

## **2015-2019 CITIZEN PARTICIPATION PLAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CITY OF SAN MARCOS, TEXAS**

A Citizen Participation Plan is a required part of the consolidated planning process. (24 CFR 91.105) Although the regulations do not require a formal structure for citizen participation, they do state that citizens shall be involved in the prioritizing and planning of Community Development Block Grant (CDBG) activities.

In an effort to permit public examination and to enhance public accountability, the City of San Marcos will make the following information available to citizens, public agencies and other interested parties upon request: (1) the amount of funds expected to be available for proposed Community Development activities, (2) the range of eligible activities that may be undertaken with such funds, including the estimated amount that will benefit persons of low and moderate income, and (3) the geographic areas which meet Community Development eligibility criteria.

The City of San Marcos will conduct all of its Community Development activities to minimize the displacement of persons. In the unlikely event that any person is displaced by Community Development activities, the City of San Marcos will provide reasonable relocation assistance as allowed by law.

To encourage ample citizen participation in the CDBG program the following steps will be taken during the development of the Five-Year Consolidated Plan:

1. Workshops will be held with local social service agencies, local government agencies, Neighborhood Associations, health care and assisted housing providers and City staff to receive input and information regarding the City of San Marcos' needs for the Plan's five-year period.
2. At least two general public hearings during the program year will be held within the community at central locations. One public hearing will be held during the preparation of the Consolidated/Action Plan and another in conjunction with the preparation of the CAPER. Notice for all public hearings will be published a minimum of 14 days in advance. Hearings will be held at times and locations convenient to potential and actual beneficiaries and with accommodations for persons with disabilities.
  - When possible in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, materials to be handed out will be translated into Spanish, citizen comments written in Spanish will be translated, and Spanish translators will be present.
  - Individuals who require auxiliary aids or special assistance at public hearings should make a request at least 48 hours in advance to the City of San Marcos ADA Coordinator or the hearing impaired may call Relay Texas at 7-1-1.
3. A summary of the Consolidated Plan will be published in the local newspaper. The summary will describe the contents and purpose of the consolidated plan, and will include a list of the locations where copies of the entire proposed plan may be examined. Copies will be available at the San Marcos Public Library, government offices and other public places. In addition, the City will provide a reasonable number of free copies to citizens and groups that request it.
4. A citizens' comment period will last for at least 30 days after the publication of the consolidated plan summary.

5. The City will consider any comments or views of citizens received in writing, or orally at the public hearings, in preparing the final 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 final consolidated plan.
6. After the public hearing and discussion, City Council will adopt a Resolution approving the Consolidated Plan. While the citizens of the City of San Marcos will provide input and direction for the development of the Consolidated/Action Plan, City Council will have the ultimate responsibility to determine how and where the Community Development funds will be spent.
7. The Citizen Participation Plan will be evaluated every five years by City Council and will be resubmitted as part of the Consolidated Plan.
8. The City will provide technical assistance to groups representing persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under any of the programs covered by the consolidated plan.
9. The City will provide a timely, substantive written response to every written citizen complaint related to the City's CDBG Program within fifteen (15) working days.

## **ACTION PLAN**

As part of 24 CFR Part 91, the City of San Marcos is required to develop an annual Action Plan that details the projects to be undertaken with CDBG funds for the upcoming year. The following steps must be taken with the development of the annual Action Plan:

1. Staff will conduct at least one stakeholder meeting before the application deadline. The meeting will be held at a time and location convenient to potential and actual beneficiaries and with accommodations for persons with disabilities.
  - When possible in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, materials to be handed out will be translated into Spanish, citizen comments written in Spanish will be translated, and Spanish translators will be present.
  - Individuals who require auxiliary aids or special assistance at a meeting should make a request at least 48 hours in advance to the City of San Marcos ADA Coordinator or the hearing impaired may call Relay Texas at 7-1-1.
2. Funding applications will be made available to the public. Staff will review the applications received by the application deadline for compliance and eligibility. If deficiencies in the application are found, the applicant will be notified in writing and provided ten days in which to correct the deficiencies.
3. All eligible applications will be submitted to the City Council for their review and consideration in determining which projects will be awarded funding.
4. Council will hold a public hearing to accept comments on the Action Plan Allocation for the current program year. Notice of the public hearing will be published in the local newspaper a minimum of 14 days in advance. The hearing will be held at a time and location convenient to potential and actual beneficiaries and with accommodations for persons with disabilities.
  - Individuals who require auxiliary aids or special assistance at public hearings should make a request at least 48 hours in advance to the City of San Marcos ADA Coordinator or the hearing impaired may call Relay Texas at 7-1-1.

5. Following the public hearing, Council will award the allocation for the program year.
6. Staff will prepare the annual Action Plan and provide a 30-day citizen comment period. Notice of the comment period will be provided by publication in a local newspaper. The City will consider any comments or views of citizens received in writing, or orally at the public hearing. 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 Action Plan.

## **AMENDMENT PROCESS**

The amendment process shall include at least one public hearing before the City Council and a 30-day citizen comment period. Notice of the public hearing will be provided by publication in the local newspaper a minimum of 14 days in advance. This process will only be required for a substantial amendment to the Consolidated Plan. An amendment will be considered to be 'substantial' under the following circumstances:

1. The addition of a new project to the current Action Plan;
2. Any funding change to an existing project in excess of 10% of the annual allocation amount of the current program year; or,
3. Any change in the priorities of the 5-Year Consolidated Plan.

## **CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

A public notice shall be published in the local newspaper to describe the contents and purpose of the performance report, to provide for a citizen comment period of at least 15 days, and will include a list of the locations where copies of the entire report may be examined.

A public hearing must be held once a year to review program performance and to obtain citizen comments and input for the direction of the CDBG program. The hearing will be scheduled at a time and location convenient to the potential and actual beneficiaries. Notice of the public hearing will be given by publication in the local newspaper at least 14 days before the hearing.

The City will consider any comments or views of citizens received in writing, or orally at the public hearing, in preparing the CAPER. 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 CAPER.

## **ACCESS TO RECORDS & AVAILABILITY TO THE PUBLIC**

The Consolidated Plan as adopted, current Action Plan, current Performance Report and substantial amendments to the plan will be available for review at the San Marcos Public Library and City Hall. The City will provide a reasonable number of free copies to citizens and local groups that request a copy.

The City will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City's Consolidated Plan and the City's use of program funds during the preceding five years.