



**CITY OF MIDLAND**  
**CITIZEN PARTICIPATION PLAN**  
**For**  
**Community Development**  
**and Housing Funds**

**February 2010**

# **CITIZEN PARTICIPATION PLAN**

## **Purpose of Citizen Participation Plan**

The City of Midland is entitled, as per the Housing and Community Development Act, 42 U.S.C. 5301 et seq., to an annual allocation of Community Development Block Grant (CDBG) funds. In applying for these funds and other federal funds through the U.S. Department and Urban Development (HUD), the City must meet the citizen participation provisions of the above Act and the HUD administrative regulations implementing it. These are found in 24 CFR 91.105 of the federal regulations. The City is required to adopt a citizen participation plan that sets forth the City's policies and procedures for citizen participation.

The citizen participation plan must provide for and encourage citizens to participate in the development of the Consolidated Plan, substantial amendments to the Consolidated Plan, and the performance report. The following individuals are the focus of the Housing and Community Development Act and are especially encouraged to participate in the development of the Consolidated Plan: low- and moderate-income individuals, individuals living in low- and moderate-income neighborhoods, minorities, persons with disabilities, non-English speaking persons, and residents of public and assisted housing developments. Additionally, the City shall consult with public and private agencies that provide assisted housing, health services, social and fair housing services as well as local and regional institutions and other organizations including businesses, developers, and community and faith-based organizations.

The Consolidated Plan establishes Midland's long-range strategy (three to five years) for investment of its HUD resources and other resources linked to activities directed at the community development, housing and homeless services needs. To participate in the CDBG program, the City must prepare a Consolidated Plan and annual Action Plans, and submit them to HUD for its approval. The City's program year begins October 1 and ends September 30.

This document shall serve as the City of Midland's written citizen participation plan per HUD administrative regulations. The Plan shall be developed and adopted in a manner consistent with the Plan. The City's Community Development (CD) Office is primarily responsible for implementation of the Plan.

## Components of the Plan

Objective – Encourage Citizen Participation. The City must provide for and encourage citizen participation, with particular emphasis on participation by persons of low- and moderate-income who are residents of areas eligible for CDBG programming. The following actions support this objective:

1. The City will prepare and maintain a list of individuals known to be interested in the City's community development programs and of organizations that have expressed interest in community development activity or who provide service to "low and moderate (L/M) income" segments of the population, or to L/M income areas of the City. The initial development of this "L/M mail list" will be accomplished by contacting such known groups and retaining names of individuals who attend program meetings. The City will add to the lists upon request and as program meetings occur. From time to time, the City will make appeals to identify additional L/M groups.
2. The City will forward copies of program notices to the groups in the L/M mail list. Individuals in the L/M mail list will be informed of program meetings.
3. The City will publish appropriate notices in the Midland Reporter Telegram (MRT) and local minority newspaper(s) who serve the CDBG income eligible census tracts. Legal notices shall be published no less than fifteen days prior to the event being announced. Other notices shall be published no less than two days prior to the event in question.
4. As appropriate, the City will use public service announcements and local public access media.
5. The City will post program notices at the City Hall Bulletin Board and ask housing and public services agencies to post such notices on their public

boards. Public housing agencies will be included in consultation efforts for the Consolidated Plan development process.

Objective – Development of the Consolidated Plan. The City must adhere to the following minimum requirements for development of the Consolidated Plan: make available certain information, publish the proposed Consolidated Plan, hold a public hearing, and consider citizen views. The following actions support this objective:

1. The City will make the following information available to citizens before the Consolidated Plan is adopted: the amount of the grant money and program income the City will receive, the range of activities that will be undertaken, the amount of grant money and program income that will benefit low- and moderate-income persons. Such information will be made available to L/M groups once the City is informed of its CDBG allocation for the upcoming year. Other interested individuals shall be informed at least two weeks prior to meetings on the program.
2. The City's plan to minimize displacement of persons is to generally not fund projects that would involve displacement. In the event displacement cannot be avoided, the City shall conduct the project in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970. Consistent with the 1970 Act, the City will specify the types and levels of assistance available to displaced individuals prior to implementing any activity which is to involve displacement.
3. Prior to beginning the public review period, the City will publish a summary of the Consolidated Plan in the MRT. The summary will describe the contents and purpose of the Consolidated Plan and the locations where the plan may be examined. The City will also forward appropriate notices to low- and moderate-income groups.
4. The proposed Consolidated Plan will be available for examination at the Midland County Library, Casa De Amigos, Southeast Senior Center, Dellwood Senior Center and the City Secretary Office at City Hall.

5. The City will make available a reasonable number of free copies to citizens and groups that request it.
  
6. The City will allow a 30-day period for the public to review the Consolidated Plan. The City will accept comments from citizens on the Consolidated Plan.
  
7. The City will consider comments of citizens received in writing or orally at the public hearings when preparing the Consolidated Plan. A summary of these comments and a summary of why any comments were not accepted will be attached to the final Consolidated Plan.

Objective – Amendments. The City must include the criteria for a substantial amendment to the Consolidated Plan in its Citizen Participation Plan. When a substantial amendment is considered, the City must inform the citizens of the proposed change. The following actions support this objective.

1. The City's criteria for a substantial amendment to the Consolidated Plan are based on the following.

Change in Objective. A change in the objective of a project shall occur whenever the City Council determines that a project's description for the purpose of authorizing or reauthorizing a project, does not address the objective contained in the Consolidated Plan.

Change in Budget. A change in the CDBG budget shall occur whenever a project shall require additional funds and the proposed amount shall exceed the project's current allocation by ten percent or a minimum of \$50,000, whichever is greater.

Change in Location. A change in location shall occur whenever a project's proposes activity in a location not contained in the Consolidated Plan.

Change in Beneficiaries. A change in the beneficiaries of a project shall occur whenever the City Council determines that the majority of a project's

beneficiaries would not be those identified in a projects description contained in the Consolidated Plan.

2. The City will provide citizens notice of an amendment to the Consolidated Plan in the same manner notice is provided for a public hearing.
3. An opportunity to comment on the amendment will be provided in the same manner comments are accepted for the Consolidated Plan.
4. The City will provide a 30-day public review period on the proposed amendment before considering final approval.
5. The City will consider comments of citizens received in writing or orally at the public hearings when preparing the amendment to the Consolidated Plan. A summary of any comments and a summary of why any comments were not accepted will be attached to the amended Consolidated Plan.

Objective – Performance Reports. The City must provide citizens with a reasonable notice and an opportunity to comment on the performance reports. The following actions support this objective:

1. In accordance with its plan for the objective for development of the Consolidated Plan, the City will provide notice to citizens about the opportunity to comment on the performance reports.
2. Citizens will have a minimum of 15 days to comment on the performance report.
3. The City will consider comments of citizens received orally or in writing in preparing the final performance report to be submitted to HUD. A summary of any comments will be attached to the performance report.

Objective – Public Hearings. The City must have at least two public hearings per year to obtain citizen views and to respond to proposals and questions at two different stages of the Consolidated Plan process. The hearings must address community development needs, development of proposed activities and review of program performance. The hearings must be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the disabled. The following actions support this objective:

1. Annually, the City will conduct two public hearings to obtain citizens views on the Consolidated Plan. The timing will be determined in a “Consolidated Plan Program Schedule” which is announced and distributed to L/M groups in late January or early February. The first public hearing will address housing and community development needs and allow for the review of program performance. The second public hearing will cover development of proposed activities.
2. The City will advertise (in large print advertising space as well as standard legal notice print) the public hearings per the objective – encourage citizen participation. Such notices will state the stage of the Consolidated Plan to be covered at the public hearing. The notices will be advertised a minimum of two weeks prior to the date of the public hearing.
3. The City will establish the dates, times, and locations of the public hearings. Generally, the hearings will be conducted at locations within the CDBG target areas and that have accommodations for persons with disabilities. The City Hall Council Chambers satisfies these criteria. Generally, the hearings will be scheduled at 7:00 pm.
4. On proposed substantial amendments, a public hearing will be conducted prior to a decision being rendered on the proposed amendment. Appropriate notices will be made as per the plan.
5. The City will maintain minutes and attendance of public hearings.
6. The City will assign a Spanish speaking City employee to attend public hearings. Should this not be possible, the City will solicit representatives from L/M groups.

Objective – Local Meetings. The City must provide citizens with reasonable and timely access to local program meetings. The following actions support this objective:

1. The City will establish the dates, times, and locations of such meetings. Generally, program meetings will be conducted at locations within the CDBG target areas. Generally, meetings will be scheduled at 7:00 pm.
2. City Council meetings in which final approval actions will occur are to be scheduled at times designated for regular City Council meetings. Normally, these are scheduled at 10:00 am.

Objective – Availability to the Public. The City must provide the Consolidated Plan as adopted, substantial amendments, and the performance report to the public, including individuals with disabilities, upon request. The following actions support this objective:

1. The documents listed above will be available throughout the year in the City Secretary Office and the CD Office in City Hall. These locations are accessible to individuals with disabilities.
2. As practical, these documents will be printed in easy to read type. Arial 12 point font will normally be used for printed documents.
3. Summaries of the Annual Action Plan and the performance report will be available on the City's website. The entire Consolidated Plan will also be available online in PDF format. The City's website is compatible with web readers for the visually impaired.
4. Hearing impaired persons should request services through the City's Administrative Services Department at (432) 685-7248. Requests for other special needs should be directed to the CD Office at 685-7408.

Objective – Access to Records. The City must 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 assistance under the programs covered by this part during the preceding five years. The following actions support this objective:

1. The City will maintain a summary sheet to be available in the CD Office delineating the programs funded with grant money and program income. This sheet shall be updated at least twice a year, during plan development and for performance report purposes.
2. The City will maintain a general file on each funded program in the CD Office. Except for specific case/project data, this information will be available to the public.
3. The City will comply with State laws regarding public information and accessibility of it to the public.

Objective – Technical Assistance. The City must provide technical assistance to groups representative of persons of low– and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the City. The following actions support this objective:

1. It is the City’s policy to encourage proposals by L/M groups. This is to be accomplished primarily by implementation of the “Consolidated Plan Program Schedule” and distribution of pamphlets which explain the basic elements and requirements of the CDBG program.
2. The City will provide, to L/M groups, application forms on which to make requests for financial assistance from the CDBG program. Information on administering a CDBG project will also be provided to L/M groups.
3. The City will explain how to complete an application request, instruct agencies on program requirements and suggest resources that could assist in specific proposal details (per unit cost, operating costs, equipment and property requirements, etc.). This training can be accomplished in a group setting or in one-on-one sessions depending on the demand for the training.

Objective – Complaints. The City must provide citizens with its procedure for responding to complaints. The following actions support this objective:

1. The City will maintain a record of such complaints and their responses.
2. When practicable, the City will respond to citizen complaints within 15 working days with a substantive written response.

Objective – Use of Citizen Participation Plan. The City will follow this citizen participation plan.

Objective – City’s Responsibility. This plan may not be construed to restrict the responsibility or authority of the City for the development and execution of its community development program and the Consolidated Plan.

## **Loan Guaranteed Program**

This Citizen Participation Plan shall also be followed in applying for and conducting a HUD Section 108 Loan Guarantee Program project. Where added requirements for citizen participation are necessary the HUD regulations of 24 CFR 570 Subpart M will be adhered.

For questions regarding the citizen participation plan, contact:

City of Midland  
Community Development Office  
PO Box 1152  
Midland, TX 79702

Room 410  
City Hall  
300 N Lorraine

(432) 685-7408