Citizen Participation Plan
Introduction

The purpose of the Citizen Participation Plan (CPP) is to establish a viable means by which citizens of the City of Pasadena, Texas (City), public agencies and other interested parties can actively participate in the development of activities undertaken with Community Development Block Grant funds and to set forth the jurisdiction’s policies and procedures for citizen participation.

The Citizen Participation Plan has been prepared and implemented pursuant to federal regulations (U.S. Department of Housing and Urban Development (HUD) Regulations 24 CFR Part 91.105) and the City of Pasadena’s desire to encourage and support public participation in the development of the Consolidated Plan (and subsequent annual updates to the Consolidated Plan).

The actions delineated in this Citizen Participation Plan relate to the planning and expenditure of funds provided to the City by the U. S. Department of Housing and Urban Development (HUD) Office of Community Planning and Development (CPD). CPD entitlement funds received by the City include the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Shelter Grant (ESG), and other such grants as may be added by law.

Encouragement of Citizen Participation

It is the intent of the City of Pasadena to encourage and facilitate the participation of residents in the formulation of priorities, strategies and funding allocations related to the Consolidated Plan, Substantial Amendments to the Plan and the Performance Report process, emphasizing involvement by low and moderate income persons, especially those living in slum and blighted areas, areas where the funds are proposed to be used, and low and moderate income neighborhoods. The City encourages the participation of local and regional institutions and other organizations (including business, developers, and community/faith-based organizations) in the process of developing and implementing the Consolidated Plan. The City also encourages participation of all citizens including minority populations, people who do not speak English and persons with disabilities.

To encourage citizen participation emphasizing the involvement of low and moderate income residents the City of Pasadena will continue to work with public housing authorities, neighborhood task forces and organizations representing the City’s lower income areas.

The Plan assures that citizens, non-profit organizations and other interested parties are afforded adequate opportunity to review and comment on plans, programs, activities and reports covering the City’s federally funded housing and community development programs.
Technical Assistance

The Community Development Office will provide technical assistance as requested to low-moderate income groups, community organizations and residents of blighted neighborhoods to develop proposals for housing and community development activities in the City of Pasadena. The Technical assistance will be offered any time proposals for the use of funding are requested.

The technical assistance may be offered on one-to-one sessions, group-training sessions, or at a community meetings and/or workshops.

Access to Records

As required under the Texas Public Information Act, the City will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan and past uses of funds. Request must be submitted in writing to the City Secretary’s Office, Open Records Request, 1211 E. Southmore Ave. Pasadena, Texas 77502

All standard Community Development Department documents will be placed on file in the City of Pasadena’s Community Development Department located at 1114 Davis St. 2nd floor, Pasadena, Texas 77506.

Copies of standard documents will be available for review at the following location:

- City of Pasadena Community Development Office – 1114 Davis, Suite 312

The following standard public documents are available during regular business hours:

- Citizen Participation Plan
- Consolidated Plans
- Action Plans
- Substantial Amendments to the Action or Consolidated Plan
- Consolidated Annual Performance Reports (CAPER)

Public Hearings/Meetings

To obtain the views of citizens on housing and community development needs, including priority non-housing community development needs two (2) public hearing will be held during the development of the consolidated plan before it is published for comment. At least one additional public hearing will be held each year to obtain citizens’ views and to respond to proposals and questions. Together, the hearings will address housing and community development needs, development of proposed activities, and review of program performance. The Assistant Administrator of the Community Development Department, in consultation with staff, will establish the time and location of all public
hearings and meetings concerning CPD entitlement funds received by the City including Community Development Block Grant (CDBG), Home Investment Partnerships (HOME), and Emergency Shelter Grant (ESG).

Public hearings shall be held after adequate (14 days) notice at times and locations convenient to potential or actual beneficiaries, and with accommodations for the disabled. Because representatives of the local Hispanic population are anticipated to attend these public hearing, the City will have a bilingual representative present, fluent in both English and Spanish.

Public notices will be published in the local newspaper (The Pasadena Citizen), on the City’s bulletin board outside City Hall, and notices will be mailed to area agencies and service organization.

**Development of the Consolidated Plan**

Before the Consolidated Plan (and annual Action Plan) is adopted by the City Council and submitted to HUD, the City will make the plan available to citizens, public agencies and other interested parties for review, and will also establish the means to submit comments. Information made accessible to the public will include the amount of grant funds the City expects to receive (including program income), the range of activities to be undertaken, and the anticipated number of low and moderate income persons to benefit from funded activities.

It is assumed that no activities will result in involuntary displacement of persons. If displacement does occur due to any planned actions, the City will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as described in 49 CFR Part 24.

The City will publish its Consolidate Plan (and Annual Action Plan) so that all affected residents will have sufficient opportunity to review and comment on the Plan. A summary describing the contents and purpose of the Consolidated Plan will be published in one or more newspapers of general circulation. Additionally, the entire plan will be made available for review at the following locations:

- Community Development Office – 1114 Davis St., Suite 312

A reasonable number of free copies will be available at the City of Pasadena, Community Development Department (1114 Davis, Suite 312).

**Amendments to the Consolidated Plan**

From time-to-time, it may be necessary for the City to process a “Substantial Amendment” to the Three to Five Year Consolidated Plan or the One Year Action Plans
to allow for new CDBG, ESG, and HOME funded activities; modification of existing activities; or other CPD program administrative actions.

Any proposed amendment that is considered a “Substantial Amendment” is subject to the Citizen Participation process, requires formal action by the City Council, and approval by HUD. A thirty (30) day public notice is published to provide the opportunity for the public to review and comment on the proposed substantial amendments. The City will consider all comments or views received from the public concerning proposed substantial amendments in accordance with 24 CFR 91.105 (c)(3). A summary of these comments and views, including comments or views not accepted (and the reason why) shall be attached to the substantial amendment.

For the purpose of this Citizen Participation Plan, amendments to the Consolidated Plan are divided into two categories: Substantial Amendments and Emergency Amendments.

The City of Pasadena is required by HUD (24 CFR 91.505 (b)) to identify the criteria to be used in determining if a proposed action will be considered a “Substantial Amendment”. The following criteria will be used by the City:

**Substantial Amendments**

1. Addition of a new activity or project not previously described in its Consolidated or Action Plan
2. Change in the purpose, scope, or beneficiaries of an activity or project previously described in its Consolidated or Action Plan
3. Change in the use of CDBG funds
4. Change in an activity or project (previously described in its Consolidated or Action Plan) total dollar amount allocated or budgeted by more than 25 percent

**Emergency Amendments**

From time-to-time a natural disaster (such as, hurricanes) or other catastrophic occurrence within the City of Pasadena may necessitate a Consolidated Plan amendment which could meet the definition of a Substantial Amendment. The City of Pasadena may request and obtain from HUD a complete waiver or reduction in days of the required 30 days public notice period for Substantial Amendments. These amendments require the signature of the City of Pasadena’s Community Development Director or designated representative adherence to state and local laws regarding contracts and procurement, and HUD waiver and/or approval, but do not require public notice of 30 days.

**Anti-Displacement and Relocation**

All of the City of Pasadena’s Consolidated Plan activities are designed to eliminate (or minimize) the occurrence of displacement. Program guidelines and limitations are structured so that temporary displacement is unlikely.
Tenants in occupied rental properties are made aware of their rights with respect to displacement and relocation. Property owners are made aware of their rights and responsibilities; property owners must assume the financial responsibility for the displacement and relocation of their tenants.

**Consolidated Annual Performance Evaluation Report (CAPER)**

The City is required to submit a CAPER for its CPD programs to HUD no later than 90 days from the end of a program year. In general, the CAPER describes how funds were actually spent and the extent to which these funds were used for activities that benefited low and moderate income people.

The City will publish notice that its CAPER is available for review so the public will have sufficient opportunity to review and comment on the report. The notice will be published in the local newspaper of general circulation. There will be a 15 day public comment period prior to the submission of the CAPER to HUD.

**Complaints**

Written complaints from the public about the City’s Citizen Participation, Consolidated Plan/Annual Action Plan, Substantial Amendments or Performance Reports process will receive careful consideration and will be answered in writing within 15 business days (where practicable)

Written complaints should be sent to the Director’s Office at the following address:
City of Pasadena, Texas
Community Development Department
P.O. Box 672
Pasadena, Texas 77501