

## **City of Frisco 2015-19 Citizen Participation Plan (as Amended)**

The City of Frisco (City) is committed to providing opportunities for its citizens to participate in an advisory role in the planning, implementation, and assessment of its U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. In order to encourage and support participation of citizens, the City will provide adequate information, hold public hearings, and give citizens the opportunity to comment on the City's plan for implementation and assessment of federal funds. The City considers the involvement of its low- and moderate-income residents to be essential to the development and implementation of its Five-Year Consolidated Plan and Annual Action Plans.

This Citizen Participation Plan (CPP) sets forth the City's policies and procedures for citizen participation in the development of the Consolidated Plan, Annual Action Plan, Substantial Amendments, Consolidated Annual Performance and Evaluation Report (CAPER), and Assessment of Fair Housing (AFH). This CPP will be posted on the City's website and hard copies will be made available through the Community Development Division of the Financial Services Department.

### **A. CONSOLIDATED PLAN, ACTION PLAN, CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT, SUBSTANTIAL AMENDMENTS, AND ASSESSMENT OF FAIR HOUSING**

The Executive Summary of the Consolidated Plan will be published and made available at the City location in Section (B)(3) of this plan. The Consolidated Plan will include an Action Plan for one program year. For each year thereafter, a one-year Action Plan will be made available to the Public. The CAPER will be completed and submitted to HUD following each program year. The AFH will occur every five (5) years with the Consolidated Plan.

#### **1. CONSOLIDATED PLAN (CONPLAN)**

- a. This document serves as the five (5) year plan used to apply funding under the CDBG program. The City will make available to citizens, public agencies and interested parties information that includes:
  - i. The amount of assistance the jurisdiction expects to receive, including grant funds and program income; and
  - ii. The range of activities that may be undertaken, including the estimated amount that will benefit low/moderate income persons.

The overall goal of these programs is to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities principally for low- and moderate-income persons. Through this document, the City describes its plan to pursue these goals for all community planning and development programs, as well as for housing programs during a five (5) year period.

- b. The City will conduct at least one (1) public hearing during the development process before the ConPlan is published to obtain a citizens' views and to respond to proposals and questions. The public Citizen Participation Plan will be held in

conjunction with the Social Services and Housing Board and/or City Council meetings. The Notices of the Hearing and the Hearing will follow the procedures set forth in Section C.

As noted in PR-10, Consultation, well publicized public hearings were held on two occasions – December 3, 2014 at the Chamber of Commerce office in Frisco and on March 11, 2015. These sessions were part of a concerted effort to obtain as much public input as possible in the planning stages of the Plan preparation.

The City is in contact with representatives from community service organizations in the region and the comments and observations of these groups are part of the formulation of this Consolidated Plan and Annual Action Plan. Further, staff has attended multiple local community outreach events.

The City is in the midst of updating the Comprehensive Plan, and the results of the City’s extensive outreach effort (public meetings on a range of topics including housing, community facilities, and community services as well as a community survey) for that undertaking have been important in understanding community perceptions on needs and priorities. The City distributed a Community Needs Survey in September of 2014.

Public Hearings on Consolidated Plan topics were conducted by the City of Frisco Social Services and Housing Board at the George A. Purefoy Municipal Center, City Council Chambers, 6101 Frisco Square Blvd., Frisco, Texas 750374 on the following dates:

<b>Topic</b>	<b>Date</b>
Behavioral Health	November 13, 2014
Aging	December 11, 2014
Children and Youth	January 8, 2014
Victims of Violence	February 12, 2014
Job Training	June 11, 2014
Health Care	July 9, 2014
Housing	August 13, 2014
Social Services and Housing	March 11, 2015
Social Services and Housing	April 8, 2015
Social Services and Housing	May 13, 2015
City Council Meeting	June 16, 2015

Notices of the Consolidated Plan Public Hearings were placed in the Frisco Enterprise

newspaper, on the City website, and on the City of Frisco outside display board.

The City ensures that a Spanish-speaking staff person is available at all meetings to accommodate the needs of Spanish-speaking citizens. The City ensures that all Public Hearings are held at times and locations convenient to potential and actual beneficiaries and with accommodations for persons with disabilities. Upon request, in advance of the meeting, the City will attempt to make accommodations for those individuals in need of special assistance. The City also provides technical assistance workshops for all interested in the programs.

The Citizen Outreach Participation Table below provides details about the various outreach efforts.

<b>Citizen</b>		<b>Participation</b>			<b>Outreach</b>	
<b>Sort Order</b>	<b>Mode of Outreach</b>	<b>Target of Outreach</b>	<b>Summary of response/ attendance</b>	<b>Summary of comments received</b>	<b>Summary of comments not accepted and reasons</b>	<b>URL (If applicable)</b>
1	Community Survey	All Residents	1,178 responses with priority rankings	216 individual comments – wide range of issues	All comments accepted	
2	Fair Housing Survey	All Residents	259 responses	Some comments on housing	All comments were accepted	
3	Public Hearing	All Residents but targeted low/mod neighborhood and Housing Authority properties	29 Residents	Discussion on a wide range of topics and needs	All comments were accepted	
4	Social Services and Housing Board Meetings	All Residents but targeted low/mod neighborhood	Attendance varied – typically few members of the public	As shown above, discussion on a wide range of topics and needs	All comments were accepted	
5	Public Hearings	All Residents	March 11, April 8, and May 13, 2015	General Discussion of Needs	All comments were accepted	
6	City Council Meeting	All Residents	June 16, 2015	No Comments	N/A	

## **2. ANNUAL ACTION PLAN (AP)**

a. This document serves as the application for funding to HUD under the CDBG Program. The AP includes the amount of assistance the City expects to receive (including grant income and program income) from each of the federal programs and a description of the activities and related funding allocation that the City will undertake to address the needs and priorities established in the ConPlan.

b. The City will conduct at least one (1) public hearing during the development process before the AP is published and at least one (1) public hearing after the AP is published to obtain citizens' views and to respond to proposals and questions. The public hearings will be held in conjunction with the Social Services and Housing Board and/or City Council meetings. Notices of the Hearing and the Hearing will follow the procedures set forth in Section C.

c. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than five (5) days. In addition, during times of a national disaster or pandemic, advertisements and public notices may be made solely on the City of Frisco's website.

d. During times of a national declared disaster or pandemic such as COVID-19, in person public hearings will not be required. Virtual public hearings are acceptable. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

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

a. This report describes the accomplishments undertaken with federal funds during the previous year, including how funds were actually used and the extent to which these funds were used for activities that benefited low- and moderate-income residents. The fiscal year for expenditures of HUD funds begins October 1 and ends September 30 of the following year. This report will be submitted to HUD within ninety (90) days of the close of the program year.

b. The City will provide an opportunity to comment on the CAPER. Citizens will be given a period of not less than fifteen (15) days prior to the submission of the CAPER to HUD to provide comments. Comments may be submitted by writing or calling the Community Development Division or as listed in the public notice. Additionally, the City will consider any oral or written comments or views of citizens received at the public hearing conducted while preparing the CAPER. A summary of these comments will be attached to the CAPER performance report.

c. The City will conduct at least one public hearing after the CAPER is published to obtain citizens' views and to respond to questions. The public hearings will be held in conjunction with the Social Services and Housing Board

and/or City Council meetings. The Notices of the Hearing and the Hearing will follow the procedure in Section C.

d. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than five (5) days. In addition, during times of a national disaster or pandemic, advertisements and public notices may be made solely on the City of Frisco's website.

e. During times of a national declared disaster or pandemic such as COVID-19, in person public hearings will not be required. Virtual public hearings are acceptable. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

#### **4. ASSESSMENT OF FAIR HOUSING (AFH)**

a. This document serves as the City's report, goals, and actions the City will take to address significant disparities in housing needs and access to opportunity; creating integrated and balanced living patterns; transforming racially and ethnically concentrated areas of poverty into areas of opportunity; and fostering and complying with civil rights and fair housing laws. The AFH is a legal requirement of the City to further the purposes of the Fair Housing Act.

b. The City will conduct at least one (1) public hearing during the development process before the AFH is published and at least one (1) public hearing after the AFH is published to obtain citizens' views and to respond to proposals and questions. The public hearings will be held in conjunction with the Social Services and Housing Board and/or City Council meetings. The Notices of the Hearings and the Hearing will follow the procedures set forth in Section C.

c. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than five (5) days. In addition, during times of a national disaster or pandemic, advertisements and public notices may be made solely on the City of Frisco's website.

d. During times of a national declared disaster or pandemic such as COVID-19, in person public hearings will not be required. Virtual public hearings are acceptable. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

#### **5. SUBSTANTIAL AMENDMENTS**

a. The City shall amend its approved ConPlan, AP, AFH, and/or CPP whenever it makes one of the following decisions:

i. To make a change in ConPlan goals and objectives;

- ii. To make a change in the method of distribution of funds;
- iii. To carry out an activity, using funds from any program covered by the ConPlan (including program income), not previously described in the AP;
- iv. To make substantial changes in funding to an “activity” under the CDBG program, a substantial change is defined as an increase in funding for a particular activity of twenty-five percent (25%) or more of the original project budget even if the project is funded from multiple AP years.
- v. To make a change in AFH goals and activities; or,
- vi. To make a reduction in either the minimum number of public hearings or duration of public comment periods required by the CPP.

Whenever a Substantial Amendment is proposed, the amendment shall be available for public comment for a period of thirty (30) days before submission to City Council for approval. A Substantial Amendment will not be implemented until the conclusion of the thirty (30) day public comment period. A summary of all comments or views received in writing, or orally, during the comment period, will be included with the final Substantial Amendment.

- a. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than five (5) days. In addition, during times of a national disaster or pandemic, advertisements and public notices may be made solely on the City of Frisco’s website.
- b. During times of a national declared disaster or pandemic such as COVID-19, in person public hearings will not be required. Virtual public hearings are acceptable. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

## **B. PUBLISHING THE PLANS AND CAPER**

- 1. In order to provide citizens the opportunity to participate in the development of the ConPlan, AP, and AFH; the City will publish notices of public hearings as described in Section C during the development of these documents. The initial AFH notice shall reference and make available to the public any HUD-provided data and other supplemental information the City plans to incorporate in the AFH.
- 2. In order to provide citizens the opportunity to examine the plans and comment on the proposed ConPlan, AP, and CAPER once developed, the City will publish a notice of at least one public hearing as described in Section C during the

comment period or before adoption. The notice will describe the plan and availability of the draft documents.

3. The ConPlan, AP, CAPER, AFH, Substantial Amendments, and CPP will be posted on the City of Frisco website. In addition, drafts and final copies will be made available for review at the following location:

City of Frisco  
Financial Services Department  
Community Development  
Division 6101 Frisco Square  
Blvd. Frisco, Texas 75034

## **C. PUBLIC HEARINGS AND PUBLIC COMMENTS**

### **1. PUBLIC HEARINGS**

a. The City will hold at least two (2) public hearings, one (1) during development of the plans and one (1) after publication. To obtain citizens' views on the ConPlan, AP, and AFH.

These public hearings will provide interested parties with the following:

i. A forum for citizens and groups to provide the City with information on housing and community development needs; and,

ii. The amount of funds the City expects to receive from HUD for the implementation of the CDBG Program, as well as program income, through activities under these programs, as part of the preparation of the AP.

b. The City will hold at least one (1) public hearing after the publication of the CAPER to obtain citizens' views and comments.

c. During times of a national declared disaster or pandemic such as COVID-19, in person public hearings will not be required. Virtual public hearings are acceptable. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

### **2. PUBLIC COMMENT PERIODS**

a. A thirty-day (30) comment period will be held for citizens to make comments on proposed ConPlans, APs, AFHs, and Substantial Amendments. A fifteen (15) day comment period will be held for a proposed CAPER.

b. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than five (5) days. In addition, during times

of a national disaster or pandemic, advertisements and public notices may be made solely on the City of Frisco's website.

- c. No plan or amendment will be implemented until the conclusion of each public comment period. All comments or views of citizens received in writing, or orally at public hearings will be considered by the City before implementing the proposed changes. A summary of citizen comments will be kept on file and with the final corresponding document.

### **3. GENERAL GUIDELINES**

- a. Public hearings will be held at either the Social Services and Housing Board meetings or the City of Frisco City Council meetings. Public hearings will be held at accessible locations as specified in the notice. Accommodations for disabled individuals are available upon request at least twenty-four (24) hours prior to the meeting. Also, Spanish-speaking personnel are present at these meetings upon request and, upon request from other non-English speaking residents; efforts will be made to have personnel fluent in the respective language present at the meeting.
- b. All public hearing locations will be wheelchair accessible and accommodations for sign interpretive services can be made available if requested forty-eight (48) hours in advance of meetings. The notices shall be published in English in the Frisco Enterprise.
- c. Access to Records: Upon request, the City will make available information and records relating to the ConPlan, AP, and AFH during the preceding five years. The City website will be updated with basic information and final HUD-approved plans and documents.
- d. Technical Assistance: Upon request, the City will provide technical assistance to groups representative of persons of low and moderate income to comment on the AFH, or to develop proposals for funding assistance under the CDBG program discussed in the ConPlan.
- e. Complaints: Any resident with a complaint regarding the ConPlan, AP, CAPER, AFH, or Substantial Amendment may submit their concern in writing to the City of Frisco Community Development Department c/o the Community Development Manager (scarroll@friscotexas.gov). The City shall provide a timely, substantive written response to each complaint within fifteen (15) working days where practicable.

### **4. NOTICE OF PUBLIC HEARINGS AND COMMENT PERIODS**

- a. In order to provide citizens the opportunity to participate in the development and proposed ConPlan, AP, CAPER, AFH, and Substantial Amendments, the City will public notices of public hearings, public comment periods, and notices

of availability of these draft documents in the Frisco Enterprise, a newspaper of general circulation.

- b. The notice of the time, place, and purpose of the public hearings and comment periods will be published with adequate notice at least fourteen (14) days prior to the public hearing.
- c. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than five (5) days. In addition, during times of a national disaster or pandemic, advertisements and public notices may be made solely on the City of Frisco's website.
- d. During times of a national declared disaster or pandemic such as COVID-19, in person public hearings will not be required. Virtual public hearings are acceptable. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.
- e. The City Council agenda items that are the official proposed actions taken by the City Council will be published at least seventy-two (72) hours prior to action taken by the City Council and are available on the City's website: [www.friscotexas.gov](http://www.friscotexas.gov).

**5. COMMENTS RECEIVED DURING THE PUBLIC HEARINGS AND DURING THE COMMENT PERIOD**

- a. When the City publishes its notice of the proposed use of funds and the comment period, the City shall include the address of where to send written comments.
- b. The notice will also include the name and telephone number of a City staff person.
- c. The City shall consider all comments received during the public hearings and comment period. A summary of these comments or views and the determination of acceptance or non-acceptance and reasons for the non-acceptance will be kept on file with the corresponding final document.

**6. ACCESS TO PUBLIC HEARINGS AND MEETINGS**

- a. The City shall provide citizens with reasonable and timely access to public hearings.

#### **D. ANTI-DISPLACEMENT**

Following the approval of the ConPlan, and AP's the City will review all projects recommended for funding to identify those activities that will result in the displacement of residents.

The City's overall goal is to minimize displacement of its residents. However, when displacement is unavoidable, before any formal action is taken by the City to displace an individual, the City will notify, in writing, those residents who will be displaced and outline the types of services available by the City. The City will comply with all requirements of the Uniform Relocation Assistance Act, and will not displace any resident unless suitable, safe, decent, and sanitary housing is available. All replacement units will be inspected to ensure suitability. Residents who must relocate will be provided with counseling assistance and referral to replacement housing. If a resident disagrees with the need for displacement, he or she may make an appeal in writing to the City of Frisco's Community Development Division of the Financial Services Department.