

CITY OF FORT WORTH CITIZEN PARTICIPATION PLAN
Regarding
Use of Grant Funds From the U.S. Department of Housing and Urban Development

AS AMENDED

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 Partnerships (HOME) Program, Emergency Solutions 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 expenditure of federal funds and assessment of the results from use of these 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 affordable housing and community development effort in the City of Fort Worth.

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 to these plans, and the Consolidated Annual Performance and Evaluation Report (CAPER). This Citizen Participation Plan also includes policies and procedures for citizen participation in the development of the City of Fort Worth's Assessment of Fair Housing (AFH) and any subsequent amendments to the AFH. This Plan will become effective upon its adoption by City Council. This amended CPP will be posted on the City of Fort Worth web site at www.fortworthtexas.gov/neighborhoods/grants/ and hard copies will be made available for review at the locations indicated below under the "Publishing the Plan" section. The City will also make a reasonable number of copies available for free. Citizens will have thirty (30) days to review the amended CPP and submit comments to the City of Fort Worth before it is submitted to City Council for adoption.

A. Consolidated Plan, Action Plan, Consolidated Annual Performance and Evaluation Report, Substantial Amendments to the Consolidated Plan or Action Plans, Assessment of Fair Housing and Revisions to Assessment of Fair Housing

The City of Fort Worth is required to submit the above- listed documents to the U.S Department of Housing and Urban Development (HUD) as a condition of receiving federal grant funding under the CDBG, HOME, ESG and HOPWA programs. Below are the specific procedures to be followed to ensure community input on these submissions.

1. The Consolidated Plan (ConPlan)

- a. This document serves as the five-year planning framework 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 estimated 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 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 community development and affordable housing programs that are funded through grant funds from the U.S. Department of Housing and Urban Development (HUD) during a five (5) year period. HUD will evaluate the performance of the City in accomplishing these goals.

The Executive Summary of the Consolidated Plan will be published and made available at the City locations in sections (B)(3) of this plan. The five-year Consolidated Plan will also include a one-year Action Plan. For each year thereafter during the five-year period, a one-year Action Plan will be made available to the public.

- 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 citizen's 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 Public Notices for the Hearings and the Hearings themselves will follow the procedures set forth in Section C. The Community Development Council is a citizen advisory body, appointed by the City Council, which has been charged with making recommendations regarding funding allocations and policy for the HUD grant programs.
- c. The City will provide information to the Fort Worth Public Housing Authority (currently re-named as Fort Worth Housing Solutions or FWHS), regarding the Consolidated Plan and its activities and encourage the FWHS to share the information at its annual public hearing required for the Public Housing Authority Plan. The City will also consult with FWHS during the development of the Assessment of Fair Housing.

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 states the amount of assistance the City expects to receive (including grant funds and program income) from each of the federal programs and includes 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 citizen's views and to respond to proposals and questions. The public hearings will be held in conjunction with meetings of the Community Development Council or at City Council meetings. The Notices of the Hearings and the Hearings will follow the procedures set forth in Section C.

3. **Consolidated Annual Performance and Evaluation Report (CAPER)** –

- a. This report describes the accomplishments achieved 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 expenditure 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, that is, no later than December 30 of each 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 to comment 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 document upon submission to HUD.

4. **Substantial Amendments**

- 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;

4. For the CDBG program, to change the use of CDBG funds from one eligible activity to another
 5. To change the purpose, scope, location or beneficiaries of an activity;
- or
6. To make substantial changes in funding to an “**activity**” under the CDBG, HOME, ESG and HOPWA Programs; For the City of Fort Worth, 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 proposes to add \$9,000 to the project, no Substantial Amendment would be necessary, however if the City wanted to increase the budget by \$25,000, a Substantial Amendment would be necessary.
- b. Whenever a Substantial Amendment is proposed, this 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 Amendments upon submission to HUD.

5. Assessment of Fair Housing

a. The Assessment of Fair Housing is a planning document prepared in accordance with HUD regulations at 24 CFR 91.105 and 24 CFR 5,150 through 5.166, which became effective as of June 30, 2015. This plan includes an analysis of fair housing data, assesses fair housing issues and contributing factors, and identifies the City’s fair housing priorities and goals for affirmatively furthering fair housing.

b. The process for development of the AFH and the process for citizen participation for the AFH are the same as the processes for development and citizen participation for the Consolidated Plan, Action Plan, and their Substantial Amendments with regard to public hearings, public comment periods, and public notices, with the additional requirement that HUD-required data and other local data and information that the City intends to use in preparing its AFH will be made available to the public as soon as feasible.

c. The Assessment of Fair Housing must be submitted to HUD at least 270 days prior to the beginning of the program year for which a new Consolidated Plan is due. The City of Fort Worth’s first AFH will be submitted to HUD no later than January 1, 2018, as the next Consolidated Plan will be due on August 15, 2018, and will cover the program years from 2018 to 2023.

6. Revisions to Assessment of Fair Housing

a. The City shall amend and revise its approved Assessment of Fair Housing whenever one of the following situations occurs:

1. a material change occurs. A material change is a change in circumstances in the City of Fort Worth that affects the information on which the AFH is based, to the extent that the AFH analysis, its priorities and goals, and the fair housing contributing factors, no longer reflect actual circumstances. Examples of a material change may include:

- i. significant demographic changes;
- ii. new significant contributing factors in the jurisdiction that create, perpetuate, contribute to, or increase restrictions on fair housing choice or access to opportunity;
- iii. Presidentially-declared disasters within the jurisdiction that are of such a nature as to significantly affect the City's efforts to affirmatively further fair housing;
- iv. civil rights findings, determinations, settlements (including Voluntary Compliance Agreements), or court orders.

2. upon HUD's written notification specifying that a material change has occurred;

b. Whenever a Revision to the Assessment of Fair Housing is proposed, it will be available for public comment for a period of thirty (30) days before submission to City Council for approval. A Revision to the Assessment of Fair Housing 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 Revision upon submission to HUD.

B. PUBLISHING THE PLANS, THE CAPER, and the AFH

1. In order to provide citizens the opportunity to participate in the development of the Consolidated Plan, the Annual Action Plan, the CAPER, and the AFH, 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.
2. In order to provide citizens the opportunity to examine the plans and the AFH and comment on the proposed Consolidated Plan, Action Plan, and AFH 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 give a brief summary of the Plan or AFH and explain provisions for availability of these draft documents.

3. The Consolidated Plan, the Annual Action Plan, the CAPER, Substantial Amendments to 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 web site at www.fortworthtexas.gov/neighborhoods/grants. The Assessment of Fair Housing and any subsequent Revisions to the AFH will also be posted on the City of Fort Worth web site at www.fortworthtexas.gov/neighborhoods/grants. In addition, drafts and final copies of the Plans, CAPER and the AFH 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 76106

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. The City will also hold at least one public hearing during the development of the Assessment of Fair Housing but before the draft AFH is published for comment. 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, the Annual Action Plan and the Assessment of Fair Housing;
 - 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, as part of the preparation of the Annual Action Plan;
 - 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;
 - iv. A summary of HUD-provided data and other information that will be used to develop the AFH, as well as a listing of fair housing issues identified and a summary of the goals, strategies and meaningful actions that the City will take to Affirmatively Further Fair Housing.

- 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, as well as at least one public hearing after publication of the Assessment of Fair Housing but before adoption. 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;
 - 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, as part of the preparation of the Annual Action Plan;
 - 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.

- iv. A summary of HUD-provided data and other information that was used to develop the AFH as well as a listing of fair housing issues identified and a summary of the goals, strategies and meaningful actions that the City will take to Affirmatively Further Fair Housing.
- 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. This public hearing will also provide the public with information regarding specific activities undertaken during the program year to Affirmatively Further Fair Housing, in accordance with the goals, strategies and actions described in the AFH.
- 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. 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. 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 meetings. The public hearing 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 thirty day comment period in order to provide citizens with the opportunity to make comments on proposed Consolidated Plans, Annual Action Plans, and Substantial Amendment(s) to these Plans, as well as for the Assessment of Fair Housing and any proposed Revisions to the AFH. There will be a fifteen day comment period for the CAPER. Public notices regarding 30-day comment periods will be published in both English and Spanish. The Plans and the Amendments, and the AFH or its subsequent Revisions, 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 Director of the Neighborhood Services Department.

2. NOTICE OF PUBLIC HEARINGS AND COMMENT PERIODS

- a. 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 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. To ensure that persons residing in the multi-county service area for the HOPWA program are given an opportunity, notices may also be published in newspapers serving that multi-county service area as stated above.
- 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 76112. 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. For actions which require City Council approval, Mayor and Council Communications (M&Cs) documents, 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 website at: www.fortworthtexas.gov. If assistance is needed by citizens with disabilities in finding information on the web site, citizens may call Customer Service at 817-392-8660 or TDDY/TTY 817-392-8856. The City of Fort Worth has a disability program coordinator who can be reached at 817-392-8552 and ada@fortworthgov.org

3. COMMENTS RECEIVED DURING THE PUBLIC HEARINGS AND DURING THE COMMENT PERIOD

- a. When the City publishes its notices requesting public comment for the Consolidated Plan, Action Plans, Substantial Amendments, Assessment of Fair Housing, or Revisions to the Assessment of Fair Housing and states the dates of the 30-day comment period, the city shall include the following address stating 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 Amendments, CAPER, Assessment of Fair Housing, and Revision to the AFH.

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. 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 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 notice will include a telephone number for those who may need assistance.
- d. The city will assess the need for language translation of public notices and vital documents for citizen participation by following procedures recommended in HUD guidance published on January 22, 2007 in the Federal Register in accordance with Executive Order 13166. Reassessment of the need for translation services will occur at a minimum upon publication of the

decennial Census or every five years during the preparation of the Consolidated Plan and Assessment of Fair Housing. As of 2015, the Spanish language meets the HUD guidance threshold for translation of public notices and vital documents.

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 a reasonable number of copies of the adopted Consolidated Plan, Action Plan, CAPER and Substantial Amendments, the Assessment of Fair Housing, and Revisions to the AFH upon request, free of charge.
3. All documents referenced in this Citizen Participation Plan 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 76012; The Consolidated Plan, Action Plan, and CAPER, as well as the Assessment of Fair Housing and any subsequent amendments, will also be available on the city's website at www.fortworthtexas.gov/neighborhoods/grants/.
4. If assistance is needed locating these documents, by citizens with disabilities, citizens may call Customer Service at 817-392-8660 or TDDY/TTY or 817-392-8856. Citizens may also contact the City of Fort Worth disability program coordinator at 817-392-8552 or email them at ada@fortworthgov.org.
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 Consolidated Annual Performance Report, the Assessment of Fair Housing, and Revisions to the AFH, 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.
- 6f. The CPP 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 website 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 Amendments, the Assessment of Fair Housing, and Revisions to the Assessment of Fair Housing, please call Customer Service at 817-392-8660 or TDDY/TTY 817-392-8856. The City of Fort Worth has a disability program coordinator who can be reached at 817-392-8552 and ada@fortworthtexas.gov.

E. TECHNICAL ASSISTANCE

Groups representative of persons of low and moderate income may seek assistance and information regarding activities addressed in this Citizen Participation Plan through the Compliance and Planning Division of the Neighborhood Services Department.

F. COMPLAINTS

A citizen or organization that wishes to file a complaint or grievance concerning Consolidated Plan activities or programs, or the Assessment of Fair Housing, 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 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 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.