

City of Houston



Non-Housing

**Disaster Recovery
Community Development Block Grant Program**

Public Participation Plan



Public Works and Engineering Department

Introduction

The purpose of the Citizen Participation Plan (CPP) is to establish a viable means by which citizens of the City of Houston (City), public agencies and other interested parties can actively participate in the development of activities undertaken with Disaster Recovery Community Development Block Grant funds and to sets forth the jurisdiction's policies and procedures for citizen participation.

The Citizen Participation Plan has been prepared and implemented pursuant to federal regulations (U. S. Department of Housing and Urban Development (HUD) Regulations 24 CFR Part 91.105) and the City of Houston's desire to encourage and support public participation in the process.

The actions delineated in this Citizen Participation Plan relate to the planning and expenditure of funds provided to the City by the U. S. Department of Housing and Urban Development (HUD) for Disaster Recovery Community Development Block Grant (CDBG) which are available for use in communities that were adversely affected by Hurricane Ike.

The City of Houston's Public Works and Engineering Department has been assigned the management of the City's Non-housing funding allocation. The current allocation for the City of Houston for Non-housing in round 2(a) is \$6,537,247.

Encouragement of Citizen Participation

It is the intent of the City of Houston to encourage and facilitate the participation of residents in the formulation of priorities, and strategies, emphasizing involvement by low and moderate income persons, especially those living in slum and blighted areas, areas where the funds are proposed to be used, and low and moderate income neighborhoods. The City encourages the participation of local and regional institutions and other organizations (including businesses, developers, and community/faith-based organizations) in the process of implementing the plan for Disaster Recovery. The City also encourages participation of all citizens including minority populations, people who do not speak English and persons with disabilities.

To encourage citizen participation emphasizing the involvement of low and moderate income residents the City of Houston will continue to work with neighborhood organizations representing the City's lower income areas.

The City assures that citizens, non-profit organizations, and other interested parties are afforded adequate opportunity to review and comment on plans, programs, activities and reports covering the City's federally funded housing and community development programs.

Technical Assistance

The City will provide technical assistance as requested to lower income groups to develop proposals for community development activities in the City of Houston. The

technical assistance will be offered any time they are requested. Contact information can be found at the end of the document.

Access to Records

The City of Houston will provide the public with reasonable and timely access to information and records relating to the data or content of the Disaster Recovery CDBG application, as well as the proposed, actual, and past use of funds covered by this funding source.

In the spirit of encouraging public participation, copies of standard documents will be provided to the public. These materials will be available in a form accessible to persons with disabilities, upon request to the City at (832) 393-2695.

All standard non-housing Disaster Recovery CDBG program documents will be placed on file in the City of Houston, Public Works and Engineering Department located at 611 Walker, Houston, Texas 77002.

Copies of standard documents will be available for review upon request at the following locations:

- Public Works and Engineering Department, 611 Walker, Houston, TX 77002.
- City of Houston Website – <http://www.publicworks.houstontx.gov/planning/plan.html>
- City of Houston Main Public Library, 500 McKinney, Houston, TX 77002.

Public Hearings

A public hearing will be held at a key stage of the process to obtain the public's views and to provide the public, to the greatest extent possible, with the appropriate process to receive their questions and comments. The City holds public hearings to obtain input regarding community needs, and to review program performance.

Pursuant to HUD regulations, the City of Houston will conduct one (1) public hearing prior to submission of the funding application, to ensure participation in grant development.

The Director of the Public Works and Engineering Department, in consultation with staff, will establish the time and location of all public hearings and meetings concerning Disaster Recovery CDBG.

Public hearings shall be held after adequate (72 hours) notice at times and locations convenient to the public, and with accommodations for the disabled. At all public hearings, upon an advance request, translators will be available for those who do not speak or understand English and the hearing impaired.

Complaints

Written complaints from the public about the City's Citizen Participation, funding application, or any part of the non-housing Disaster Recovery CDBG program, will

receive careful consideration and will be answered in writing within 15 business days (where practicable).

Written complaints may be mailed or emailed to the addresses listed below.

Contact Information

For additional information, clarification, comments, questions, or complaints the public may write or email the City at the following addresses:

Disaster Recovery CDBG Program
Public Works and Engineering Department
611 Walker, 19th Floor
Houston, TX 77002

PWEgrants@houstontx.gov