

**CITY OF DALLAS**  
**CITIZEN PARTICIPATION PLAN**  
**FOR**  
**U.S. DEPARTMENT OF HOUSING**  
**AND**  
**URBAN DEVELOPMENT GRANTS**

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# **CITY OF DALLAS CITIZEN PARTICIPATION PLAN**

## **I. Purpose**

The purpose of the City of Dallas Citizen Participation Plan is to inform the public of the proposed ways in which persons may participate in determining how specific future grant funds to the City of Dallas from the U.S. Department of Housing and Urban Development (HUD) will be used. The funds include the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS Program (HOPWA).

The City of Dallas Citizen Participation Plan will also set for the proposed ways in which the community will be engaged in fair housing planning to Affirmatively Further Fair Housing (AFFH) through the Assessment of Fair Housing (AFH) process.

## **II. Citizen Participation Goal**

It is the basic goal of the City of Dallas to continue its good faith efforts to provide reasonable citizen participation opportunities in a manner consistent with local requirements and federal government regulations.

More specifically, it is the goal of the City of Dallas to provide for and encourage:

- All citizens to participate in the development of the AFH, any revisions to the AFH, the Consolidated Plan including a five-year strategic plan and a one-year budget (Action Plan), amendments to the adopted Consolidated Plan, and the program performance report;
- Participation by low and moderate income persons, especially those living in slum or blighted areas or in areas where CDBG funds are proposed to be used, and by residents of predominately low and moderate income neighborhoods as defined by the City;
- Participation by minorities and non-English speaking persons, and persons with disabilities;
- Participation of local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing the AFH and the Consolidated Plan;
- In conjunction with consultation with public housing authorities, 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 AFH and the Consolidated Plan, along

with other low- income residents of target revitalization areas in which the developments are located;

- Efforts to provide information to public housing authorities about the AFH, AFFH strategy and Consolidated Plan activities related to the agency's developments and surrounding communities available at the annual public hearing required for the public housing authority's plan;
- Alternate public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance; e.g., use of focus groups and the Internet.

### **III. Process for Approving the Citizen Participation Plan**

- A. A draft of the Citizen Participation Plan will be developed to meet HUD regulations.
- B. The City Council will be briefed and comments incorporated into the Proposed Citizen Participation Plan.
- C. A Proposed Citizen Participation Plan summary will be published in the newspaper of general circulation (i.e. Dallas Morning News) and the entire Plan will be made available at specific locations.
- D. A 30-day citizen comment period will be provided, enabling the Community Development Commission (CDC) and citizens to express their views on the Proposed Citizen Participation Plan.
- E. The City Council will be briefed on the CDC and citizen comments regarding the Proposed Citizen Participation Plan and will consider any modifications.
- F. The City Council will approve the Citizen Participation Plan as amended.
- G. The City of Dallas shall follow the Citizen Participation Plan as adopted by the City Council.
- H. The approved Citizen Participation Plan will be made available at all Dallas public libraries and the Office of Financial Services, Community Development Division, located at Dallas City Hall, 1500 Marilla, Room 4FS in a format accessible to persons with disabilities upon request.
- I. Reasonable steps will be taken to provide language assistance to ensure meaningful access to participation by non-English-speaking residents of the community.

### **IV. Process for Developing AFH and the Consolidated Plan**

A.

1. At or as soon as feasible after the start of the citizen participation process, the City will make the HUD-provided data (and any other supplemental information) that is planned to be incorporated into the AFH, available to its residents, public agencies, and other interested parties. Access to the HUD-provided data may include cross-referencing to data on HUD's website.
2. Role of the Community Development Commission (CDC) (or its successor).

The duties of the City Council-appointed advisory board will include review and recommendations for the HOME, HOPWA, and ESG Programs in a similar manner to CDBG. The CDC in consultation with the staff will establish numbers, dates, times, subjects and locations for a series of public hearings. The public hearings will be held to solicit citizen comments and suggestions on the priority needs of low and moderate-income persons and proposed uses of Consolidated Plan funds.

B. Public Hearings

1. Number and type of hearings

Before the City adopts the AFH and Consolidated Plan, at least six (6) public hearings will be held to afford reasonable opportunity to examine each document's content, receive citizen input on community development needs and strategies for meeting those needs and to respond to proposals and questions. Public notice will be given to citizens of each hearing, with sufficient information published about the subject of the hearing to permit informed comment. Advance notice of the hearings will be published in the Dallas Morning News two weeks prior to the hearings, when the specified dates, times, subjects and locations are determined. The hearings will be held at a minimum of two different stages of the program year, at the beginning during the development phase and at the end prior to submission of the performance report to HUD. Together, the hearings will address housing and community development needs, development of proposed activities, proposed strategies and actions for affirmatively furthering fair housing consistent with the AFH, and review of program performance. To obtain the views of citizens on housing and community development needs, including priority non-housing community development needs and affirmatively furthering fair housing, at least one of these hearings will be held before the proposed Consolidated Plan is published for comment. To obtain the views of the community on AFH-related data and affirmatively furthering fair housing in the City's housing and community development programs, at least one public hearing will be held before the proposed AFH is published for comment.

A minimum of Six (6) neighborhood public hearings will be held.

A minimum of Five (5) public hearings will be held throughout the City of Dallas (to include one meeting at City Hall and one in each quadrant of the city) to receive comments from citizens, public and private non-profit and for-profit agencies on all

aspects of the Consolidated Plan.

One public hearing will be held in the Dallas Metropolitan Area; within the City of Dallas outside of Dallas County where HOPWA funds are allocated. The focus on these hearings will be specifically tailored to the housing supportive services for persons with HIV/AIDS and their families.

The City Council, as a whole or in committee, will hold at least one public hearing to receive comments from the public on the Proposed AFH and Consolidated Plan.

Additional meetings may be held if deemed necessary.

## 2. Locations of public hearings

Utilizing information such as census data, availability of facilities for meetings, prior year meeting attendance records, and other known group gathering venues, the CDC, City Council and City staff will make efforts to select sites that are located throughout the city, including CDBG eligible areas and at times that will be convenient to potential and actual beneficiaries, residents, public agencies and other interested parties, with accommodations for persons with disabilities. Outreach efforts will also be made to involve lower income areas where residents have not participated previously in the AFH and Consolidated Plan planning process. At public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, a good faith effort will be made to provide interpreters.

## 3. Public Hearing format

The basic public hearing format will be determined through discussions with the City Council, CDC and staff.

## 4. Information provided at the hearings

Before adopting of the Consolidated Plan, information to be provided at these hearings to receive input from citizens, public agencies and other interested parties on community development needs will include a review of the current year budget, the amount of funds estimated to be available for the upcoming year; including grant funds and program income and other information such as the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income.

Citizens attending these hearings will be provided with forms that may be used to record written comments.

## C. Strategic Plan and Budget Development

1. Develop a Preliminary Consolidated Plan based on available needs Assessments.

2. The Preliminary Consolidated Plan will be presented to the CDC.
3. Final recommendations for the Proposed Consolidated Plan will be made by the City Manager's Office and the CDC.
4. The City Council will be briefed on the recommendations of the City Manager and the CDC, and citizen comments on the Proposed Consolidated Plan.
5. The City Council will consider the recommendations and potential modifications for the Proposed Consolidated Plan and an informal vote will be taken on the Consolidated Plan.
6. A summary of the Proposed AFH and Consolidated Plan will be published in the Dallas Morning News with copies of the AFH and the Consolidated Plan available at all City of Dallas public libraries and the Office of Financial Services, Community Development Division. The summary will describe the contents and purpose of the AFH and Consolidated Plan and list the locations where copies of the entire proposed AFH and Consolidated Plan might be examined. A 30- day period will be provided for citizen's review and comments. The City will provide a reasonable number of free copies of the plan to citizens and groups that request it.
7. A public hearing will be held to receive comments on the proposed AFH and Consolidated Plan.
8. Additional meetings will be held if deemed necessary by the City Council.
9. The City Council will consider citizen comments received in writing, or orally at the public hearings, in preparing the AFH and Consolidated Plan. The final document will be made public at all Dallas public libraries and the Office of Financial Services, Community Development Division, located at Dallas City Hall, 1500 Marilla, Room 4FS, and it will be made available in a form accessible to persons with disabilities upon request.
10. The AFH and Consolidated Plan will be submitted to HUD. 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 AFH and Consolidated Plan.
11. The Program year will begin October 1.

## **V. Other Procedures**

1. Public notification

Citizens will be provided with reasonable and timely access to local meetings and

hearings. A variety of ways are expected to be used to make individual citizens, neighborhood organizations, non-profit agencies, and other interested parties aware of opportunities to participate. These may include but are not limited to: local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations).

- a. Posting of public notices with the City Secretary's Office and publishing in several local newspapers. Public hearing notices will be published two weeks in advance of the hearing.
- b. Public service announcements on radio, television, or public access cable television stations.
- c. Mail public hearing announcements to persons and organizations that have expressed interest in HUD-funded programs and are on mailing lists maintained by staff.
- d. Distributing public hearing schedules to all City of Dallas public libraries that are located in principally low and moderate- income areas.
- e. Announcements will be made at CDC regular and special meetings. The CDC regular meetings are held the first Thursday of each month (except July) at 6 p.m. at Dallas City Hall, 1500 Marilla Street in Room 6ES.

2. Technical Assistance

Staff will provide technical assistance to groups, which represent low and moderate-income persons who request assistance in commenting on the AFH and in the development of requests for funding, under any of the programs covered by the Consolidated Plan. Submission of a request for funding does not guarantee funding.

3. Access to records

The City of Dallas will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the AFH and the Consolidated Plan and the use of assistance under these programs, during the preceding five years. Interested persons should contact the Office of Financial Services, Community Development Division, at Dallas City Hall, 1500 Marilla Street, Room 4FS, Dallas, Texas, 75201 or call (214) 670-4557.

4. Comments and complaints

- a. The City of Dallas will consider comments or views of citizens (or units of general local government) received in writing, or orally at the public hearings, in preparing the final AFH and Consolidated Plan, amendments to the Plan, AFH revisions, or the Annual Performance Report.
- b. A summary of these comments and the reasons when they were accepted will be attached to the adopted Consolidated Plan, amendments of the Application,

AFH revisions, or the Annual Performance Report.

- c. The City of Dallas will provide a timely substantive written response to written complaints related to the AFH and the Consolidated Plan, amendments to the Plan, AFH revisions, or the Annual Performance Report within 15 working days, where practicable.

5. Displacement

The City of Dallas plan to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance the City will make available (or require others to make available) to persons displaced, is attached hereto as the appendix.

## **VI. Post-Application Actions**

A. Development of the annual Action Plan (Budget)

- 1. In the years following the approval of the Consolidated Plan, Annual Budgets (Action Plan) will be developed in accordance with the priorities established in the Consolidated Plan.
- 2. Annual Budgets will be developed following the same basic procedures established for the development of the Consolidated, with the following exceptions, to become effective October 1, 1996.
  - a. The minimum number of public hearings required for the development of an annual budget will be six (6). The purpose of the public hearings required for the development of the annual budget will be to receive comments on proposed uses of funds. The summary of the proposed annual budget will include the names of proposed activities and proposed funding levels to the extent feasible and indicate the locations at which copies of the proposed budget will be available for review.
  - b. One or more special emphasis public hearings will be held for housing, homeless and housing supportive services for persons with HIV/AIDS and their families. Citizens may comment on any aspect of the Consolidated Plan or Annual Budget at any public hearing.

B. Amendments to the Consolidated Plan (e.g., reprogramming)

After the Consolidated Plan is adopted by the Dallas City Council and approved by HUD, changes may become necessary.

- 1. If any amendment involves a substantial change to the basic purpose, location, scope, or beneficiaries of an activity, specific amendment procedures, including a public hearing, will be followed.
- 2. The criteria for determining what would constitute a substantial change are:

- a. A change in funding, which exceeds either 25% or \$100,000 of a budget appropriation in the adopted Consolidated Plan.
- b. The creation of an activity not in the Consolidated Plan
- c. The deletion of an activity that is in the Consolidated Plan
- d. Any revision, which would modify the purpose, location, scope or beneficiaries of an activity in a manner that would be inconsistent with the adopted Consolidated Plan.

3. The procedures for making amendments involving substantial changes are as follows:

- a. The City Manager and the CDC will make recommendations on the proposed amendment(s) to the City Council, if a substantial change to the adopted Consolidated Plan (e.g., reprogramming) is involved.
- b. The City Council will consider recommendations and an informal vote will be taken.
- c. Public notice will be made in the newspaper on any substantial amendments to the Consolidated Plan.
- d. Citizens will have a 30-day period to comment on proposed amendments.
- e. There will be no less than 14 days between the calling and the holding of the public hearing.
- f. A public hearing on the proposed amendment(s) will be held, if it involves a substantial change to the adopted Consolidated Plan (e.g., reprogramming).
- g. The City Council will review citizen comments on the proposed amendments to the Consolidated Plan; adopt the amended Consolidated Plan; and the final document will be made public at all Dallas Public Libraries and in the Office of Financial Services, Community Development Division, located at Dallas City Hall, 1500 Marilla Street, Room 4FS, and it will be available in a form accessible to persons with disabilities, upon request.
- h. The City will consider any comments or views of citizens received in writing, or orally at public hearings, in preparing the substantial amendment of the 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 amended Consolidated Plan.

C. Amendments to the Approved AFH and Citizen Participation Plan

- 1. A 30 -day comment period will be provided during the course of a program

year if amendments are to be made which would represent a substantial change to the Citizen Participation Plan after it is adopted by the City Council.

2. A substantial change to the AFH and Citizen Participation Plan is defined as a change, which would:
  - a. Reduce the amount of time for public review of amendments to the AFH, Consolidated Plan, the Citizen Participation Plan, or performance reports.
  - b. Reduce the number of public hearings held in the development of the AFH or the Annual Budget to less than (6).
3. Following the comment period and public hearing, the proposed amendments will be considered by the City Council for final adoption.
4. The revised AFH and Citizen Participation Plan will be made public in all Dallas Public Libraries and the Office of Financial Services, Community Development Division, located at Dallas City Hall, 1500 Marilla Street, Room 4FS, and it will be in a form accessible to persons with disabilities, upon request.

#### D. Monitoring and Reporting

Program progress will be monitored by the staff and reported periodically at CDC meetings. Citizens may obtain information and reports on performance at CDC meetings by contacting the Office of Financial Services, Community Development Division.

#### E. Review of Performance Report

A 15-day comment period and a public hearing will be provided prior to submitting the Annual Performance Report to HUD. The City will consider any comments received in writing or orally at the public hearing in preparing the Annual Performance Report. A summary of these comments will be attached to the Annual Performance Report. The Performance Report will be available to the public at all Dallas Public Libraries and the Office of Financial Services, Community Development Division, located at Dallas City Hall, 1500 Marilla Street, Room 4FS, and it will be in a form accessible to persons with disabilities, upon request.

#### F. Other

1. Minor modifications to the Consolidated Plan or the Citizen Participation Plan of a technical or non-substantial nature may be required from time-to-time and are not subject to the amendment procedures described above. The CDC will be informed of such modifications.
2. When not required by HUD, revisions to the Consolidated Plan and the Citizen Participation Plan, including the Anti-displacement and Relocation Assistance Plan, made as a result of federal regulatory changes will not require the implementation of the formal amendment process.
3. The Citizen Participation Plan includes guaranteed loan funds that may be

used provided the activities meet the requirements of 570.200. A minimum of two public hearings must be held for the purpose of obtaining the views of citizens and formulating or responding to proposals and questions. Together hearings must address community development and housing needs and the development of proposed activities.

## **VII. Information**

Any persons in the Dallas Metropolitan Area desiring further information; having questions regarding the Citizen Participation Plan, the AFH, or the Consolidated Plan; or requiring alternative formats in the review of these documents may contact the Office of Financial Services, Community Development Division, City Hall, 1500 Marilla Street, Room 4FS, Dallas, Texas 75201, at (214) 670-4557 TDD Via Relay TX 1-800-735-2989.

## **City of Dallas ANTI-DISPLACEMENT AND RELOCATION PLAN**

The City of Dallas seeks to minimize, to the greatest extent feasible, the displacement, whether permanently or temporarily, of persons from their homes and /or business as a result of HUD funded activities involving single- or multi-family rehabilitation, acquisition, commercial rehabilitation, demolition, economic development, or capital improvement. However, if displacement occurs, the City will provide for temporary or permanent relocation of persons resulting from public and private acquisition intended for public use and voluntary rehabilitation of private property with funds from CDBG, HOME, or any other HUD funded assistance program.

A Residential Anti-displacement and Relocation Assistance Plan has been prepared by the City in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to CDBG and/or HOME-assisted projects.

### **Minimizing Displacement**

Consistent with the goals and objectives of activities assisted under the Act, the City will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- When considering the allocation of HOME and/or CDBG funds, the City will discourage projects that are likely to result in a large numbers of displacements, unless the rehabilitation of a rental development is in support of a City priority;
- Coordinate code enforcement efforts with rehabilitation and housing assistance programs, if possible;
- Encourage staged rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with the empty units first, if appropriate and economically feasible; and
- Meet all HUD notification requirements so that affected persons do not move because they have not been informed about project plans and their rights.

### **Relocation Assistance to Residential Tenants Displaced**

The City will offer relocation assistance, in accordance with the requirements of 24 CFR 42.350 (a.k.a. "Section 104[d]"), for lower-income tenants who, in connection with an activity assisted under the CDBG and/or HOME programs, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit. The City will ensure that these tenants have the opportunity to choose whether to receive assistance under Section 104(d) or assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended.

A displaced person who is not a low- or moderate-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at HUD 49 CFR Part 24.

## **One-for-One Replacement of Dwelling Units**

The City of Dallas will replace all occupied and habitable vacant low- and moderate-income housing units, demolished or converted to a use other than low- and moderate-income housing, in connection with a project assisted with CDBG and/or HOME funds in accordance with HUD 24 CFR 42.375.

Before entering into a contract committing the City to use CDBG and/or HOME funds on a project that will directly result in demolition or conversion of low- and moderate-income housing units, the City will make public and submit to HUD a One-for-One Replacement Plan that contains the following information:

- A description of the proposed assisted activity;
- The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low and moderate-income units;
- A time schedule for the commencement and completion of the demolition or conversion;
- The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement units;
- The source of funding and a schedule for the provision of replacement dwelling units; and
- The basis for concluding that each replacement dwelling unit will remain a low- and moderate-income unit for at least 10 years from the date of initial occupancy.
- Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Con Plan and 24 CFR 42.375(b)

To the extent that the specific location of the replacement housing and other data are not available at the time of the submission, the City will identify the general location of such housing on a map and complete the disclosure and submission requirements as soon as the specific data are available.

## **Replacement not Required Based on Unit Availability**

Under HUD 24 CFR 42.375(d), the City of Dallas may submit a request to HUD for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of low- and moderate-income housing units in standard condition available on a non-discriminatory basis within the area.

## **Relocation Contacts**

The City is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period. The City is also responsible for overseeing the provision of relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use financed with CDBG or HOME funds in regards to the development of housing.

# Citizen Participation Plan Revisions

January 11, 1995	Adoption of the City of Dallas Citizen Participation Plan for U.S. Department of Housing and Urban Development Grants by City Council. ( <b>Resolution #95-0158</b> )
February 28, 1996	Added Appendix to include the Residential Anti-displacement and Relocation Assistance Plan as required by HUD. ( <b>Substantial amendment, Resolution #96-0890</b> )
January 2, 2004	Changed the responsible department and address of the Community Development Office, 1BN to Office of Financial Services, 4FS. ( <b>Non-substantial amendment</b> )
August 10, 2005	Reduced the minimum number of public hearings required for the development of an annual budget from ten (10) to six (6). ( <b>Substantial amendment, Resolution #05-2233</b> )
June 27, 2007	Reduced the required number of public hearings for development of the multi-year Consolidated Plan from fourteen (14) meetings to six (6) meetings and reduce the required number of days between calling a public hearing and holding a public hearing from no less than 15 days to no less than 14 days. ( <b>Substantial amendment, Resolution #07-1978</b> )
August 14, 2008	Changed the name of the department with oversight responsibility for federal grant funds from Office of Financial Services to Budget and Management Services. The Office of Community Development title was changed to the Community Development Division. ( <b>Non-substantial amendment</b> )
December 30, 2008	Added citizen participation requirements for Guaranteed Loan activities. ( <b>Non-substantial amendment</b> )
September 23, 2009	Changed the name of the department with oversight responsibility for federal grant funds from Budget and Management Services to Office of Financial Services. ( <b>Non-substantial amendment</b> )
<u>December 14, 2016</u>	<u>Include Affirmatively Further Fair Housing requirements to the Citizen Participation Plan. Minor updates reflecting current process and procedures.</u>