

CITIZEN PARTICIPATION PLAN

AMENDED AND APPROVED: FEBRUARY 2013

The City of Fort Worth (City) is committed to providing opportunities for its citizens to participate in an advisory role in the planning, implementation and assessment of its Community Development Block Grant (CDBG) Program, HOME Investment Partnership (HOME) Program, Emergency Solution Grant (ESG) Program and Housing Opportunities for Persons with AIDS (HOPWA) Program. 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. 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 community development effort in the City of Fort Worth.

This amended Citizen Participation Plan (CPP) was adopted by the City Council on February 19, 2013. The CPP sets forth the City's policies and procedures for citizen participation in the development of the Consolidated Plan, Annual Action Plan, Substantial Amendment(s), and the Consolidated Annual Performance and Evaluation Report (CAPER). The CPP is posted on the City of Fort Worth website at www.fortworthtexas.gov/neighborhoods/federal-funds/. Hard copies of the CPP are available for review at the locations indicated below under Section B "Publishing the Plans and the CAPER."

A. CONSOLIDATED PLAN, ACTION PLAN, CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT AND SUBSTANTIAL AMENDMENT(S)

The Executive Summary of the Consolidated Plan will be published and made available at the City locations 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 U.S. Department of Housing and Urban Development (HUD) following each program year.

1. The Consolidated Plan (ConPlan)

- a. This document serves as the planning tool used to apply for funding under the CDBG, HOME, ESG, and HOPWA 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- and 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 (5) year period. The U. S. Department of Housing and Urban Development (HUD) will evaluate the performance of the City in accomplishing these goals.

- b. 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 30-day comment period to obtain citizens' views and to respond to proposals and questions. These public hearings will be held in conjunction with the Community Development Council or City Council meetings. The Notices of the Hearing and the Hearing will follow the procedures set forth in Section C.
- c. The City will provide information to the Fort Worth Housing Authority (FWHA) regarding the Consolidated Plan and its activities and encourage the FWHA to share the information at its annual public hearing required for the Public Housing Authority Plan.

2. **Annual Action Plan (AP)** –

- a. This document serves as the application for funding to HUD under the CDBG, HOME, ESG, and HOPWA 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 30-day comment period to obtain citizens' views and to respond to proposals and questions. The public hearings will be held in conjunction with the Community Development Council 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 90 days of the close of the program year.
- b. The City will provide citizens with reasonable notice and an opportunity to comment on performance reports as described herein. Citizens will be given a period of not less than fifteen (15) days prior to the submission of the Comprehensive Annual Performance and Evaluation Report (CAPER) to HUD. Comments may be submitted to the City of Fort Worth, 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 CAPER. A summary of these comments will be attached to the CAPER performance report.
- c. The fiscal year for expenditures of HUD funds begins October 1 and ends September 30 of the following year, therefore the CAPER must be submitted to HUD within 90 days of the close of the program year.

4. **Substantial Amendment(s)**

- a. The City shall amend its approved Annual Action Plan and/or its Consolidated Plan whenever it makes one of the following decisions:
 1. To make a change in its allocation priorities;
 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 Consolidated Plan (including program income), not previously described in the Annual Action Plan; or
 4. To make substantial changes in funding to an “**activity**” under the CDBG, HOME, ESG and HOPWA 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 Action Plan 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.
- b. Whenever a Substantial Amendment is proposed said amendment shall be available for public comment for a period of thirty (30) days before submission to City Council for approval. A Substantial Amendment to the Action Plan will not be implemented until the conclusion of the 30-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 Amendment(s) 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. The Notices relating to the HOPWA Program and its activities will be published in non-legal sections of newspapers in Tarrant, Wise, Parker, Johnson, Hood, and Somervell counties. This includes the Fort Worth Star-Telegram which serves Tarrant, Wise, Parker, Johnson, and Hood counties and the Glen Rose Reporter which serves Somervell County.
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, and Substantial Amendment(s) of these documents, including the listing of all approved activities and their funding under the CDBG, HOME, ESG, and HOPWA Programs, the Citizen Participation Plan (amended), the availability of housing opportunities for low- and moderate-income residents, and any One-for-One Replacement Plans will be posted on the City of Fort Worth website at www.fortworthtexas.gov/neighborhoods/. In addition, drafts and final copies will be made available for review at the following locations:

City of Fort Worth

Neighborhood Services Department
City Hall Annex, 3rd Floor
908 Monroe
Fort Worth, Texas 76102

Central Library
500 W. 3rd Street,
Fort Worth, Texas 76102

East Regional Library
6301 Bridge Street
Fort Worth, Texas 76112
Northside Branch Library



601 Park Street
Fort Worth, Texas 76164

Southwest Regional Library
4001 Library Land
Fort Worth, Texas 76109

East Berry Branch Library
4300 E. Berry
Fort Worth, Texas 76105

C. PUBLIC HEARINGS AND PUBLIC COMMENTS

1. GUIDELINES

- a. The City of Fort Worth 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:
 - i. 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;
 - ii. The amount of funds the City expects to receive from the U. S. Department of Housing and Urban Development (HUD) for the implementation of the CDBG, HOME, ESG, and HOPWA Programs, as well as program income, through activities under these programs, as part of the preparation of the Annual Action Plan; and
 - iii. 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.

- b. The City of Fort Worth 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:
 - i. A forum for citizens and groups to provide the City with information on housing and community development needs;
 - ii. The amount of funds the City expects to receive from HUD for the implementation of the CDBG, HOME, ESG, and HOPWA Programs,

as well as program income, through activities under these programs, as part of the preparation of the Annual Action Plan; and

- iii. 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.
- c. A public hearing will be held to provide the public with information on the draft CAPER, which describes the expenditure and annual accomplishments using CDBG, HOME, ESG, and HOPWA funds.
- d. Public hearings will be held at either the Community Development Council meetings or the Fort Worth City Council meetings. Public hearings will be held at City Hall, 1000 Throckmorton, Fort Worth, Texas 76102, Pre-Council Chambers or the City Council Chambers, 2nd floor, as specified in the notice, which is a central, accessible location or other locations specified in the notice. Persons with disabilities who plan to attend this meeting and who may need accommodations, auxiliary aids, or services such as interpreters, readers, or large print are requested to contact the City's ADA Coordinator at (817) 392-8552 or e-mail ADA@FortWorthTexas.gov at least 48 hours prior to the meeting so that appropriate arrangements can be made. If the City does not receive notification at least 48 hours prior to the meeting, the City will make a reasonable attempt to provide the necessary accommodations. 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.
- e. 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 the meetings. The notices shall be published in English and in Spanish in the Star-Telegram and the City will insure that a bilingual person is available at these meetings when requested by residents who do not speak English.
- f. The City will provide a 30-day comment period in order to provide citizens with the opportunity to make comments on the proposed Consolidated Plans, Annual Action Plans, and Substantial Amendment(s). There will be a 15-day comment period for the CAPER. The Plans and the Amendment(s) will not 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 attached and made a part of the final corresponding document. This will include a determination and reason of acceptance or non-acceptance of comments received. After an amendment is approved by City Council a copy shall be submitted to HUD with a transmittal letter signed by the City's Authorized Official as required by HUD.

2. NOTICE OF PUBLIC HEARINGS AND COMMENT PERIODS

- a. In order to provide citizens the opportunity to participate in the development and the proposed Consolidated Plan, Annual Action Plan, and CAPER, the City will publish notices of public hearings and notices of availability of these drafted documents in The Fort Worth Star-Telegram, a newspaper of general circulation. Such notices will also be published in newspapers or publications serving low-and moderate-income persons and minority populations, such as "La Vida News THE BLACK VOICE," a newspaper serving the African-American community, and 'La Estrella," a Spanish language newspaper serving the Hispanic community. The Fort Worth Star-Telegram shall serve as the Official Newspaper for the official notices.
- 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. All notices of hearings will be posted on the official bulletin board located outside of City Hall (Fort Worth Municipal Building), 1000 Throckmorton Fort Worth, TX 76102. Public hearings will be held only after there has been adequate notice (at least 14 days). In addition, an additional notice of the meeting will be posted on the City's official bulletin board at least 72 hours prior to the actual meeting.
- c. Public hearings will be held only after there has been adequate notice (at least 14 days). Additionally, Mayor and Council Communications (M&Cs), which are defined as the official proposed action taken by the City Council which provide additional information about the proposed action, will be published 72 hours prior to action taken by the City Council and are available on the City's web site at: www.fortworthtexas.gov. The City of Fort Worth City Hall, City Council Chambers, and Pre-Council Chambers are all wheelchair accessible. Access to the building is available at the north end of City Hall (Fort Worth Municipal Building) on the corner of 10th Street and Monroe. Special parking is available at the south end of City Hall on the Corner of Monroe and Texas Street. Persons with disabilities who plan to attend this meeting and who may need accommodations, auxiliary aids, or services such as interpreters, readers, or large print are requested to contact the City's ADA Coordinator at (817) 392-8552 or e-mail ADA@FortWorthTexas.gov at least 48 hours prior to the meeting so that appropriate arrangements can be made. If the City does not receive notification at least 48 hours prior to the meeting, the City will make a reasonable attempt to provide the necessary accommodations.

3. 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 following address of where to send written comments:

Neighborhood Services Department Director
City of Fort Worth
1000 Throckmorton
Fort Worth, TX 76102

- b. 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.
- c. 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 Neighborhood Services 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 Amendment(s), and CAPER.

4. 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 or Spanish-speaking residents: “The City of Fort Worth City Hall, City Council Chambers, and Pre-Council Chambers are all wheelchair accessible. Access to the building is available at the north end of City Hall (Fort Worth Municipal Building) on the corner of 10th Street and Monroe. Special parking is available at the south end of City Hall on the Corner of Monroe and Texas Street. Persons with disabilities who plan to attend this meeting and who may need accommodations, auxiliary aids, or services such as interpreters, readers, or large print are requested to contact the City’s ADA Coordinator at (817) 392-8552 or e-mail ADA@FortWorthTexas.gov at least 48 hours prior to the meeting so that appropriate arrangements can be made. If the City does not receive notification at least 48 hours prior to the meeting, the City will make a reasonable attempt to provide the necessary accommodations. Spanish-speaking persons who plan to attend these meetings and need auxiliary

aids or services such as interpreters are requested to contact the Neighborhood Services Department at 817-392-7540.”

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

D. AVAILABILITY TO THE PUBLIC AND 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 Neighborhood Services Department at 817-392-7540.
2. The City will make available to its citizens the adopted Consolidated Plan, Action Plan, CAPER and Substantial Amendment(s), 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 Fort Worth Neighborhood Services Department located at 908 Monroe 3rd floor Fort Worth, Texas 76102. The Consolidated Plan, Action Plan, and CAPER will also be available on the City of Fort Worth website at www.fortworthtexas.gov/neighborhoods/federal-funds/.
4. If assistance is needed locating these documents, by citizens with disabilities, citizens may contact the City’s ADA Coordinator at (817) 392-8552 or e-mail ADA@FortWorthTexas.gov.
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, the Substantial Amendment(s), CAPER, 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. The Citizen Participation Plan and all documents covered in this plan will be in a format accessible for persons with disabilities upon request. For example, this plan will be placed in a format on the City’s web site that will allow vision impaired individuals to hear the plan over the internet. In addition, 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 Amendment(s), please contact the City’s ADA Coordinator at (817) 392-8552 or e-mail ADA@FortWorthTexas.gov.

E. TECHNICAL ASSISTANCE

A group representative of low- and moderate-income persons may seek assistance and information through the Neighborhood Services 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 Neighborhood Services Department at 1000 Throckmorton, Fort Worth, Texas 76102 or 817-392-7540. The City will provide a written response to every written citizen's complaint within 15 working days where practicable. If not satisfied with the response, the citizen or organization concerned may contact the City Manager 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 Fort Worth 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 Fort Worth 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 City Manager.