



# **Citizen Participation Plan**



**EXHIBIT  
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## **Citizen Participation Plan**

### **City of Round Rock**

The City of Round Rock (the "City") is required by law to have a Citizen Participation Plan which contains the City's policies and procedures for public involvement in the Consolidated Plan process and the use of Community Development Block Grant ("CDBG") money. This Citizen Participation Plan must be available to the public.

### **Encouraging Public Participation**

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

This Citizen Participation Plan provides for and encourages public participation in the process of developing the Plan, emphasizing involvement by persons earning low and moderate incomes, especially those living in predominately low and moderate income neighborhoods. The City of Round Rock shall take whatever actions are appropriate to encourage participation of minorities, non-English speaking persons, and people with disabilities.

### **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. Needs Assessment Public Hearings, hearings held twice a year to obtain citizens' views and to respond to proposals and questions.
2. Adoption of a Consolidated Plan, a plan adopted every five years that assesses community characteristics and needs, identifies priorities in addressing community needs, and establishes specific objectives that the City intends to initiate or complete during the following five-year period.
3. Adoption of an Annual Action Plan, a plan covering a single year within a Consolidated Plan that sets forth specific projects and initiatives that will be funded with CDBG funds during that year.



4. On occasion during the year, it might be necessary to change the use of the money already budgeted in an Annual Action Plan, or to change the priorities established in the Consolidated Plan. In that case, a Substantial Amendment, as defined below, will be proposed, considered, and acted upon.
5. After a Program Year, defined below, is complete, a Consolidated Annual Performance and Evaluation Report ("CAPER") shall be drafted and sent to HUD after a period of public review and comment.

### **The Program Year**

A Program Year is a twelve month period during which the City administers CDBG programs. The first Annual Action Plan for the City of Round Rock covered activities from January 1, 1998 to September 30, 1999. All Program Years since the first begin on October 1 and end on September 30 of the following year.

## **PUBLIC NOTICE**

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

There shall be public notice of all public hearings and all public meetings relating to the funds or planning process covered by this Citizen Participation Plan. Any and all notices required by this Citizen Participation Plan, except as may be otherwise specified herein, shall be given in conformance with this Public Notice section.

### **Adequate Public Notice**

Public notices pursuant to this Citizen Participation Plan shall be given with enough lead time for the public to take informed action as required by law and as set forth 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 will be published in English and Spanish in the *Round Rock Leader* as display advertisements in a non-legal section of the newspaper.
2. Notices will also be placed in the Round Rock Public Library, Alan R. Baca Senior Center and City Hall.
3. Notifications and documents will also be posted on the City's internet web page.
4. The City will also encourage the participation of public housing agencies, local and regional institutions such as businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations which are active with persons earning low and moderate income by delivering notice of Needs Assessments Public hearings to these organizations in addition to the above methods of public notice. The City cannot guarantee that every organization active in the community will be directly notified.

## **PUBLIC ACCESS TO INFORMATION**



The City of Round Rock will provide the public, public agencies, and other interested parties access to information and records relating to the Consolidated Plan as well as the City's use of CDBG assistance during the preceding five years in accordance with the Texas Public Information Act. The current Consolidated Plan, any Substantial Amendments thereto, and the most recent CAPER shall be made available to the public at the Round Rock Public Library, the Office of Community Development, and the City's website at <https://www.roundrocktexas.gov/departments/finance/community-development-block-grant-program-cdbg/>. Such documents shall be provided in a form accessible to persons with disabilities upon request.

Copies of this Citizen Participation Plan, as well as summaries of basic information about CDBG and the Consolidated Plan process, are available in the languages of residents who comprise a significant portion of the low and moderate-income population. Residents needing materials in other languages are encouraged to contact Citystaff.

## **PUBLIC HEARINGS**

The City will conduct various public hearings in order to obtain the public's views and to provide the public with the City's responses to public questions and proposals.

### **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. Except as otherwise provided in this Citizen Participation Plan, notice shall be given at least fifteen days prior the date of each hearing. The City will attempt to conduct public hearings at times and locations convenient to potential and actual beneficiaries and in locations compliance with accessibility requirements of the Americans with Disabilities Act. The City will accept and consider comments regarding the time and location of a hearing provided that such comments are received by the City at least ten days prior to a hearing.

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

All public hearings will be held at locations accessible to people with disabilities. Requests for special provisions for people with disabilities must be made at least five working days prior to a hearing.

To encourage non-English speakers to participate, a translator may be provided by the City at a public hearing in the event that a significant number of non-English speaking residents are expected to participate. A translator must be requested ten working days prior to a hearing.



## **THE STAGES IN THE CONSOLIDATED PLAN PROCESS**

### **Needs Assessment Public Hearings**

The City will conduct two Needs Assessment Public Hearings during each Program Year. The purpose of each Needs Assessment Public Hearing is to obtain citizens' views, and respond to proposals and questions, regarding housing and community development needs and proposed activities. All proposals and questions must be submitted in writing at least five working days prior to the Needs Assessment Public Hearing. The first Needs Assessment Public Hearing will be held during the development of the Consolidated Plan, prior to the publication of the Consolidated Plan. The second Needs Assessment Public Hearing will be held at least ninety days after the publication of the Consolidated Plan but before the end of the Program Year.

### **General Information**

Prior to the adoption of a Consolidated Plan, the City shall make available to the public, public agencies, and other interested parties HUD-provided data the City will be using to create the Consolidated Plan or Assessment of Fair Housing, an estimate of the amount of CDBG funds the City expects to receive, along with a description of the range of types of activities that can be funded with these resources and an estimate of the amount of these funds which will be used in ways that will benefit low and moderate income people. This information will be sent in writing to local institutions providing services to low- to moderate-income people.

### **Publication**

At any time following the first Needs Assessment Public Hearing in a Program Year, the City will publish a summary of the proposed Consolidated Plan in the Round Rock Leader and shall make copies of the proposed Consolidated Plan available at the Round Rock Public Library, the Allen R. Baca Center, and City Hall, and shall provide a reasonable amount of copies when requested at no charge. The summary of the proposed Consolidated Plan shall describe the contents and purpose of the proposed Consolidated Plan and shall include a list of locations where the entire proposed Consolidated Plan may be reviewed.

### **Public Comment**

The City will receive comments on the proposed Consolidated Plan for at least thirty days following publication of the summary of the proposed Consolidated Plan. The City will consider any comments or views of citizens received in writing or verbally at public hearings when preparing a final Consolidated Plan.



## **City Council Hearing and Adoption**

A public hearing regarding the proposed Consolidated Plan will be conducted by the City Council at least 30 days after publication of the summary of the proposed Consolidated Plan. The purpose of such public hearing shall be to consider the adoption of the proposed Consolidated Plan.

## **Substantial Amendments**

A change to the City's planned or actual activities shall constitute a Substantial Amendment, as that term is used in 24 CFR § 91.105(c), to a Consolidated Plan if it meets all of the following criteria:

1. A change in the use of CDBG funds from one eligible activity to another;
2. A change in the location or beneficiaries of an activity;
3. A change in the scope of a project, such that the project costs increase or decrease by 25% or more; and
4. Such change is not listed as an Alternate Project, described below.

Prior to the adoption of a Substantial Amendment, the City shall:

1. Provide notice of such Substantial Amendment in conformance with Public Notice section of this Citizen Participation Plan, including a summary of the proposed Substantial Amendment;
2. Receive comments regarding the Substantial Amendment for a period of at least thirty days following publication of notice; and
3. Consider any comments or views of citizens received in writing, or orally at public hearings, if any, in preparing the Substantial Amendment.

## **ANNUAL ACTION PLANS**

An Annual Action Plan is adopted as part of every Consolidated Plan. In a year in which the City does not adopt a new Consolidated Plan, the City shall adopt a separate Annual Action Plan for such year in conformance with the procedures regarding the adoption of a Consolidated Plan.



## **Alternate Projects**

The Annual Action Plan will include a list of alternate projects (each an "Alternate Project"). If, in the opinion of the City, a funded project is unreasonably delayed, experiences a significant increase in actual cost, becomes impracticable to complete, or if additional funds become available due to cost savings on a funded project, the City Council may select an Alternate Project from the relevant Annual Action Plan to effectively utilize CDBG funds.

## **ASSESSMENT OF FAIR HOUSING**

The Assessment of Fair Housing (the "AFH") assesses local fair housing issues, concerns, and activities and sets priorities and goals to overcome historic patterns of segregation and promote housing choice. An AFH is conducted at least every five years. The AFH includes an analysis of past goals and priorities, a local knowledge section developed through the citizen participation process, analysis of HUD data, and identification of new goals and priorities.

### **Procedures for Development of the AFH**

1. **Needs Assessment.** In depth data analysis of fair housing needs for the City on data provided by HUD, combined with local knowledge obtained through the community participation process.
2. **Public Hearing.** After the needs assessment is completed and provided to the public for comment and review, a public hearing will be held to discuss the proposed contents of the AFH. Notice of the public hearing will be given pursuant to this policy.
3. **Draft AFH.** After the needs assessment is completed and provided to the public for comment and review, the AFH will be drafted. The draft AFH will be provided to residents and stakeholders for comment and review for no fewer than 30 days.
4. **Final AFH.** The AFH with public comments included will be provided to HUD for approval.

### **AFH Revisions**

Revisions to an AFH previously accepted by HUD must be revised and submitted to HUD for review under the following circumstances and in accordance with HUD regulations at 24 CFR 5.164:

1. A material change occurs. A material change is a change in circumstances in the jurisdiction of a program participant that affects the information on which the AFH is based to the extent that the analysis, fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances.
2. Upon HUD's written notification specifying a material change that requires the revision.
3. The timeframe for revision will be carried out in accordance with 24 CFR 5.164.

## **CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT**



Every year, the City shall submit a CAPER within 90 days of the close of the Program Year. In general, the CAPER describes 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**

Prior to the adoption of a CAPER, the City shall provide the public with notice of the availability of a proposed CAPER and the locations where such proposed CAPER may be reviewed. Following the publication of such notice, the public shall have the opportunity to submit comments regarding the CAPER for a period of fifteen days. The City shall consider any comments or views of citizens received in writing or verbally at public hearings when preparing the CAPER.

### **AMENDING THE CITIZEN PARTICIPATION PLAN**

This Citizen Participation Plan can be changed only after any proposed changes have been approved by the City Council, the public has been notified of the intent to modify it, and the public has had fifteen days to review and comment on proposed changes. The Citizen Participation Plan will go back before City Council for approval. The City of Round Rock will document and report all public comments from citizens, public agencies, and other interested parties in preparing for its final submission. Public comments will be considered, when feasible and beneficial, prior to final approval by City Council.

### **COMPLAINT PROCEDURES**

Complaints regarding the Consolidated Plan, Substantial Amendments thereto, or the CAPER must be submitted to the City in writing. Written complaints from the public will receive a substantive written response within fifteen working days of receipt of the complaint.

### **DISPLACEMENT**

Although the City does not anticipate that any persons will be displaced by activities using CDBG funds, federal regulations require that this Citizen Participation Plan set forth the



City's plans to minimize displacement of persons and to assist persons displaced. To minimize the extent to which persons may be displaced by CDBG activities, the City will not include an activity that displaces persons in its Consolidated Plan unless such activity is specifically approved by the City's governing body as a separate agenda item. The City of Round Rock will compensate persons who are actually displaced as a result of the use of CDBG funds as required by law.

### **TECHNICAL ASSISTANCE**

City staff will provide limited technical assistance to organizations representative of low and moderate income people who are interested in submitting a proposal to obtain funding for an activity. All potential applicants for funding are encouraged to contact City staff for technical assistance before completing a proposal form.

### **CONTACT**

Any written comment, request, or other written correspondence that may be provided to the City pursuant to this Citizen Participation Plan may be sent to:

City Clerk  
City of Round Rock, Texas  
221 E. Main St.  
Round Rock, Texas 78664

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