

CITY OF PASADENA, TEXAS
Community Development Department
Citizen Participation Plan
Adopted PY 2019



Prepared By:

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Introduction

This amended Citizen Participation Plan (CPP) has been prepared and implemented in accordance with federal regulation 24 CFR 91.105 and the City of Pasadena's desire to encourage and support public participation in the development of the documents related to the consolidated planning process including:

- Consolidated Plan
- Annual Action Plan
- Amendments to the Consolidated Plan and/or Annual Action Plan(s)
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Assessment of Fair Housing (AFH) and/or Analysis of Impediments (AI) and its revisions
- Amendments to the CPP

The City of Pasadena (the City) is committed to providing opportunities for all its citizens, including minorities and non-English speaking persons, to participate in an advisory role in the planning, implementation and assessment of the Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program and Emergency Solutions Grants (ESG) Program. The City will emphasize the involvement of low- and moderate-income persons, particularly those living in slum and blighted areas, areas designated as a revitalization area, area where federal funds are proposed to be used, and low- to moderate-income neighborhoods where 51% of the residents are at or below 80% of the area median income (AMI).

The City encourages the participation of local and regional institutions, the Continuum 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 documents related to the consolidated planning process. Also, commencing with Consolidated Plans submitted on or after January 1, 2018, the City will encourage participation from broadband internet service providers, organizations engaged in narrowing the digital divide, agencies who manage flood prone areas, public land or water resources, and emergency management agencies.

To encourage citizen participation that emphasizes the involvement of low- to moderate-income residents, the City will continue to work with public housing authorities, neighborhood groups, and other organizations representing the City's low- to moderate- income areas and residents.

In order to encourage and support participation of citizens, the City will provide comprehensive information, hold public hearings, and give citizens the opportunity to comment on the City's plan for implementation and assessment of the accomplishments attained utilizing federal funds. Citizen participation is essential for a viable program, and while the final authority for decision-making rests with the City Council, the City recognizes that exchange of information among citizens and elected officials will allow for a stronger, more responsive housing and economic development effort in the City of Pasadena.

In accordance with 24 CFR 5.110, the U.S. Department of Housing and Urban Development (HUD) may, upon a determination of good cause and subject to statutory limitations, waive regulatory provisions described within this plan. Additional regulatory waiver authority is provided in 24 CFR



91.600. These regulatory provisions provide HUD the authority to make waiver determinations for the consolidated planning requirements for all the Office of Community Planning and Development (CPD) formula programs. Therefore, the City may alter some requirements listed in this CPP based on waivers or suspensions provided, typically in response to disasters and/or other emergencies. The City will ensure reasonable notice and opportunity to comment is still provided during these instances.

This Plan will become effective upon its adoption by City Council. This amended CPP will be posted on the City of Pasadena website at <https://www.pasadenatx.gov/> and a reasonable number of free copies will also be available at the City of Pasadena Community Development Department at 1149 Ellsworth Dr., 5th Floor, Pasadena, Texas, 77506. Upon request, the CPP can be made available in a format accessible to persons with disabilities.

Consolidated Planning Activities

A. Consolidated Plan and Annual Action Plan

Every five (5) years, the City develops a Consolidated Plan, as required by the U.S. Department of Housing and Urban Development (HUD), detailing how the City plans to invest its resources to meet the City's ambition to improve the quality of life for residents, primarily in the low-income areas of Pasadena over a five (5) year period. The Consolidated Plan is a strategic plan that serves as a planning tool to evaluate the community development and housing priorities for funding under the CDBG, HOME and ESG Programs.

For each year of the Consolidated Plan, the City is required to prepare an Annual Action Plan to inform citizens and HUD of the City's intended actions during that upcoming year. This document serves as the application for funding to HUD under the CDBG, HOME and ESG Programs. The Annual Action Plan includes the amount of assistance the City expects to receive (including grant funds and program income) from each of the federal programs and a description of the activities and related funding allocations that the City will undertake to address the needs and priorities established in the Consolidated Plan.

a. Public Hearings

Pursuant to HUD regulations, the City will conduct a minimum of two (2) public hearings held at different planning stages within the program year. The City will conduct at least one (1) public hearing during the development process before the Consolidated Plan and/or Annual Action Plan is published and at least one (1) public hearing during the thirty (30) day comment period to obtain citizens views and to respond to proposals and questions. The notices of the hearing, and the hearing will follow the procedures set forth in Section F.

b. Draft Plan(s)

Before the Consolidated Plan and/or Annual Action Plan is adopted by the City Council, the City will make the plan(s) available to citizens, public agencies, and other interested parties for review and will also establish the means to submit comments. Information made available to the public will include the amount of assistance the City expects to receive (including program income), the range of



activities that may be undertaken, and the estimated amount of funding that will benefit persons of low- and moderate-income.

The City will publish its Draft Consolidated Plan and/or Annual Action Plan for no less than thirty (30) days so that all affected residents will have sufficient opportunity to review and comment on the draft plan(s). A public notice outlining the contents and purpose of the Consolidated Plan and/or Annual Action Plan will be published in *The Pasadena Citizen*, a newspaper of general circulation. The notice shall be published in English and in Spanish and the City will provide assistance and/or translations for all non-English speaking residents upon request.

The notice will detail locations where the draft plan(s) may be made available for review. Locations include:

City of Pasadena City Hall – Community Development Department

1149 Ellsworth Dr., 5th Floor
Pasadena, Texas 77506

City of Pasadena City Hall – City Secretary

1149 Ellsworth Dr., 2nd Floor
Pasadena, Texas 77506

City of Pasadena Main Public Library

1201 Jeff Ginn Memorial Dr.
Pasadena, Texas 77506

City of Pasadena Fairmont Library

4330 Fairmont Pkwy.
Pasadena, Texas 77504

Citizens may request a copy of the draft plan(s) by contacting the City of Pasadena Community Development Department at (713) 475-7294. A Spanish translation of the draft plan(s) may be provided with a 24 hour notice for processing. A copy of the draft plan(s) will also be posted on the City of Pasadena website at <https://www.pasadenatx.gov/>.

Draft plan(s) will not be implemented until the conclusion of the thirty (30) day public comment period. All comments or views of citizens received in writing or orally at public hearings, if any, will be considered by the City. A summary of the comments or views received by the Community Development Department and the determination of the acceptance or non-acceptance and reasons for the non-acceptance will be attached and made a part of the final Consolidated Plan and/or Annual Action Plan.

During declared emergency situations, such as pandemics or natural disasters, the public comment period may be shortened, as decided by HUD, to as little as five (5)



days to expedite the process. In these cases, draft versions of public documents will be made available on the City’s website only. Comment periods for the consolidated planning documents and/or amended CPP may run concurrently.

B. Amendments to the Consolidated Plan and Annual Action Plan

For the purpose of this CPP, amendments to the Consolidated Plan and/or Annual Action Plan are divided into two (2) categories: Substantial Amendments and Minor Amendments.

a. Substantial Amendments

The City shall use the following criteria when determining what constitutes a Substantial Amendment to its approved Consolidated Plan and/or Annual Action Plan:

- i.** To make a change in its allocation priorities;
- 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 Consolidated Plan (including program income), not previously described in the Annual Action Plan;
- iv.** To change the purpose, scope, location or beneficiary data of an activity previously described in the Consolidated Plan and/or Annual Action Plan; or
- v.** Changing an activities total dollar amount allocated or budgeted by more than twenty-five percent (25%) from the amount previously described in an Annual Action Plan or its more recent Substantial Amendment.

Proposed Substantial Amendments shall follow the same guidelines as outlined in section A, subpart b *Draft Plan(s)*, including waivers and/or flexibilities during declared emergency situations, including pandemics or natural disasters.

b. Minor Amendments

Minor Amendments represent any action that changes an activity budget in an Annual Action Plan by less than twenty-five percent (25%). These actions require the signature of the Director of Housing and Community Development, or his/her designee, but do not require public notice or City Council approval.

C. Consolidated Annual Performance Evaluation Report (CAPER)

The City is required to submit a CAPER for its CPD programs to HUD no later than 90 days from the end of the program year. This report describes the accomplishments undertaken with federal funds during the previous program year, including how funds were spent and the extent to which these funds were used for activities that benefited low- and moderate-income people.

To allow citizens with an opportunity to comment on the performance report, the City will publish notice in *The Pasadena Citizen* that its draft CAPER is available for public review and comment. The notice shall be published in English and in Spanish and the City will provide assistance and/or translations for all non-English speaking residents upon request.



The notice will detail locations where the draft plan(s) may be made available for review. Locations include:

City of Pasadena City Hall – Community Development Department

1149 Ellsworth Dr., 5th Floor
Pasadena, Texas 77506

City of Pasadena City Hall – City Secretary

1149 Ellsworth Dr., 2nd Floor
Pasadena, Texas 77506

City of Pasadena Main Public Library

1201 Jeff Ginn Memorial Dr.
Pasadena, Texas 77506

City of Pasadena Fairmont Library

4330 Fairmont Pkwy.
Pasadena, Texas 77504

Citizens will be given a period of not less than fifteen (15) days to comment on the draft CAPER. All comments and views received during the comment period will be considered and a summary will be attached to the performance report.

D. Assessment of Fair Housing (AFH)

On July 16, 2015, HUD published in the Federal Register its Affirmatively Further Fair Housing (AFFH) final rule. Under the new rule, the City is required to conduct an Assessment of Fair Housing (AFH) using an “Assessment Tool” to assist in meeting obligations to affirmatively further fair housing and to replace the previous Analysis of Impediments (AI).

The AFH is an analysis of fair housing issues and contributing factors in a program participant’s jurisdiction and region that results in goals that the City sets forth to achieve during the subsequent planning cycle. The AFH includes:

- An analysis of fair housing data;
- An assessment of fair housing issues and contributing factors; and
- An identification of fair housing priorities and goals.

As soon as feasible after the start of the public participation process, the City will make the HUD-provided data and any other supplemental information used in the development of the AFH available to residents, public agencies and other interested parties.

At least one (1) public hearing will be held to obtain the views of residents on AFH-related data and affirmatively furthering fair housing during the development of the draft AFH.



Before the AFH is submitted to HUD, the City will make a draft AFH available to citizens, public agencies, and other interested parties for review and will also establish the means to submit comments. The City will publish its draft AFH for no less than thirty (30) days to provide residents with sufficient opportunity to review and comment. A summary describing the contents and purpose of the AFH will be published in *The Pasadena Citizen*. The summary will be available in English and may also be available in Spanish and other languages, as feasible. The notice will detail locations where the entire draft AFH will be made available for review. The draft AFH will also be made available on the City's website at <https://www.pasadenatx.gov/>.

A reasonable number of free copies will also be available at the City of Pasadena, Community Development Department located at 1149 Ellsworth Dr., 5th Floor, Pasadena, Texas, 77506.

The City will consider any comments or views of residents of the community received in preparing the final AFH. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final AFH.

In accordance with 24 CFR 5.164, an AFH previously accepted by HUD will be revised and submitted to HUD for review under the following circumstances:

- A material change occurs. A material change is a change in circumstances in the City that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. Examples include natural disasters, significant demographic changes, new significant contributing factors, or civil rights findings, determinations, settlements or court orders; or
- Upon HUD's written notification to the City specifying a material change.

HUD published a notice in the Federal Register on January 5, 2018 suspending most local governments' obligation under the AFFH rule to submit an AFH until the next submission date that falls after October 31, 2020. Until the City is required to submit an AFH under the AFFH final rule, the City will continue to conduct an AI in accordance with existing HUD requirements to identify impediments to fair housing and actions to overcome them.

E. Citizen Participation Plan (CPP)

When changes to the CPP are necessary, the City will publish notice in *The Pasadena Citizen* that the amended CPP is available to review and provide for sufficient opportunity to review and comment on the updates. There will be a thirty (30) day public comment period prior to adoption by City Council.

During declared emergency situations, such as pandemics or natural disasters, the public comment period may be shortened, as decided by HUD, to as little as five (5) days to expedite the process. In these cases, draft versions of public documents will be made available on the City's website only. Comment periods for the consolidated planning documents and/or amended CPP may run concurrently.



F. Public Hearings and Public Meetings

During the consolidated planning process, the City may hold both public hearings and public meetings. The location of the public hearings and/or meetings are intended to be convenient and will be held at a central location.

Public hearings and/or meetings are held at locations accessible to persons with disabilities, consistent with accessibility and reasonable accommodation requirements. Interpretation for persons with limited English proficiency or persons with hearing impairments will be provided, upon request. Additional accommodations may be made upon advance request.

Public hearings shall be held after a minimum of fourteen (14) day notice in *The Pasadena Citizen*. Notices will be available in English and in Spanish and other languages, as feasible.

Public meetings are posted on the bulletin board located outside City Hall at 1149 Ellsworth Dr., Pasadena, Texas 77506, readily accessible to the general public at least 72 hours prior to the meeting date, in accordance with the Texas Open Meetings Act.

During declared emergency situations, such as pandemics or natural disasters, the City may utilize virtual public hearings and meetings as allowed by HUD. In this situation, the ability for public comment will be provided.

G. Community Development Advisory Board

The City has appointed a Community Development Advisory Board (CDAB) to work in coordination with the Community Development Department (CDD) to provide recommendations to the Mayor and City Council concerning the formulation of plans and the identification of projects in order to carry out the Community Development Block Grant (CDBG) Program, Emergency Solutions Grants (ESG) Program and the HOME Investment Partnerships (HOME) Program. In making decisions regarding the commitment of federal funds to projects, the CDAB and/or CDD will consider the mix of ongoing projects, competing projects and complimentary projects in the City of Pasadena. Members shall live and/or work in the City of Pasadena and demonstrate commitment to addressing the City of Pasadena's housing, homeless, education, economic development, public improvements, health and/or other social service needs. Prior to Council approval, any substantial amendments to the Consolidated Plan and/or Annual Action Plan will be presented to the CDAB and/or CDD for approval.

Consolidated Plans and Annual Action Plans, as well as any substantial amendments, will become effective upon its adoption by City Council. Once adopted, final versions of plans will be submitted to HUD for review/approval.

During declared emergency situations, such as pandemics or natural disasters, or as authorized by the Director of Community Development, or his/her designee, the City may bypass the Community Development Advisory Board to expedite actions and have sole discretion for funding decisions.



H. Technical Assistance

The City of Pasadena Community Development Department will provide technical assistance to groups representing low- to moderate-income persons that request such assistance in commenting on the AFH and in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan. Assistance may be obtained by contacting the Community Development Department located at 1149 Ellsworth Dr., 5th Floor, Pasadena, Texas, 77506 or (713) 475-7294.

I. Complaints

A citizen or organization that wishes to file a complaint or grievance concerning the City's CPP, Consolidated Plan, Annual Action Plan, Substantial Amendments, CAPERs, AFH or AFH revisions may write or call the Director and/or Manager of the Community Development Department. The City will provide a written response to every citizen complaint within fifteen (15) business days. If not satisfied with the response, the citizen or organization concerned may contact the City Secretary describing the problem, the response of the department and what further action is believed to be needed. Further information on the City's complaint process can be found within the Community Development Department's Grievance Policy.

Written complaints should be sent to:

City of Pasadena
Attn: Community Development Department
1149 Ellsworth Drive
Pasadena, Texas 77506

J. Access to Records and Availability to the Public

The City will provide the public with reasonable and timely access to information and records related to documents related to the consolidated planning process and use of funds under the programs covered by the CPP during the preceding five (5) years from the publication date of the requested document.

Copies of adopted/final documents related to the consolidated planning process, as described below, will be available to the public:

- Citizen Participation Plan
- Consolidated Plans
- Annual Action Plans
- Substantial Amendments to the Consolidated Plan and/or Annual Action Plan
- Consolidated Annual Performance Report (CAPER)
- HUD-accepted Assessment of Fair Housing (AFH) and its revisions

Copies of the above mentioned documents will be available for review at the City of Pasadena Community Development Department located at 1149 Ellsworth Dr., 5th Floor, Pasadena, Texas, 77506 and will also be available on the City's website at <https://www.pasadenatx.gov/>.



Additional copies of these documents may be obtained by contacting the Community Development Department at (713) 475-7294, free of charge.

In compliance with the American Disabilities Act, the CPP and all documents covered in this plan will also be available in a form accessible to persons with disabilities upon request. If assistance is needed locating these documents by citizens with disabilities, citizens may call the Community Development Department at (713) 475-7294 or TDDY/TTY 1-800-735-2989 (TDD) or 1-800-735-2988 (Voice).

K. Language Access

Based on HUD guidance, the City assesses language needs through a four factor analysis in its *Language Access Plan*, adopted under Resolution 2015-094, amended under Resolution 2020-034. Vital documents and notices related to the consolidated planning process will be available in English and may also be available in Spanish and other languages as feasible.

L. Anti-Displacement and Relocation

Following the approval of the Consolidated Plan and subsequent Annual Action Plans, the City of Pasadena 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, the City will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) as described in 49 CFR Part 24. Further information on the City's anti-displacement and relocation policies can be found within the respective program policies covered under this CPP.