Citizen Participation Plan

City of Pasadena, Texas
Community Development Department
INTRODUCTION

The City of Pasadena is committed to providing opportunities for its citizens to participate in an advisory role in the planning, implementation and assessment of the Community Development Block Grant (CDBG) Program, HOME Investment Partnership (HOME) Program and Emergency Shelter Grant (ESG) Program. In order to encourage and support participation of citizens, the City will provide comprehensive information, hold public hearings, and give citizens the opportunity to comment on the City’s plan for implementation and assessment of the accomplishments attained utilizing federal funds. Citizen participation is essential for a viable program, and while the final authority for decision-making rests with the City Council, the City recognizes that exchange of information among citizens and elected officials will allow for a stronger, more responsive housing and economic development effort in the City of Pasadena.

This amended Citizen Participation Plan (CPP) sets forth the City’s policies and procedures for citizen participation in the development of the Consolidated Plan, Annual Action Plan, Substantial Amendments and the CAPER. This Plan will become effective upon its adoption by City Council. This amended CPP will be posted on the City of Pasadena website at www.ci.pasadena.tx.us and hard copies will be made available for review at the locations indicated below under the "Publishing the Plan" section and the City will make a reasonable number of copies available for free upon request. To request a copy contact the City of Pasadena Community Development Department at 713-475-7294. Citizens will have thirty days to review the amended CPP and submit comments to the City of Pasadena before it is submitted to City Council for adoption.

• CONSOLIDATED PLAN, ACTION PLAN, CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT AND SUBSTANTIAL AMENDMENTS

The Executive Summary of the Consolidated Plan will be published and made available at the City locations specified in sections (B)(3) of this plan. The Consolidated Plan will include an Action Plan for one program year. For each year thereafter, a one-year Action Plan will be made available to the public. The Consolidated Annual Performance Report (CAPER) will be completed following each program year.

• The Consolidated Plan (Con-Plan)
  • This document serves as the planning tool used to evaluate the Community Development and Housing priorities for funding under the CDBG, HOME and ESG Programs. The City will make available to citizens, public agencies and interested parties information that includes: amount of assistance the jurisdiction expects to receive; including grant funds and program income;
and the range of activities that may be undertaken, including the estimated amount of funding that will benefit persons of low- and moderate-income.

The overall goal of these programs is to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities principally for low- and moderate-income persons. Through this document, the City describes its plan to pursue these goals for all the community planning and development programs, as well as for housing programs during a five year period. The U. S. Department of Housing and Urban Development (HUD) will evaluate the performance of the City in accomplishing these goals.

- The City will conduct at least one public hearing during the development process before the Consolidated Plan is published and at least one public hearing during the thirty day comment period to obtain citizens views and to respond to proposals and questions. The Notices of the Hearing and the Hearing will follow the procedures set forth in Section C.

2. Annual Action Plan (AP)
   a. This document serves as the application for funding to HUD under the CDBG, HOME and ESG Programs. The Annual Action Plan includes the amount of assistance the City expects to receive (including grant funds and program income) from each of the federal programs and a description of the activities and related funding allocations that the City will undertake to address the needs and priorities established in the Consolidated Plan.

   b. The City will conduct at least one public hearing before the Annual Action Plan is published and at least one public hearing during the thirty day comment period to obtain citizen’s views and to respond to proposals and questions. The notices of the hearing and the hearing will follow the procedures set forth in Section C.

   a. This report describes the accomplishments undertaken with federal funds during the previous program year, including how funds were actually used and the extent to which these funds were used for activities that benefited low- and moderate-income residents.

   b. The City will provide citizens with reasonable notice and an opportunity to comment on performance reports. Citizens will be given a period of not less than fifteen days prior to the submission of the Evaluation Report (CAPER) to HUD. Comments may be submitted to the City of Pasadena by writing or calling any of the numbers listed in Section (c) (3) (b). Additionally, the City will consider any oral or written comments or views of citizens received at the public hearing conducted while preparing the performance report. A summary of these comments will be attached to the performance report.

   c. The fiscal year for expenditures of HUD funds begins October 1 and ends September 30 of the following year; therefore the report must be submitted to HUD within ninety days of the close of the program year, or on December 31.
4. Substantial Amendments
   a. The City of Pasadena shall amend its approved Annual Action Plan and/or its Consolidated Plan whenever it makes one of the following decisions:
      • To make a change in its allocation priorities;
      • To make a change in the method of distribution of funds;
      • To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Annual Action Plan; or
      • To make substantial changes in funding to an “activity” under the CDBG, HOME and ESG Programs, a substantial change is defined as an increase or decrease in funding for a particular activity of 25% or more of the project budget. For example, if a project budget equals $100,000 and the city would like to add $9,000 to the project, no amendment would be necessary; however, if the city wanted to increase the budget by $25,000, an amendment would be necessary. Whenever a Substantial Amendment is proposed, said amendment shall be available for public comment for a period of thirty days before submission to City Council for approval. An Amendment to the Action Plan will not be implemented until the conclusion of the thirty day public comment period. A summary of all comments or views received in writing, or orally, during the comment period, will be attached to the substantial amendments upon submission to HUD.

B. PUBLISHING THE PLANS AND THE CAPER

1. In order to provide citizens the opportunity to participate in the development of the Consolidated Plan, the Annual Action Plan, and the CAPER, the City will publish notices of two public hearings as described in Section C during the development of these documents.

2. In order to provide citizens the opportunity to examine the plans and comment on the proposed Consolidated Plan and Action Plan once developed, the City will publish notice of at least one public hearing as described in Section C during the comment period and before adoption. The notice will describe the plan and availability of these draft documents.

3. The Consolidated Plan, the Annual Action Plan, the CAPER, Substantial Amendments of these documents, including the listing of all approved activities and their funding under the CDBG, HOME and ESG Programs, the Citizen Participation Plan (amended), the availability of housing opportunities for low- and moderate-income residents will be posted on the City of Pasadena website at www.ci pasadena tx us. In addition, drafts and final copies will be made available for review at the following locations:

   City of Pasadena Community Development Department
   Municipal Services Building, Suite 312
   1114 Davis St.
• PUBLIC HEARINGS AND PUBLIC COMMENTS

• Guidelines
  • The City of Pasadena will hold at least one public hearing to obtain citizens' views during the development of the Consolidated Plan and at least one public hearing during the development of the Annual Action Plan. These public hearings will provide interested parties with the following:

  • A forum for citizens and groups to provide the City with information on housing and community development needs as part of the preparation of the Consolidated Plan and the Annual Action Plan;
  • The amount of funds the City expects to receive from the U. S. Department of Housing and Urban Development for the implementation of the CDBG, HOME and ESG Programs, as well as program income, through activities under these programs, as part of the preparation of the Annual Action Plan;
  • The range of activities that may be undertaken under each of these programs and the estimated amount of funds that will benefit low- and moderate-income residents;

  • The City of Pasadena will hold at least one public hearing to obtain citizens' views after publication of the Consolidated Plan, but before adoption and at least one public hearing after publication of the Annual Action Plan but before adoption. The public hearing will provide interested parties with the following:

  • A forum for citizens and groups to provide the City with information on housing and community development needs;
• The amount of funds the City expects to receive from the U. S. Department of Housing and Urban Development for the implementation of the CDBG, HOME and ESG Programs, as well as program income, through activities under these programs, as part of the preparation of the Annual Action Plan;
• The activities proposed to be undertaken under each of these programs and the estimated amount of funds that will benefit low- and moderate-income residents;

• A public hearing will be held to provide the public with information on the draft CAPER, which describes the expenditures and annual accomplishments using CDBG, HOME and ESG.

• Location of public hearings will be listed in the public notice, but will be at a central accessible location.

• Accommodations for disabled individuals are available upon request of at least 24 hours prior to the meeting. Also, Spanish-speaking personnel are present at these meetings upon request and, upon request from other non-English speaking residents; efforts will be made to have personnel fluent in the respective language present at these meetings. All public hearing locations will be wheelchair accessible and accommodations for sign interpretive services can be made available if requested 48 hours in advance of meetings. The notices shall be published in English and in Spanish in the Pasadena Citizen and the City will insure that a bilingual person is available at these meetings when requested by residents who do not speak English.

• The City will provide a thirty day comment period in order to provide citizens with the opportunity to participate in the development and proposed Consolidated Plan, Annual Action Plans, Substantial Amendment(s) and a fifteen day comment period for the CAPER. The Plans and the Amendments will not be implemented until the conclusion of the thirty day public comment period is completed. All comments or views of citizens received in writing or orally at public hearings, if any, will be considered by the City before implementing the proposed changes. A summary of the comments/views received by the Community Development Department and the determination of the acceptance or non-acceptance and reasons for the non-acceptance will be attached and made a part of the corresponding final document. After an amendment is approved by City Council a copy shall be submitted to the U. S. Department of Housing and Urban Development with a transmittal letter signed by the Director of the Community Development Department and/or the Program Administrator.

• Notice of Public Hearings and comment periods

• In order to provide citizens the opportunity to participate in the development and proposed Consolidated Plan, the Annual Action Plan, and the CAPER, the City will publish notices of public hearings and notices of availability of these draft documents in
The Pasadena Citizen, a newspaper of general circulation.

- The notice of the time, place, and purpose of the public hearings and comment periods will be published in the newspaper. All notices of hearings will be posted on the official bulletin board located outside of City Hall, 1211 Southmore, Pasadena, TX 77502.

- Public hearings will be held only after there has been adequate notice (at least 14 days).

- **Comments received during the public hearings and during the comment period**

  - When the City publishes its notice of the proposed use of the funds and the comment period, the City shall include the following address of where to send written comments:

    City of Pasadena  
    Community Development Department Administration  
    P.O. Box 672  
    Pasadena, TX 77501  

  - Such notice will also include the name, telephone number and e-mail address of a designated project manager so that any oral comments and questions can be submitted to the person with the most knowledge about the proposed project or activity.

  - The City shall consider and respond to all comments received during public hearings and the comment period. A summary of these comments or views received by the Community Development Department, and the determination of the acceptance or non-acceptance and reasons for the non-acceptance will be attached and made a part of the corresponding final document, i.e., Consolidated Plan, Annual Action Plan, substantial amendments and CAPER.

4. Access to Hearings and Meetings

- The City shall provide citizens with reasonable and timely access to public hearings.

- In compliance with the American Disabilities Act: “The City of Pasadena City Hall and City Council Chambers are all wheelchair accessible. Access to the building is available at the north end of City Hall. Special parking is available at the east end of City Hall (Davis St. entrance). Spanish speaking persons or persons with disabilities who plan to attend these meetings and who need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print or
are Spanish speaking only are requested to contact the Community Development Department at 713-475-7294.”

- In addition, all notices of public hearings and comment periods will be published in English and Spanish. The notice will include a telephone number for those who may need assistance.

D. AVAILABILITY TO THE PUBLIC & ACCESS TO RECORDS

1. Copies of any of the above mentioned documents will be provided to citizens and groups, upon request, free of charge during the comment period. Citizens may request free copies of these documents by contacting the Community Development Office at 713-475-7294.

2. The City will make available to its citizens the adopted Consolidated Plan, Action Plan, CAPER and Substantial Amendments, upon request, free of charge.

3. All documents shall be in a form accessible to persons with disabilities, upon request. These documents will be available to the public during regular working hours at the City of Pasadena Community Development Department located at 1114 Davis, Suite 312 Pasadena, Texas, 77506; The Consolidated Plan, Action Plan and CAPER will also be available on the City’s website.

4. In compliance with the American Disabilities Act, if assistance is needed locating these documents by citizens with disabilities, citizens may call the Community Development Department at 713-475-7294 or TDDY/TTY or 1-800-735-2988.

5. The City will make available to citizens: records regarding the past use of funds, the Citizen Participation Plan, the Consolidated Plan, the Action Plan, Substantial Amendments, the Annual Performance Report, and other related records as stated herein. Citizens and citizen groups will have access to records for at least five years from the publication date of the requested document.

6. In compliance with the American Disabilities Act, the CPP and all documents covered in this plan will be in a format accessible for persons with disabilities upon request. The City will make audio tapes of this plan available upon request. If assistance is needed by citizens with disabilities in finding information or obtaining a copy of the Consolidated Plan Action Plan, CAPER and Substantial Amendments, please call the Community Development Department at 713-475-7294 or TDDY/TTY 1-800-735-2989 (TDD) or 1-800-735-2988 (Voice).

E. TECHNICAL ASSISTANCE

Group representative of persons of low and moderate income may seek assistance and information through the Community Development Department.

Community Development Department
F. COMPLAINTS

A citizen or organization that wishes to file a complaint or grievance concerning Consolidated Plan activities or programs may write or call the Director of the Community Development Department at 1114 Davis St Suite 312, Pasadena, Texas 77506 or 713-475-7294. The City will provide a written response to every written citizen complaint within fifteen working days. If not satisfied with the response, the citizen or organization concerned may contact the City Secretary describing the problem, the response of the Department concerned and what further action is believed to be needed.

G. ANTI-DISPLACEMENT

Following the approval of the Consolidated Plan and subsequent Action Plans, the City of Pasadena will review all projects recommended for funding to identify those activities that will result in the displacement of residents.

The City’s overall goal is to minimize displacement of its residents. However, when displacement is unavoidable, before any formal action is taken by the City to displace an individual, the City will notify, in writing, those residents who will be displaced and outline the types of services available through the City. The City of Pasadena will comply with all requirements of the Uniform Relocation Assistance Act, and will not displace any resident unless suitable, safe, decent and sanitary housing is available. All replacement units will be inspected to ensure suitability. Residents who must relocate will be provided with counseling assistance and referrals to replacement housing. In the event that a resident disagrees with the need for displacement, he or she may file a written appeal to the Community Development Program Administrator.