

City of Anahuac

Citizen Participation Plan
Disaster Recovery Funds

The Plan Requirements include the following:

1. **Outreach Efforts:** Provide for reasonable public notice, appraisal, examination, and comment on the activities proposed for the use of CDBG Disaster Recovery funds. These efforts shall include:
 - i. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG Disaster Recovery funds are proposed to be used; and
 - ii. Ensure that citizens will be given reasonable and timely access to local meetings, information, and record relating to an entity's proposed and actual use of CDBG Disaster Recovery funds;
 - iii. Furnish citizens information, including but not limited to:
 - a. The amount of CDBG Disaster Recovery funds expected to be made available;
 - b. The range of activities that may be undertaken with the CDBG Disaster Recovery funds;
 - c. The estimated amount of the CDBG Disaster Recovery funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
 - d. If applicable, the proposed CDBG Disaster Recovery activities likely to result in displacement and the entity's anti-displacement and relocation plan.
 - iv. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the State and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the City's application to the State. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the State.
 - v. These outreach efforts shall be accomplished through one or more of the following methods:
 - a. Publication of notice in a local newspaper. A published newspaper article may also be used so long as it provides sufficient information regarding program activities and relevant dates;
 - b. Notices prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups;
 - c. Posting of notice on the local entity website (if available);
 - d. Public Hearing; or
 - e. Individual notice to eligible cities and other entities as applicable using one or more of the following methods;
 - i. Certified mail
 - ii. Electronic mail or fax
 - iii. First class (regular) mail
 - iv. Personal delivery (e.g., at a Council of Governments [COG] meeting);

The City shall submit to GLO at DRSRound2Postings@hntb.com any notices of public hearings the City may have that relate to the administration of Hurricane Recovery funds that are provided to the applicant. GLO will post such notices received on its website. If such notices are posted on the local entity website, the City shall submit a copy of the World Wide Web address www.anahuac.us.

2. Complaint Procedures: The City shall have written citizen complaint procedures that provide a timely written response (within 15 working days) to complaints and grievances. Citizens must be made aware of the location and the days and hours when the location is open for business so they may obtain a copy of these written procedures and the days and hours when the location is open for business so they may obtain a copy of these written procedures.
3. Technical Assistance: When requested, the City shall provide technical assistance to groups/representative of persons of low and moderate income in developing proposals for the use of CDBG Disaster Recovery funds. The level and type of assistance shall be determined by the City based upon the specific needs of the community's residents.
4. Public Hearing Provisions: Although the Federal Notice [Docket No. FR-5256-N-01] regarding *Disaster Recovery Grantees Under 2008 Supplemental CDBG Appropriations* specifically removes the mandate for public hearings at either the State or local government level for projects proposed under this Fund, the City is **required** to conduct at least one (1) public hearing prior to submitting an application. For each public hearing scheduled and conducted by a Disaster Recovery applicant or recipient, the following public hearing provisions shall be observed:
 - i. Public notice of any hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice MUST include the DATE, TIME, LOCATION and TOPICS to be considered at the public hearing. A published newspaper article may also be used to meet this requirement so long as it meets all content and timing requirements. Notices will be prominently posted in public buildings and distributed to applicable local Public Housing Authorities and other interested community groups.
 - ii. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities will be able to attend the hearings and the City will make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to each hearing.
 - iii. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter will be present to accommodate the needs of the non-English speaking residents.

- iv. The City may conduct a public hearing via webinar if it also follows the provisions of sections i-iii above. If the webinar is used to conduct a public hearing, a physical location with associated reasonable accommodations will be made available for citizens to participate so as to ensure that those individuals without necessary technology are able to participate.

The City will also comply with the following citizen participation requirements in the event that the applicant receives funding from the Community Development Block Grant Disaster Recovery Program:

1. The City may hold a public hearing concerning any substantial change, as determined by GLO, proposed to be made in the use of CDBG Disaster Recovery funds from one eligible activity to another.
2. Upon completion of the community development program activities, the City will hold a public hearing and review its program performance, including the actual use of CDBG Disaster Recovery funds.
3. If applicable, the City will retain documentation of the hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three years after the project is closed out. Such records must be made available to the public in accordance with Chapter 552, Government Code.

The City will submit to GLO at DRSRound2Postings@hntb.com all notices of any public hearings or requests for public comment the applicant may have that relates to the administration of Hurricane Recovery funds that are provided to the applicant. GLO will post such notices received on its website. Such postings will not fulfill the City's responsibility under Chapter 551 of the Texas Government Code.

The City certifies compliance with these Citizen Participation Plan requirements by signing the 424 FORM.