

**CITY OF DALLAS**  
**CITIZEN PARTICIPATION PLAN**  
**FOR**  
**U.S. DEPARTMENT OF HOUSING**  
**AND**  
**URBAN DEVELOPMENT GRANTS**

Prepared by:  
City of Dallas  
Office of Financial Services  
Community Development Division  
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# Citizen Participation Plan Revisions

January 11, 1995	Adoption of the City of Dallas Citizen Participation Plan for U.S. Department of Housing and Urban Development Grants by City Council. ( <b>Resolution #95-0158</b> )
February 28, 1996	Added Appendix to include the Residential Anti-displacement and Relocation Assistance Plan as required by HUD. ( <b>Substantial amendment, Resolution #96-0890</b> )
January 2, 2004	Change the responsible department and address of the Community Development Office, 1BN to Office of Financial Services, 4FS. ( <b>Non-substantial amendment</b> )
August 10, 2005	Reduce the minimum number of public hearings required for the development of an annual budget from ten (10) to six (6). ( <b>Substantial amendment, Resolution #05-2233</b> )
June 27, 2007	Reduce the required number of public hearings for development of the multi-year Consolidated Plan from fourteen (14) meetings to six (6) meetings and reduce the required number of days between calling a public hearing and holding a public hearing from no less than 15 days to no less than 14 days. ( <b>Substantial amendment, Resolution #07-1978</b> )
August 14, 2008	Changed the name of the department with oversight responsibility for federal grant funds from Office of Financial Services to Budget and Management Services. The Office of Community Development title was changed to the Community Development Division. ( <b>Non-substantial amendment</b> )
December 30, 2008	Added citizen participation requirements for Guaranteed Loan activities. ( <b>Non-substantial amendment</b> )
September 23, 2009	Changed the name of the department with oversight responsibility for federal grant funds from Budget and Management Services to Office of Financial Services. ( <b>Non-substantial amendment</b> )

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# **CITY OF DALLAS CITIZEN PARTICIPATION PLAN**

## **I. Purpose**

The purpose of the City of Dallas Citizen Participation Plan is to inform the public of the proposed ways in which persons may participate in determining how specific future grant funds to the City of Dallas from the U.S. Department of Housing and Urban Development (HUD) will be used. The funds include the Community Development Block Grant (CDBG), Home Investment Partnerships Program (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS Program (HOPWA).

## **II. Citizen Participation Goal**

It is the basic goal of the City of Dallas to continue its good faith efforts to provide reasonable citizen participation opportunities in a manner consistent with local requirements and federal government regulations.

More specifically, it is the goal of the City of Dallas to encourage:

- All citizens to participate in the development of the Consolidated Plan including a three-year strategic plan and a one-year budget (Action Plan), amendments to the adopted Consolidated Plan, and the program performance report;
- Participation by low and moderate income persons, especially those living in slum or blighted areas or in areas where CDBG funds are proposed to be used, and by residents of predominately low and moderate income neighborhoods as defined by the City.
- Participation by minorities and non-English speaking persons, and persons with disabilities;
- In conjunction with consultation with public housing authorities, the participation of residents of public and assisted housing developments in the process of developing and implementing the Consolidated Plan, along with other low-income residents of target revitalization areas in which the developments are located;
- The housing agency to make information (that the City will make an effort to provide to the agency) about Consolidated Plan activities related to the agency's developments and surrounding communities available at the annual public hearing required under the Comprehensive Grant Program.

### **III. Process for Approving the Citizen Participation Plan**

- A. A draft of the Citizen Participation Plan will be developed to meet HUD regulations.
- B. The City Council will be briefed and comments incorporated into the Proposed Citizen Participation Plan.
- C. A Proposed Citizen Participation Plan summary will be published in the Dallas Morning News and the entire Plan will be made available at specific locations.
- D. A 30-day citizen comment period will be provided, enabling the Community Development Commission (CDC) and citizens to express their views on the Proposed Citizen Participation Plan.
- E. The City Council will be briefed on the CDC and citizen comments regarding the Proposed Citizen Participation Plan and will consider any modifications.
- F. The City Council will approve the Citizen Participation Plan as amended.
- G. The City of Dallas shall follow the Citizen Participation Plan as adopted by the City Council.
- H. The approved Citizen Participation Plan will be made available at all Dallas public libraries and the Office of Financial Services, Community Development Division, located at Dallas City Hall, 1500 Marilla, Room 4FS in a format accessible to persons with disabilities upon request.

### **IV. Process for Developing the Consolidated Plan**

- A. Role of the Community Development Commission (CDC) (or its successor).

The duties of the City Council-appointed CDC, will include review and recommendations for the HOME, HOPWA, and ESG Programs in a similar manner to CDBG. The CDC in consultation with the staff will establish numbers, dates, times, subjects and locations for a series of public hearings. The public hearings will be held to solicit citizen comments and suggestions on the priority needs of low and moderate-income persons and proposed uses of funds.

## B. Public Hearings

### 1. Number and type of hearings

Before the City adopts the Consolidated Plan, at least six (6) public hearings will be held to receive citizen input on community development needs and strategies for meeting those needs and to respond to proposals and questions. Public notice will be given to citizens of each hearing, with sufficient information published about the subject of the hearing to permit informed comment. Advance notice of the hearings will be published in the Dallas Morning News two weeks prior to the hearings, when the specified dates, times, subjects and locations are determined. The hearings will be held at a minimum of two different stages of the program year. Together, the hearings will address housing and community development needs, development of proposed activities, and review of program performance. To obtain the views of citizens on housing and community development needs, including priority non-housing community development needs, at least one of these hearings will be held before the proposed Consolidated Plan is published for comment.

Six neighborhood public hearings will be held.

Five public hearings will be held throughout the City of Dallas to receive comments from citizens, public and private non-profit and for-profit agencies on all aspects of the Consolidated Plan.

One public hearing will be held in the Dallas Metropolitan Area; within the City of Dallas outside of Dallas County where HOPWA funds are allocated. The focus on these hearings will be specifically tailored to the housing supportive services for persons with HIV/AIDS and their families.

The City Council, as a whole or in committee, will hold at least one public hearing to receive comments from the public on the Proposed Consolidated Plan. Additional meetings may be held if deemed necessary.

### 2. Locations of public hearings

Utilizing information such as census data, availability of facilities for meetings, and prior year meeting attendance records, the CDC and the City staff will make efforts to select sites that are located throughout the CDBG eligible areas of the City and at times that will be convenient to potential and actual beneficiaries, with

accommodations for persons with disabilities. Outreach efforts will also be made to involve lower income areas where residents have not participated previously in the CDBG planning process. At public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, a good faith effort will be made to provide interpreters.

3. Public Hearing format

The basic public hearing format will be determined through discussions with the CDC and staff.

4. Information provided at the hearings

Information to be provided at these hearings to receive input from citizens, public agencies and other interested parties on community development needs will include a review of the current year budget, the amount of funds estimated to be available for the upcoming year; including grant funds and program income and other information such as the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income.

Citizens attending these hearings will be provided with forms that may be used to record written comments.

C. Strategic Plan and Budget Development

1. Develop a Preliminary Consolidated Plan based on available needs Assessments.
2. The Preliminary Consolidated Plan will be presented to the CDC.
3. Final recommendations for the Proposed Consolidated Plan will be made by the City Manager's Office and the CDC.
4. The City Council will be briefed on the recommendations of the City Manager and the CDC, and citizen comments on the Proposed Consolidated Plan.
5. The City Council will consider the recommendations and potential modifications for the Proposed Consolidated Plan and an informal vote will be taken on the Consolidated Plan.

6. A summary of the Proposed Consolidated Plan will be published in the Dallas Morning News with copies of the Plan available at all City of Dallas public libraries and the Office of Financial Services, Community Development Division. The summary will describe the contents and purpose of the Consolidated Plan and list the locations where copies of the entire proposed Consolidated Plan might be examined. A 30-day period will be provided for citizen's review and comments. The City will provide a reasonable number of free copies of the plan to citizens and groups that request it.
7. A public hearing will be held to receive comments on the proposed Consolidated Plan.
8. Additional meetings will be held if deemed necessary by the City Council.
9. The City Council will consider citizen comments received in writing, or orally at the public hearings, in preparing the Consolidated Plan. The final document will be made public at all Dallas public libraries and the Office of Financial Services, Community Development Division, located at Dallas City Hall, 1500 Marilla, Room 4FS, and it will be made available in a form accessible to persons with disabilities upon request.
10. The Consolidated Plan will be submitted to HUD. A summary of these comments or views and a summary of any comments or views not accepted, and the reasons therefore shall be attached to the final Consolidated Plan.
11. The Program year will begin October 1.

D. Other Procedures

1. Public notification

Citizens will be provided with reasonable and timely access to local meetings and hearings. A variety of ways are expected to be used to make individual citizens, neighborhood organizations, non-profit agencies, and other interested parties aware of opportunities to participate. These may include but are not limited to:

- a. Posting of public notices with the City Secretary's Office and publishing in several local newspapers. Public hearing notices will be published two weeks in advance of the hearing.

- b. Public service announcements on radio, television, or public access cable television stations.
- c. Mail public hearing announcements to persons and organizations that have expressed interest in HUD-funded programs and are on mailing lists maintained by staff.
- d. Distributing public hearing schedules to all City of Dallas public libraries that are located in principally low and moderate-income areas.
- e. Announcements will be made at CDC regular and special meetings. The CDC regular meetings are held the first Thursday of each month (except July) at 6 p.m. at Dallas City Hall, 1500 Marilla Street in Room 6ES.

2. Technical Assistance

Staff will provide technical assistance to groups, which represent low and moderate-income persons who request assistance in the development of requests for funding, under any of the programs covered by the Consolidated Plan.

3. Access to records

The City of Dallas will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan and the use of assistance under these programs, during the preceding five years. Interested persons should contact the Office of Financial Services, Community Development Division, at Dallas City Hall, 1500 Marilla Street, Room 4FS, Dallas, Texas, 75201 or call (214) 670-4557.

4. Comments and complaints

- a. The City of Dallas will consider comments or views of citizens (or units of general local government) received in writing, or orally at the public hearings, in preparing the final Consolidated Plan, amendments to the Plan, or the Annual Performance Report.
- b. A summary of these comments and the reasons why they were accepted will be attached to the adopted Consolidated Plan, amendments of the Application, or the Annual Performance Report.
- c. The City of Dallas will provide a timely substantive written response to written complaints related to the Consolidated Plan, amendments to the Plan, or the Annual Performance Report within 15 working days, where practicable.

5. Displacement

The City of Dallas plan to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance the City will make available (or require others to make available) to persons displaced, is attached hereto as the appendix.

**V. Post-Application Actions**

A. Development of the annual Action Plan (Budget)

1. In the years following the approval of the Consolidated Plan, Annual Budgets (Action Plan) will be developed in accordance with the priorities established in the Consolidated Plan.
2. Annual Budgets will be developed following the same basic procedures established for the development of the Consolidated, with the following exceptions, to become effective October 1, 1996.
  - a. The minimum number of public hearings required for the development of an annual budget will be six (6). The purpose of the public hearings required for the development of the annual budget will be to receive comments on proposed uses of funds. The summary of the proposed annual budget will include the names of proposed activities and proposed funding levels to the extent feasible and indicate the locations at which copies of the proposed budget will be available for review.
  - b. One or more special emphasis public hearings will be held for housing, homeless and housing supportive services for persons with HIV/AIDS and their families. Citizens may comment on any aspect of the Consolidated Plan or Annual Budget at any public hearing.

B. Amendments to the Consolidated Plan (e.g., reprogramming)

After the Consolidated Plan is adopted by the Dallas City Council and approved by HUD, changes may become necessary.

1. If any amendment involves a substantial change to the basic purpose, location, scope, or beneficiaries of an activity, specific amendment procedures, including a public hearing, will be followed.

2. The criteria for determining what would constitute a substantial change are:
  - a. A change in funding, which exceeds either 25% or \$100,000 of a budget appropriation in the adopted Consolidated Plan.
  - b. The creation of an activity not in the Consolidated Plan
  - c. The deletion of an activity that is in the Consolidated Plan
  - d. Any revision, which would modify the purpose, location, scope or beneficiaries of an activity in a manner that would be inconsistent with the adopted Consolidated Plan.
  
3. The procedures for making amendments involving substantial changes are as follows:
  - a. The City Manager and the CDC will make recommendations on the proposed amendment(s) to the City Council, if a substantial change to the adopted Consolidated Plan (e.g., reprogramming) is involved.
  - b. The City Council will consider recommendations and an informal vote will be taken.
  - c. Public notice will be made in the newspaper on any substantial amendments to the Consolidated Plan.
  - d. Citizens will have a 30-day period to comment on proposed amendments.
  - e. There will be no less than 14 days between the calling and the holding of the public hearing.
  - f. A public hearing on the proposed amendment(s) will be held, if it involves a substantial change to the adopted Consolidated Plan (e.g., reprogramming).
  - g. The City Council will review citizen comments on the proposed amendments to the Consolidated Plan; adopt the amended Consolidated Plan; and the final document will be made public at all Dallas Public Libraries and in the Office of Financial Services, Community Development Division, located at Dallas City Hall, 1500 Marilla Street, Room 4FS, and it will be available in a form accessible to persons with disabilities, upon request.

- h. The City will consider any comments or views of citizens received in writing, or orally at public hearings, in preparing the substantial amendment of the Consolidated Plan. A summary of these comments or views and a summary of any comments or views not accepted, and the reasons therefore, shall be attached to the amended Consolidated Plan.

C. Amendments to the Approved Citizen Participation Plan

- 1. A 15-day comment period will be provided during the course of a program year if amendments are to be made which would represent a substantial change to the Citizen Participation Plan after it is adopted by the City Council.
- 2. A substantial change to the Citizen Participation Plan is defined as a change, which would:
  - a. Reduce the amount of time for public review of amendments to the Consolidated Plan, the Citizen Participation Plan, or performance reports.
  - b. Reduce the number of public hearings held in the development of the Annual Budget to less than (6).
- 3. Following the comment period and public hearing, the proposed amendments will be considered by the City Council for final adoption.
- 4. The revised Citizen Participation Plan will be made public in all Dallas Public Libraries and the Office of Financial Services, Community Development Division, located at Dallas City Hall, 1500 Marilla Street, Room 4FS, and it will be in a form accessible to persons with disabilities, upon request.

D. Monitoring and Reporting

Program progress will be monitored by the staff and reported periodically at CDC meetings. Citizens may obtain information and reports on performance at CDC meetings by contacting the Office of Financial Services, Community Development Division.

#### E. Review of Performance Report

A 15-day comment period and a public hearing before the CDC will be provided prior to submitting the Annual Performance Report to HUD. The City will consider any comments received in writing or orally at the public hearing in preparing the Annual Performance Report. A summary of these comments will be attached to the Annual Performance Report. The Performance Report will be available to the public at all Dallas Public Libraries and the Office of Financial Services, Community Development Division, located at Dallas City Hall, 1500 Marilla Street, Room 4FS, and it will be in a form accessible to persons with disabilities, upon request.

#### F. Other

1. Minor modifications to the Consolidated Plan or the Citizen Participation Plan of a technical or non-substantial nature may be required from time-to-time and are not subject to the amendment procedures described above. The CDC will be informed of such modifications.
2. Revisions to the Consolidated Plan and the Citizen Participation Plan, including the Anti-displacement and Relocation Assistance Plan, made as a result of federal regulatory changes will not require the implementation of the formal amendment process.
3. The Citizen Participation Plan includes guaranteed loan funds that may be used provided the activities meet the requirements of 570.200. A minimum of two public hearings must be held for the purpose of obtaining the views of citizens and formulating or responding to proposals and questions. Together hearings must address community development and housing needs and the development of proposed activities.

### IV. Information

Any persons in the Dallas Metropolitan Area desiring further information, having questions regarding the Citizen Participation Plan, or the Consolidated Plan or requiring alternative formats in the review of these documents may contact the Office of Financial Services, Community Development Division, City Hall, 1500 Marilla Street, Room 4FS, Dallas, Texas 75201, at (214) 670-4557 TDD Via Relay TX 1-800-735-2989.