

**CITY OF PLANO PROPOSED AMENDED CITIZEN PARTICIPATION PLAN  
FOR THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT and  
HOME INVESTMENT PARTNERSHIPS FUNDS**

The City of Plano (City) is committed to providing opportunities for its citizens to participate in an advisory role in the planning, implementation and assessment of its U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs. In order to encourage and support participation of citizens, the City will provide adequate information, hold public hearings, and give citizens the opportunity to comment on the City's plan for implementation and assessment of federal funds.

This 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, Consolidated Annual Performance and Evaluation Report (CAPER), and Assessment of Fair Housing (AFH), and Analysis of Impediments to Fair Housing Choice (AI). This CPP will ~~become effective~~ be in effect as of October 1, 2015; the first year of the City's 2015-2019 Consolidated Plan and as amended. This CPP will be posted on the City of Plano web site and hard copies will be made available for review upon request by the Community Services Division of the Neighborhood Services Department.

**A. Consolidated Plan, Action Plan, Consolidated Annual Performance and Evaluation Report, Substantial Amendments, and Assessment of Fair Housing, and Analysis of Impediments to Fair Housing Choice (AI)**

The Executive Summary of the Consolidated Plan will be published and made available at the City location in Section (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 CAPER will be completed and submitted to the HUD following each program year. The AI/AFH will ~~occur~~ be updated every five years with the Consolidated Plan.

**1. CONSOLIDATED PLAN (CONPLAN)**

- a. This document serves as the five-year plan used to apply for funding under the CDBG and HOME programs. The City will make available to citizens, public agencies and interested parties information that includes:
  - the 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 that will benefit low/moderate income persons.

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.

- b. The City will conduct at least one public hearing during the development process before the ConPlan is published and at least one public hearing after the ConPlan is published to obtain citizen's views and to respond to proposals and questions. These public hearings will be held in conjunction with the Community Relations Commission and/or City Council meetings. 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 and HOME Programs. The AP 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 ConPlan.
- b. The City will conduct at least one public hearing during the development process before the AP is published and at least one public hearing after the AP is published to obtain citizen's views and to respond to proposals and questions. The public hearings will be held in conjunction with the Community Relations Commission and/or City Council meetings. The Notices of the Hearing and the Hearing will follow the procedures set forth in Section C.

## 3. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

- a. This report describes the accomplishments undertaken with federal funds during the previous 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. The fiscal year for expenditures of HUD funds begins October 1 and ends September 30 of the following year. This report will be submitted to HUD within ninety days of the close of the program year.
- b. The City will provide an opportunity to comment on the CAPER. Citizens will be given a period of not less than fifteen days prior to the submission of the CAPER to HUD to provide comments. Comments may be submitted by writing or calling the Neighborhood Services Department or as listed in the public notice. Additionally, the City will consider any oral or written comments or views of citizens received at the public hearing conducted while preparing the CAPER. A summary of these comments will be attached to the CAPER performance report.

- c. The City will conduct at least one public hearing after the CAPER is published to obtain citizen's views and to respond to questions. The public hearings will be held in conjunction with the Community Relations Commission and/or City Council meetings. The Notices of the Hearing and the Hearing will follow the procedures set forth in Section C.

#### 4. ASSESSMENT OF FAIR HOUSING (AFH)

- a. This document serves as the City's report, goals, and actions the City will take to address significant disparities in housing needs and access to opportunity; creating integrated and balanced living patterns; transforming racially and ethnically concentrated areas of poverty into areas of opportunity; and, fostering and complying with civil rights and fair housing laws. The AFH ~~is~~ was established as a legal requirement of the City to further the purposes of the Fair Housing Act- in March 2016. However, in May 2018, HUD indefinitely suspended the requirement to complete the AFH and reinstated the requirement to complete an Analysis of Impediments to Fair Housing Choice (AI), as described under section 5 below.
- b. The City will conduct at least one public hearing during the development process before the AFH is published and at least one public hearing after the AFH is published to obtain citizen's views and to respond to proposals and questions. The public hearings will be held in conjunction with the Community Relations Commission and/or City Council meetings. The Notices of the Hearing and the Hearing will follow the procedures set forth in Section C.

#### 5. ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE (AI)

- a. This document identifies impediments to fair housing choice in Plano and actions the City plans to take to eliminate identified impediments. Impediments are identified through an assessment of laws, regulations, practices, and conditions that affect the location, availability, and accessibility of housing and fair housing choice for protected classes. The AI is updated at least once every five years, consistent with the ConPlan cycle.
- b. The City will conduct at least one public hearing during the development process before the AI is published and at least one public hearing after the AI is published to obtain citizen's views and to respond to proposals and questions. The public hearings will be held in conjunction with the Community Relations Commission and/or City Council meetings. The Notices of the Hearing and the Hearing will follow the procedures set forth in Section C.

#### 6. SUBSTANTIAL AMENDMENTS

- a. The City shall amend its approved ConPlan, AP, AI/AFH, and/or CPP whenever it makes one of the following decisions:
  - 1. To make a change in ConPlan goals and objectives;
  - 2. To make a change in the method of distribution of funds;

3. To carry out an activity, using funds from any program covered by the ConPlan (including program income), not previously described in the AP;
  4. To make substantial changes in funding to an “activity” under the CDBG and HOME Programs, a substantial change is defined as an increase in funding for a particular activity of 25% or more of the original project budget even if the project is funded from multiple AP years. 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;
  5. To make a change in AI/AFH goals and activities; or,
  6. To make a reduction in either the minimum number of public hearings or duration of public comment periods required by the CPP.
- b. Whenever a Substantial Amendment is proposed, the amendment shall be available for public comment for a period of thirty days before submission to City Council for approval. A Substantial 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 included with the final Substantial Amendment.

## **B. PUBLISHING THE PLANS AND CAPER**

1. In order to provide citizens the opportunity to participate in the development of the ConPlan, AP, and AI/AFH; the City will publish notices of public hearings as described in Section C during the development of these documents. The initial AI/AFH notice shall reference and make available to the public any HUD-provided data and other supplemental information the City plans to incorporate into its AI/AFH.
2. In order to provide citizens the opportunity to examine the plans and comment on the proposed ConPlan, AP, and CAPER once developed, the City will publish a notice of at least one public hearing as described in Section C during the comment period or before adoption. The notice will describe the plan and availability of the draft documents.
3. The ConPlan, AP, CAPER, AI/AFH, Substantial Amendments, and CPP will be posted on the City of Plano website. In addition, drafts and final copies will be made available for review at the following location:

City of Plano  
 Neighborhood Services Department  
 7501-A Independence Parkway

## **C. PUBLIC HEARINGS AND PUBLIC COMMENTS**

### **1. PUBLIC HEARINGS**

- a. The City will hold at least two public hearings, one during development of the plans and one after publication, to obtain citizens' views on the ConPlan, AP, and AI/AFH. These public hearings will provide interested parties with the following:
  - i. A forum for citizens and groups to provide the City with information on housing and community development needs; and,
  - ii. The amount of funds the City expects to receive from HUD for the implementation of the CDBG and HOME Programs, as well as program income, through activities under these programs, as part of the preparation of the AP.
- b. The City will hold at least one public hearing after publication of the CAPER to obtain citizens' views and comments.

### **2. PUBLIC COMMENT PERIODS**

- a. A thirty (30) day comment period will be held for citizens to make comments on proposed ConPlans, APs, AIs/AFHs, and Substantial Amendments. A fifteen (15) day comment period will be held for the proposed CAPER.
- b. No plan or amendment will be implemented until the conclusion of each public comment period. 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 citizen comments will be kept on file and with the final corresponding document.

### **3. GENERAL GUIDELINES**

- a. Public hearings will be held at either the Community Relations Commission meetings or the City of Plano City Council meetings. Public hearings will be held at accessible locations as specified in the notice. 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.
- b. 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 in the Plano Star Courier.

- c. Access to Records: Upon request, the City will make available information and records relating to the ConPlan, AP, and AI/AFH during the preceding five years. The City and Neighborhood Services Department website will be updated with basic information and final HUD-approved plans and documents.
- d. Technical Assistance: Upon request, the City will provide technical assistance to groups representative of persons of low and moderate income to comment on the AI/AFH, or to develop proposals for funding assistance under any of the programs discussed in the ConPlan.
- e. Complaints: Any resident with a complaint regarding the ConPlan, AP, CAPER, AI/AFH, or Substantial Amendment may submit their concern in writing to the City of Plano Neighborhood Services Department c/o Community Services Manager. The City shall provide a timely, substantive written response to each complaint within 15 working days, where practicable.

#### 4. NOTICE OF PUBLIC HEARINGS AND COMMENT PERIODS

- a. In order to provide citizens the opportunity to participate in the development and proposed ConPlan, AP, CAPER, AI/AFH, and Substantial Amendments; the City will publish notices of public hearings, public comment periods, and notices of availability of these draft documents in the Plano Star Courier, a newspaper of general circulation.
- b. The notice of the time, place, and purpose of the public hearings and comment periods will be published as a display ad, in a non-legal section of the newspaper. Public hearing will be held only after there has been adequate notice (at least 14 days).
- c. Public hearings will be held only after there has been adequate notice (at least 14 days). Additionally, the City Council agenda items that are the official proposed actions taken by the City Council will be published 72 hours prior to action taken by the City Council and are available on the City's website at: [www.plano.gov](http://www.plano.gov).

#### 5. COMMENTS RECEIVED DURING THE PUBLIC HEARINGS AND DURING THE COMMENT PERIOD

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

- b. The notice will also include the name, telephone number and e-mail address of a City staff person.
- c. The City shall consider all comments received during public hearings and the comment period. A summary of these comments or views and the determination of the acceptance or non-acceptance and reasons for the non-acceptance will be kept on file with the corresponding final document.

#### 6. ACCESS TO HEARINGS AND MEETINGS

- a. The City shall provide citizens with reasonable and timely access to public hearings.
- b. All public notices for public hearings will include the following language for citizens with disabilities: “The Plano Municipal Building is wheelchair accessible. A sloped curb entry is available at the main entrance facing Municipal/L Avenue, with specially marked parking spaces nearby. Access and special parking are also available on the north side of the building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the Neighborhood Services Department at (972) 208-8150.”
- c. All public notices will include a HUD-approved Fair Housing logo.

#### **D. ANTI-DISPLACEMENT**

Following the approval of the ConPlan and APs, the City of Plano 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 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 make an appeal in writing to the City of Plano’s Neighborhood Services Department.