



# City of Frisco

CITIZEN PARTICIPATION PLAN  
COMMUNITY DEVELOPMENT DIVISION

Adopted: August 4, 2020

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# **CITY OF FRISCO AMENDED CITIZEN PARTICIPATION PLAN FOR THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

## **Purpose**

The Citizen Participation Plan, hereinafter referred to as the “CPP”, is designed to facilitate two-way communication between the City and its residents on matters pertaining to the use of federal grant funding from the U.S. Department of Housing and Urban Development (HUD). The CPP enlists citizen participation in the development and review of:

- Consolidated Plan
- Annual Action Plan
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Analysis of Impediments
- Substantial Amendments to a 5-Year Consolidated Plan and/or Annual Action Plan
- Amendments to the CPP (this document)

The CPP is designed to encourage the participation of city residents in the development of these documents, particularly those residents who are predominantly low-<sup>1</sup> and moderate-income<sup>2</sup> (LMI). The CPP also encourages local and regional institutions and other organizations (including businesses developers, and community and faith-based organizations) in the process of developing and implementing the 5-Year Consolidated Plan and annual action plans.

This CPP is available to the public and strives to be an open and participatory process.

## **Administrative Responsibilities and Contact Information**

The Financial Service Department, Community Development Division (CDD) staff have the responsibility for administration of the Fair Housing Planning Process and the Consolidated Planning process, which includes all activities related to development and dissemination of Analysis of Impediments (AI), Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance Evaluation Reports (CAPER).

Additional information may be obtained from the following:

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<sup>1</sup> Low-Income Person means a member of a family that has an income equal or less than the Section 8 very low-income limit established by HUD. Unrelated individuals shall be considered as one-person families for this purpose.

<sup>2</sup>Moderate-Income person means a member of a family that has an income equal to or less than the Section 8 low-income limit and greater than the Section 8 very low-income limit, established by HUD. Unrelated individuals shall be considered as one-person families for this person.

**Community Development Manager**  
**6101 Frisco Square Blvd., 4<sup>th</sup> Floor**  
**Frisco, TX 75034**  
**972-292-5114**  
[scarroll@friscotexas.gov](mailto:scarroll@friscotexas.gov)

## **Development of the Citizen Participation Plan and Amendments**

### **Encouraging Public Participation**

The City of Frisco provides this Citizen Participation Plan for the purposes of providing for and encouraging public participation, emphasizing the involvement of low- and moderate-income people, especially those living in designated revitalization areas or slum and blighted areas, and neighborhoods identified as low- and moderate-income.

The City of Frisco will make every reasonable effort to encourage the participation of minorities, non-English speaking persons, limited English proficiency persons, and persons with disabilities [24 CFR 91.105(a)(2)(i)]. Any non-English speaking resident who wishes to participate may contact the CDD prior to the hearings so that adequate arrangements can be made. Such requests should be made at least two (2) working days prior to the hearing date to permit the CDD to make arrangements [24 CFR 91.105(a)(4)].

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in any proceeding should contact the City Secretary's office for assistance at (972) 335-5551 or by Fax at (972) 731-4904.

### **Low- and Moderate-Income Persons [24 CFR 91.105(a)(2)(i)]**

The primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing for decent housing, creating a suitable living environment, and providing economic opportunities for principally low- and moderate-income persons. To provide these opportunities, the City actively seeks to build partnerships in which those citizens most affected, participate in the development and implementation of the program.

The City of Frisco seeks citizen involvement in the strategies and actions to affirmatively further fair housing, identification of needs, setting priorities, allocating funding, and assessing the success of established goals.

**Stakeholders [24 CFR 91.105(a)(2)(ii)]**

The federal regulations at 24 CFR 91.100 requires that the City of Frisco consult with public and private agencies when developing and implementing the AI and the consolidated plan.

The City of Frisco will encourage the participation of local and regional institutions, Continuums of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations in the process of developing and implementing the AI and the consolidated plan.

**Public Housing Agencies [24 CFR 91.105(a)(2)(iii)]**

The City of Frisco will encourage, in conjunction with consultation with public housing agencies, the participation of residents of public and assisted housing developments (including any resident advisory boards, resident councils, and resident management corporations) in the process of developing and implementing the AI and the Consolidated Plan, along with other low-income residents of targeted revitalization areas in which the developments are located.

The City will provide information to the Frisco Housing Authority (FHA) about the FHA, Analysis of Impediments strategy, and Consolidated Plan activities related to its developments and surrounding communities so that the FHA can make this information available at the annual public hearing(s) required for the PHA Plan.

**Public Involvement Techniques [24 CFR 91.105(a)(2)(iv)]**

The City will utilize traditional media for outreach to citizens and stakeholders including public hearings, publications in the newspaper(s) of general circulation, community meetings, and the City's website.

To reach the broadest audience, the City may also use internet-based approaches such as email, social media, and online surveys, as well as stakeholder meetings and interviews, focus groups, or other methods that encourage citizen participation during the development and implementation process for the documents covered by this CPP.

**Citizen Comment on the Citizen Participation Plan and amendments**

The City will amend the Citizen Participation, as necessary, to ensure adequate involvement of the public in making decisions related to the development of the AI, any revisions to the AI, the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the CAPER. Revisions to change contact information or to clarify processes already in the CPP will not be considered a substantive change and will not be publicized for comment.

### **Amending the Citizen Participation Plan [24 CFR Part 91.105(a)(3)]**

This Citizen Participation Plan can be amended only after the public has been notified of the City's intent to modify it, and only after the public has had a reasonable chance to review and comment on proposed substantive change, or during the regular consolidated planning process which provides for proper public noticing.

The Citizen Participation Plan and any proposed substantial amendments to the CPP will be made available for public review for a period of 30 calendar days prior to adoption by the City.

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.

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.

### **Development of the Analysis of Impediments and the Consolidated Plan**

The policies and procedures in this Citizen Participation Plan relate to specific stages of action mandated by HUD and the entitlement program guidelines in the fair housing and consolidated planning processes.

#### **Development of the Analysis of Impediments (AI)**

The steps in the fair housing planning process will lead to an AI that includes strategies to address policies, practices, programs, and activities that restrict fair housing choice and access to opportunity.

The City of Frisco will follow the process and procedures described below in the development of the AI.

- Community Participation Stage – The City will make the HUD-data and any other data to be included in the AI available to the public and provide reasonable opportunities for public involvement during the development of the AI and in the incorporation of the AI into the Consolidated Plan and Annual Action Plan as described in this CPP.

- The data or links to the data will be posted on the City’s website as soon as feasible after the start of the public participation process. [24 CFR 91.105(b)(1)(i)]
- AI Development Stage – The identification and discussion of the fair housing issues affecting protected class members as well as the identification and prioritization of significant contributing factors for the fair housing issues, and development of goals to overcome the effects of the contributing factors.

**Development of the Consolidated Plan**

The stages for the development of the Consolidated Plan include:

- Needs Assessment Stage – The identification of housing and community development needs.
- Plan Development Stage – The preparation of a draft use of funds for the upcoming year. This process may include the development of a proposed new five-year Strategic Plan depending on the cycle.
- Approval Stage – The formal approval by elected officials of a final AI or Annual Action Plan or Five-Year Strategic Plan, as required.
- Revision/Amendment Stage – A material change that affects the information on which the AI is based or for the Consolidated Plan, a change is made in either proposed use of funds in an Annual Action Plan, or to change priorities established in the Five-Year Strategic Plan to meet community needs. In the case of a formal Substantial Amendment, the established procedure of needs assessment, proposal and formal adoption shall be followed.
- Performance Review Stage – Upon the conclusion of a program year, Performance Report shall be prepared, provided for public comment, properly noted and then forwarded to HUD.

**Program Year**

The City’s program year is October 1<sup>st</sup> through September 30<sup>th</sup> of the following year.

**Public Notice**

**Items Covered by the Public Notice Requirement**

The City of Frisco shall provide advanced public notice once any of the following documents is available: the proposed AI, any proposed revision to the AI, the proposed Annual Action Plan or Consolidated Plan, any proposed Substantial Amendment, and the Annual Performance Report (CAPER). In addition, the City will provide public notice of all public hearings related to the funds or to the planning processes covered by this CPP.

### **“Adequate” Advance Public Notice**

HUD considers public notice two (2) weeks in advance of the public hearings to be adequate to permit informed comment. The amount of lead time can vary, depending on the event. Specific minimum amounts of lead time for different events are described later in this CPP.

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.

### **Forms of Public Notice**

The City of Frisco shall make every effort to provide at least two (2) weeks’ notice, in a paper of general circulation of all related public meetings. This notification shall include meetings related to the funding or planning processes covered by this Citizen Participation Plan.

The City of Frisco will further make every effort to assure that the notice is provided in a format and language that is easily understandable and provides a contact (Sarah Carroll, Community Development Manager at 972-292-5114 or [scarroll@friscotexas.gov](mailto:scarroll@friscotexas.gov)) where additional information may be obtained.

Forms of public notice will include publications in the newspaper of general circulation, announcements in the bi-weekly City newsletter, and digital display ads in the public library. Notice shall also be provided to neighborhood organizations, public housing resident groups, religious organizations in lower income neighborhoods, the Frisco ISD Community Folder, and agencies providing services to lower-income persons. A mailing list shall be maintained for all interested parties, so that they can be provided notices, as they become available.

## **Stages in the Process**

### **Identifying Housing and Community Development Needs and Fair Housing Issues**

The City of Frisco recognizes that the needs of low- and moderate-income households represent diverse and emerging concerns that vary within our community. The City also recognizes that resources are limited, and the solutions must be developed at a community level if they are to be effective. For these reasons, the City seeks to assess community needs and prioritize their urgency based on the input provided by concerned citizens. Each year, the City shall use resident’s opinions and input regarding community needs and the priorities to be established as the basis for the plan of action. Public

hearings for this purpose shall be planned and held in accordance with a published timetable, which identifies the opportunity for public comment.

In addition, the fair housing planning process results in goals and strategies that mean individuals and families have the opportunity and option to live where they choose without discrimination or barriers due to their protected characteristics.

### **Proposed Annual Action Plan and/or Consolidated Plan**

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 funds and program income) 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.

The City shall make an effort to provide information to the PHA about the annual plan activities related to its developments and surrounding communities so that the PHA can make this information available at the annual public hearing(s) required for the PHA Plan.

### **General Information**

The City shall provide the public notice of anticipated receipt of grant funds, including an estimate of the amount of CDBG funds it expects to receive in the following year along with a description of the range and types of activities that can be funded with these resources. Also, the notice will provide an estimate of the amount of these funds that will benefit low- and moderate-income people. Contact information will be included in the notice so that interested persons can obtain additional information. [24 CFR 91.105(b)(1)(ii)]

### **Technical Assistance**

City staff conducts technical assistance workshops regarding the funding process and how to apply will be provided annually for all funding sources and individual assistance is provided upon request. Such assistance shall be provided in a timely manner. [24 CFR 91.105(i)]

City staff provides each awarded community partner additional technical assistance regarding their agreement, payments, the monitoring process, and program specific requirements necessary to provide services prior to starting a new program year. Technical assistance is also offered throughout the year to all community partners as needed or required based on program updates.

### **Availability of a Proposed Plan**

Copies of the proposed Annual Action Plan will be made available to the public at no charge. In addition, copies are made available at the locations specified in the “Availability to the Public” section of this CPP. City staff may also make available an executive summary to persons requesting a condensed version of the Annual Action Plan.

### **Public Hearings and Further Action**

The Annual Action Plan shall be presented to the City Council for formal adoption. A minimum of two opportunities will be provided for public comment on the presented plan.

The first public hearing will be held before the proposed Annual Action Plan/Consolidated Plan is published for comment. This hearing will address housing and community development needs and affirmatively furthering fair housing. [24 CFR 91.105(e)(1)(ii)]

During the preparation of the Final Annual Action Plan, City staff shall give proper and careful consideration to all comments and views expressed by the public. Verbal testimony at the public hearings and/or written comments shall be reviewed and incorporated to the maximum extent possible within the plan. All comments and input received shall be documented and included as part of the plan. The comments section of the plan shall include said commentary and provide information regarding how the comment was addressed or incorporated into the plan.

The final Annual Action Plan adopted by the City Council and all summaries of the information contained therein, shall be made available as provided for above. Public comment submitted after the final adoption shall be kept on file and included in the following year's Action Plan. City staff shall also be available to discuss the final Action Plan with any member of the community and the general public as requested.

### **Amendment to the Annual Action Plan and/or Five-Year Strategy [24 CFR 91.105(c)(1)(i)]**

The City shall amend its approved ConPlan, AP, AI, and CPP whenever it makes one of the following decisions:

1. To make changes in ConPlan goals and objectives;
2. To make a change in the method of distribution of funds;
3. To carry out an activity, using funds from any program covered by the ConPlan (including program income), not previously described in the AP;
4. 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. For example, if a project budget equals \$100,000 and the City would like to add \$9,000 to the project, no amendment would be

necessary; however, if the City wanted to increase the budget by \$25,000, an amendment would be required;

5. To make a change in AI (or AI) goals and activities; or,
6. To reduce 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.

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.

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.

**Public Notice and Public Hearing for Substantial Amendments [24 CFR 91.105(c)(2)]**

There must be reasonable notice of a proposed substantial amendment so that City residents have an opportunity to review changes and offer comments. Notification shall be made according to the procedures described earlier in this Citizen Participation Plan and provide at a minimum the following information:

1. The City shall make every effort to provide thirty (30) days' notice of and availability of a proposed substantial amendment, before there is a public hearing regarding the amendment.
2. A detailed written description of the proposed substantial amendment shall be included in the advertised notice and shall be made available to the general public at no cost as provided in this plan.
3. The substantial amendment shall be formally adopted by the City Council and provide at a minimum two (2) opportunities for public comment.
4. Public comments will be accepted during a thirty (30) day comment period described in the public notice.

5. All opportunities for public comment and public hearings will be held no sooner than two (2) weeks prior to submission to HUD.
6. In preparing a Final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public regardless of the manner in which they are submitted. The final substantial amendments will provide a public comment section including all commentary received with staff explanation of any comments.

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.

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.

### **Proposed AI**

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 neighborhoods of opportunity, and fostering and complying with civil rights and fair housing laws. The AI is a legal requirement of the City to further the purposes of the Fair Housing Act.

The City shall make an effort to provide information to the PHA about the AI related to its developments and surrounding communities so that the PHA can make this information available at the annual public hearing(s) required for the PHA Plan.

### **General Information [24 CFR 91.105(b)(1)(i)]**

The City of Frisco will make the HUD-data and any supplemental data that the City plans to incorporate into the AI available to City residents, public agencies, and other interested parties as soon as feasible after the start of the public participation process for the AI. The data and supplemental information may be posted directly to the City's website or a link to the data on HUD's website will be provided.

### **Availability of a Proposed Plan [24 CFR 91.105(b)(2)]**

The City shall publish notice of the availability of the proposed AI providing the public with an opportunity to comment of the AI. Notification shall be made according to the

procedures described earlier in this Citizen Participation Plan. Public comments will be accepted during a thirty (30) day comment period described in the public notice.

Copies of the proposed AI will be made available to the public at no charge. In addition, copies are made available at the locations specified in the “Availability to the Public” section of this CPP. City staff may also make available an executive summary to persons requesting a condensed version of the AI.

At a minimum, the following information will be included in the summary of the proposed AI:

1. A description of the contents and purpose of the AI;
2. The dates of the 30-day comment period;
3. A list of the locations where copies of the entire proposed AI may be reviewed;
4. How comments will be accepted;
5. The date of the public hearing for the adoption of the AI by the City Council;  
and
6. The anticipated submission date to HUD.

**Public Hearings and Further Action**

The AI shall be presented to the City Council for formal adoption. A minimum of two opportunities will be provided for public comment on the presented plan.

The first public hearing will be held before the proposed AI is published for comment. This hearing will obtain views of the community on the AI-related data and affirmatively furthering fair housing in the City’s housing and community development programs. [24 CFR 91.105(e)(1)(iii)]

During the preparation of the Final AI, City staff shall give proper and careful consideration to all comments and views expressed by the public. Verbal testimony at the public hearings and/or written comments shall be reviewed and incorporated to the maximum extent possible within the plan. All comments and input received shall be documented and included as part of the AI. The comments section of the AI shall include said commentary and provide information regarding how the comment was addressed or incorporated into the plan. [24 CFR 91.105(b)(5)]

The final AI adopted by the City Council and all summaries of the information contained therein, shall be made available as provided for above. City staff shall also be available to discuss the final AI with any member of the community and the general public as requested.

**Criteria for revision to the AI [24 CFR 91.105(c)(1)(ii)]**

The City will revise its previously accepted AI under the following circumstances:

1. A material change occurs. A material change is a change in circumstances in the City that affects the information on which the AI is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AI no longer reflect actual circumstances. A material change includes, but is not limited to:
  - a. Presidentially declared disasters, under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 *et seq.*), in the City that are of such a nature as to significantly impact the steps the City may need to take to affirmatively further fair housing;
  - b. Significant demographic changes;
  - c. New significant contributing factors in the City; and
  - d. A civil rights' finding, determination, settlement (including Voluntary Compliance Agreements), or court order.
2. Upon HUD's written notification specifying a material change that requires the revision.

**Public Notice and Public Hearing for revisions to the AI [24 CFR 91.105(c)(2)]**

There must be reasonable notice of a proposed revision to the AI so that City residents have an opportunity to review changes and offer comments. Notification shall be made according to the procedures described earlier in this Citizen Participation Plan and provide at a minimum the following information:

1. The City shall make every effort to provide thirty (30) days' notice of and availability of a revised AI, before there is a public hearing regarding the revision.
2. A detailed written description of the proposed revision shall be included in the advertised notice and shall be made available to the general public at no cost as provided in this plan.
3. The revision shall be formally adopted by the City Council and provide at a minimum two (2) opportunities for public comment.
4. Public comments will be accepted during a thirty (30) day comment period described in the public notice.
5. All opportunities for public comment and public hearings will be held no sooner than two (2) weeks prior to submission to HUD.
6. In preparing a significant revision to the AI, careful consideration will be given to all comments and views expressed by the public regardless of the manner in which they are submitted. The final revision to the AI will provide a public comment section including all commentary received with staff explanation of any comments.

**Annual Performance Report**

This report describes the accomplishments undertaken with federal funds during the previous year, including how funds were 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 a program year.

The City will provide an opportunity to comment on the CAPER. Citizens will be given a period of not less than fifteen (15) days before 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.

**Public Notice and Public Hearing for Annual Performance Report [24 CFR 91.105(d)(1)]**

The Annual Performance Report shall be made available for review and comment. Notice will be made in accordance with the procedures described earlier in this Citizen Participation Plan and provide at a minimum the following:

1. The City shall provide 15 days' notice of and availability of a proposed Annual Performance Report before there is a public hearing regarding the Annual Performance Report.
2. A complete copy of the Annual Performance Report will be made available to the public. Copies will also be made available at locations as indicated in this Citizen Participation Plan under Availability to the Public.
3. The City of Frisco shall hold a public hearing regarding the Annual Performance Report.
4. A public hearing will be conducted by the Social Services and Housing Board in the interest of public accountability.
5. Public comments will be accepted during a fifteen (15) day comment period described in the public notice.
6. In preparing the City's Annual Performance Report for submission to HUD, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing. The Annual Performance Report sent to HUD will have a "public comment" section that presents all comments and staff explanations. [24 CFR 91.105(d)(2)]

**Contents of the Annual Performance Report**

The contents of the Annual Performance Report are submitted in accordance with HUD requirements. The purpose of the report is to account for each CDBG-funded activity in each program year, until the project is "closed-out" in accordance with program requirements.

The Annual Performance Report shall include the following information as required:

1. Goals and Outcomes – Progress in achieving goals during the reporting period.
2. Racial and Ethnic Composition – The race and ethnicity of families and persons assisted.
3. Resources and Investments – A description of the resources made available, the investment of available resources, and the geographic distribution and location of investments.
4. Affordable Housing - An evaluation of the City’s progress in meeting its specific goals of providing affordable housing.
5. Homeless and Other Special Needs- An evaluation of the City’s progress in meeting its specific objectives for reducing and ending homelessness.
6. Public Housing – A description of actions taken to carry out the public housing strategy.
7. Other actions – A summary of the progress made on addressing barriers to affordable housing, obstacles to meeting underserved needs, lead-based paint hazards, anti-poverty strategy, institutional structure, coordination, and actions to affirmatively further fair housing.
8. Monitoring – A description of the standards and procedures that the City used for monitoring activities covered by the plan.
9. CDBG – A self-assessment of the CDBG program including any changes in program objectives and a description of the accomplishments and program outcome for the period.

## **Public Hearings**

In compliance with federal requirements a minimum of two (2) public hearings at two different stages of the program year will be held to inform the citizens of eligible areas, eligible projects, to solicit suggestions for projects to be funded in future years, and to obtain views on fair housing issues and the strategies to overcome them.

Public hearings are provided throughout the planning and adoption process, including a hearing to assess community needs, review proposed uses of funds, and a public hearing to assess how funds were spent during the previous program year. [24 CFR 91.105(e)(1)(i)]

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.

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.

### **Access to Public Hearings**

The City of Frisco will give the general public, adequate notice as addressed in the [Public Notice](#) part of this Citizen Participation Plan, including a published notice in a paper of general circulation. At a minimum, advertisement will be published both in English and Spanish versions. [24 CFR 91.105(e)(2)]

Public hearings will be held before the City of Frisco Social Services and Housing Board at the George A. Purefoy Municipal Center, 6101 Frisco Square Boulevard, Frisco, Texas 75034. The location is ADA compliant.

Public hearings are scheduled in the evening, after normal business hours to provide an opportunity for interested members of the community to attend. [24 CFR 91.105(e)(3)]

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.

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.

### **Public Hearings and Populations with Unique Needs**

All public hearings will be held at locations accessible to people with disabilities. Provisions shall be made for people with disabilities when requests are made in advance. The process for requesting special accommodations will be included in all information and public notices. [24 CFR 91.105(e)(3)]

Whenever possible, translators will be provided for people who do not speak English. Requests for translators will be addressed as special accommodations and may require notice. [24 CFR 91.105(e)(4)]

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.

## **Miscellaneous Citizen Participation Requirements**

### **Meetings [24 CFR 91.105(f)]**

The City of Frisco will provide the public with reasonable and timely access to local meetings relating to the strategies and actions for affirmatively furthering fair housing and proposed or actual use of funds including the City Council Meetings.

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.

### **Availability to the public [24 CFR 91.105(g)]**

Typical or standard documents available for public access, at a minimum will include the proposed and final AI, proposed and final revisions to the AI, proposed and final Annual Action Plans, the proposed and final Five-Year Strategic Plan (Consolidated Plan), proposed and final Substantial Amendments to an Annual Action Plan or the Five-Year Strategic Plan, Annual Performance Reports, and the Citizen Participation Plan.

The City of Frisco will provide copies of standard documents, within two working days of a request at no charge to the general public. Every reasonable attempt shall be made to accommodate persons with disabilities and assist them in obtaining requested materials. Standard documents shall be made available at the following locations:

City of Frisco  
Financial Services Department  
Community Development Division  
6101 Frisco Square Blvd.  
4<sup>th</sup> Floor  
Frisco, Texas 75034

The City will make a reasonable number of free copies of the plans (ConPlan, AP, AI, CPP, and CAPER) available to residents and groups that request printed copies. Also, upon request, federal reports will be provided in a form accessible to persons with disabilities.

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

City's website: [www.friscotexas.gov/35/Community-Development](http://www.friscotexas.gov/35/Community-Development)

#### **Access to Records [24 CFR 91.105(h)]**

Upon request, the City will make available information and records relating to the ConPlan, AP, and AI (or AI) during the preceding five years. The City website will be updated with necessary information and final HUD-approved plans and documents.

#### **Technical Assistance [24 CFR 91.105(i)]**

Upon request, the City will provide technical assistance to groups representative of persons of low- and moderate-income to comment on the AI (or AI), or to develop proposals for funding assistance under the CDBG program discussed in the ConPlan.

#### **Complaints [24 CFR 91.105(j)]**

Any resident with a complaint regarding the ConPlan, AP, CAPER, CPP, AI or Substantial Amendment may submit their concern in writing to the City of Frisco Community Development Department. The City shall provide a timely, substantive written response to each complaint within (15) working days, where practicable. Written complaints should be sent to:

**Sarah Carroll**  
**Community Development Manager**  
**6101 Frisco Square Blvd.**  
**Frisco, TX 75034**  
**(972) 292-5114**  
[scarroll@friscotexas.gov](mailto:scarroll@friscotexas.gov)

City staff will be available during regular business hours to assist persons in addressing concerns. All complaints shall be logged and addressed by city staff.

#### **ANTI-DISPLACEMENT**

Following the approval of the ConPlan, and APs 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 a 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 appeal in writing to the City of Frisco's Community Development Division of the Financial Services Department.

### **Social Services and Housing Board**

To help assure full and active citizen involvement in the Community Development Program, the Mayor and City Council will appoint seven persons to a Social Services and Housing Board (SSHB), each to serve a two-year term. The terms are staggered and are filled as they become open. One member of the commission will be selected, by their peers, to be the Chair. The Board will have three main purposes:

1. To hear presentations from all CDBG applicants and make recommendations for the allocation of CDBG funds;
2. To assist the City in assessing the needs of its neighborhoods and its residents; and,
3. To reflect on the past performance of CDBG projects and programs and to make suggestions for their improvements.

In making appointments to the Board, the Mayor and City Council will do their best to have representation from various groups throughout the community. This includes low-to moderate-income neighborhoods, those with disabilities, minorities, and others.