

**CITY OF DENTON
COMMUNITY DEVELOPMENT PROGRAM
CITIZEN PARTICIPATION PLAN**

The City of Denton's **Community Development Citizen Participation Plan** is designed to afford all citizens of Denton the opportunity to comment on the Consolidated Plan and each Annual Action Plan, the Assessment of Fair Housing and the plans developed to Affirmatively Further Fair Housing, community development procedures and specific projects. Citizens and organizations can provide comments on activities to the Community Development Division, 601 E. Hickory Street, Ste B, Denton Texas 76205. The phone number for the office is 940-383-7726. A messaging service is available for calls after normal business hours.

The following is an overview of Denton's Citizen Participation Plan.

- I. Encouraging Citizen Participation
 - A. Encouraging General Participation
 - B. Encouraging Participation from Citizens in Low and Moderate Income Areas
 - C. Encouraging Participation from Minorities, Non-English Speaking and persons with disabilities
- II. Opportunities for Citizen Comment on Citizen Participation Plan
 - A. Consolidated Plan and Annual Action Plans
 - B. Assessment of Fair Housing in Denton
 - C. Affirmatively Furthering Fair Housing (AFFH) Plan
 - B. Amendments to Plans
- III. Public Hearings
 - A. Purpose
 - B. Advance Notification
 - C. Locations
 - D. Translation Services
- IV. Consolidated Plan, Assessment of Fair Housing and AFFH Plan
 - A. Information Available to Citizens
 1. Amount of Assistance
 2. Activities
 3. Low/Mod Benefit
 4. Fair Housing Support Programs
 - B. Publishing Requirements and Availability
 1. Summary of Plans
 2. Comment Period
 3. Locations
 4. Access for Disabled
 5. Summary of Comments
 - C. Amendments
- V. Performance Reports
- VI. Technical Assistance
 - A. Notification
 - B. Proposals
- VII. Meetings

- VIII. Access to Records
- IX. Displacement
- X. Complaint Procedures

Each element is discussed in detail below.

SECTION I. ENCOURAGING PARTICIPATION

- A. The following steps will be carried out to encourage participation from all citizens in community development and fair housing decision-making.
 - 1. Advertise Consolidated Plan activities and programs in a newspaper of general circulation and on the City's website.
 - 2. Post notification of all citizen advisory board meetings at least 72 hours in advance.
 - 3. Advertise public meetings set up to discuss local fair housing issues and steps that may be taken to support local activities that promote fair housing.
 - 4. Directly notify service agencies, churches, existing neighborhood associations, local businesses, developers and other organizations of opportunities to participate in Consolidated Plan activities.

- B. The following steps will be taken to encourage participation by low and moderate-income households.
 - 1. Whenever possible and at least once annually hold public hearings within a low to moderate-income neighborhood.
 - 2. Set up additional public hearings to obtain citizen input on fair housing issues.
 - 3. Develop a list of interested citizens who reside in low-income neighborhoods and notify them of all public hearings and requests for comments.
 - 4. Contact churches, civic organizations, neighborhood groups, etc. serving low-income neighborhoods. Request that they announce public hearings, comment periods, program information and other community development activities occurring throughout the program year.
 - 5. Whenever possible, canvass low-income neighborhoods providing information regarding public hearings, program information, etc. to all residents within the neighborhood.
 - 6. Request that the Denton Housing Authority and other local service agencies post flyers that encourage participation in the Consolidated Plan and Fair Housing Assessment process by residents and clients.

- C. The following steps will be taken to encourage participation by minorities, non-English-speaking persons and persons with disabilities.
 - 1. Include advertisements in any additional publications, the City's website, radio and television stations that target a specific group of citizens, some of whom may reside in low income areas.

2. Advertise Consolidated Plan and Assessment of Fair Housing activities and programs in both Spanish and English. If another significant language minority exists, staff will attempt to translate advertisements to include the language. Provide interpreters at public meetings when needed.
3. Hold all public meetings in buildings accessible to persons with disabilities. Make program information available in locations accessible to persons with disabilities.
4. Provide a sign-language interpreter if requested.
5. Disseminate Community Development newsletters to organizations that assist non-English speaking households and persons with disabilities.

SECTION II. PUBLIC COMMENT ON CITIZEN PARTICIPATION PLAN

- A. The following steps will be taken to obtain comments on the Citizen Participation Plan.
 1. The Citizen Participation Plan will be available for review during a published comment period. The period will not be less than 15 calendar days.
 2. A summary of the plan will be published in advertising form in a newspaper of general circulation. The summary will include a list of locations where the plan will be available for review.
 3. Locations may include city hall, public libraries, recreation centers, and the City's website. Copies of the plan will be accessible to those in low-income neighborhoods.
 4. Upon request, the Citizen Participation Plan will be in a format accessible to persons with disabilities.
 5. The City's social media site will also be used to obtain comments on the Plan.
 6. All published notices will direct comments to the Community Development Division.

- B. Amendments to the Citizen Participation Plan will be published in a newspaper of general circulation. The notice will identify a comment period of not less than 15 days. Comments will be directed to the Community Development Division.

SECTION III. PUBLIC HEARINGS

- A. A minimum of two public hearings will be held to provide information on the different stages of the development process including:
 1. identifying housing and community development needs
 2. reviewing proposed use of funds
 3. reviewing program performance

- B. The minimum notification for any public hearing will be seven days calendar days. In most instances, notification of the hearing will take place at least 15 days before the hearing date. Notifications will be run in advertising form in a newspaper of general circulation. Assessment of Fair Housing public hearings will be posted 45 days before the date of the hearing.
- C. Hearings will be held in various locations throughout the City after 5:00 pm and/or on weekends when residents are available. All general public hearings regarding the proposed Community Development activities will be held in census tracts where at least 51% of residents are low and moderate income.
 - 1. All locations will be accessible to persons with disabilities.
 - 2. At least one public hearing annually will be held in a neighborhood that is predominantly minority.

Fair Housing Assessment public hearings may be held in various locations throughout the city. These hearings may be held in conjunction with a general public hearing on the Consolidated Plan, but will be scheduled as a separate agenda item.

- D. Translation services will be provided upon request or if it is likely that non-English-speaking persons will be present.
- E. At least one public hearing to obtain public input will be held prior to the formal publication of the five-year Consolidated Plan.
- F. At least one public hearing will be held prior to submission of an application for Section 108 Loan Guarantee funds. The hearing may be held in conjunction with a general public hearing on the Consolidated Plan, but will be scheduled as a separate agenda item.

SECTION IV. OPPORTUNITIES FOR COMMENT ON THE CONSOLIDATED PLAN

- A. The following Consolidated Plan information is made available to citizens before final approval of the Plan.
 - 1. The amount of assistance expected to be available to the jurisdiction for community development activities.
 - 2. A list of the activities proposed to be included in the Consolidated Plan for the coming fiscal year.
 - 3. An estimate of the amount of funding that will benefit low and moderate-income persons.
- B. The Consolidated Plan will be made available to the public for review and comment.
 - 1. A summary of the Consolidated Plan will be published in advertising form in a newspaper of general circulation. Additional notices of the Plan's availability

will be advertised using the Community Development newsletter and the City's website.

2. The summary and additional notices will include information on the thirty-day comment period including dates of the comment period, plan locations and where to direct comments and questions.
3. Locations where the Consolidated Plan will be made available for citizen review may include: the Community Development Division office, local libraries, recreation centers, and other public facilities. Most locations will be in areas where at least 51% of the residents are low to moderate income. There will be at least three locations available for plan review. The Consolidated Plan will also be available for review on the City's website, on the Community Development page.
4. All Consolidated Plan review locations will be accessible to persons with disabilities.
5. All comments will be considered and a summary of comments will be included in the Plan and reasons for non-acceptance.

C. Any substantial change to the activities described in the Consolidated Plan will require a formal amendment approved by City Council. Substantial changes include the following:

1. Any transfer of funds over 10% of the total grant allocation for the fiscal year in which the activity was funded.
2. Cancellation of a planned activity.
3. Addition of a new activity not previously proposed for public review.
4. Change in the primary purpose or scope of an activity, such as a change in intended beneficiaries or organizational support.
5. Any increase or decrease in a proposed allocation (HUD grant) that is over 1% of the total allocation for the fiscal year.

Amendments will be published in a newspaper of general circulation at least 30 days before a request for City Council approval. All comments received will be provided to City Council for consideration.

SECTION V. PERFORMANCE REPORTS

A comment period of at least 15 calendar days will be provided before submission of any performance reports to the US Department of Housing and Urban Development. A notice will be run in advertising form in a paper of general circulation. The advertisement will advise citizens of the availability of the performance report. The notice will also say that the Community Development Division will accept comments for the 15-day period. A summary of all comments received will be attached to the performance report.

SECTION VI. TECHNICAL ASSISTANCE

A. Technical assistance will be provided to all persons who wish to develop a proposal for Community Development Block Grant and/or HOME funds. All advertisements will indicate that technical assistance in preparing proposals is available. Citizens will also be

informed at the public hearings that technical assistance is available. They will be provided with information that includes the address and phone number of the Community Development Division.

- B. Any proposal requiring technical assistance from other departments will be forwarded to that department by Community Development staff. Proponents of the proposal will also be given a key contact within the department as liaison on the request. A proposal will be developed and submitted to the Community Development Advisory Committee for review and recommendations.

SECTION VII. MEETINGS

All Community Development Advisory Committee and any city council meetings where there will be discussion of Consolidated Plan and Affirmatively Furthering Fair Housing activities will be subject to a 72-hour notification requirement. Notice of meetings will be posted by the City Secretary at least 72 hours before their scheduled session.

SECTION VIII. ACCESS TO RECORDS

Citizens may request access to any non-confidential records regarding Consolidated Plan and Fair Housing activities. At a minimum, information from the preceding five years will be made available. The information is available from the Community Development Division. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Special arrangements may be made for individuals who are not available during regular office hours or who are disabled and not able to visit the Community Development Division offices. The information can also be emailed to citizens upon request. Charges for copies will be based on current City of Denton policies under the Open Records Act.

SECTION IX. DISPLACEMENT

No activities will result in involuntary displacement of persons. However, should such displacement occur, the City of Denton will follow the procedures described in the Residential Anti-Displacement and Relocation Assistance Plan.

SECTION X. COMPLAINT PROCEDURE

Any citizen or group who wishes to file a complaint concerning any aspect of the Community Development program may contact the Community Development Division at City Hall East, 601 E Hickory St, Suite B, Denton, Texas, 76205, 940-349-7726. Complaints may be in writing or made verbally to any member of the Community Development staff. Staff may request that verbal comments be repeated for clarification.

Responses to each complaint will be determined within 15 days of receipt of the complaint. Complaints received verbally may receive a verbal response over the telephone or a meeting may be set up to discuss the complaint and the response. Documentation of the call or the meeting will be placed in the appropriate project or general file. Some verbal complaints may receive

written responses. These and all written responses to written complaints will be completed and mailed within 15 days from the receipt of the written complaint.

All complaints both written and significant verbal complaints will be tracked and a written list of complaints will be available for review. Every six months or more frequently if needed, staff will review the complaint list and discuss any necessary changes to program requirements and/or staff administration of programs and activities.