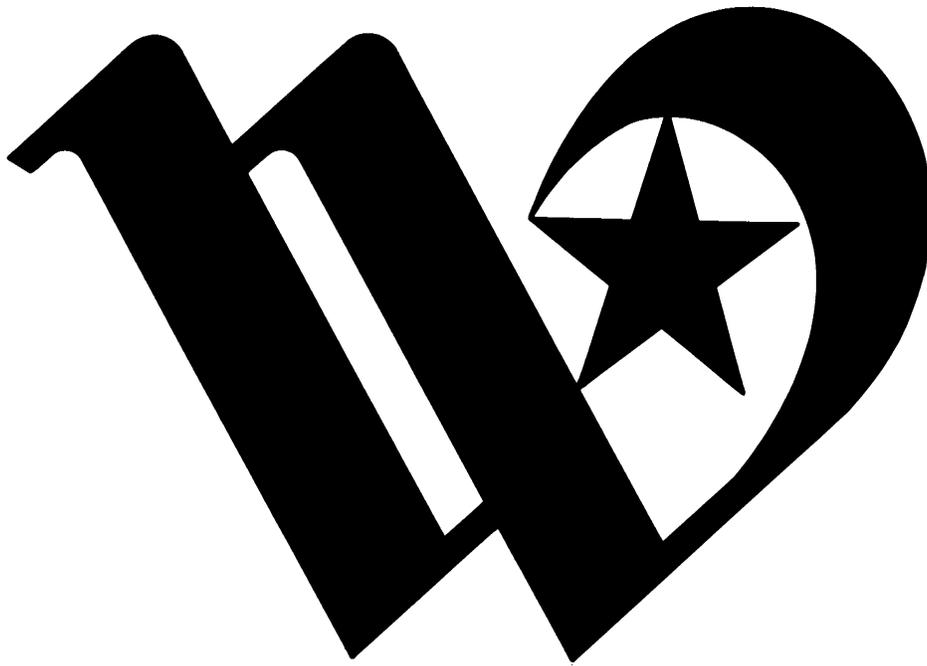


**CITY OF WACO'S
HOUSING AND COMMUNITY
DEVELOPMENT
CITIZEN PARTICIPATION PLAN
NOVEMBER 12, 1999**

Revised September 1, 2009



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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.

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 1st 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).
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 .

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.

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 18th 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 15th 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 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.