

# CITIZEN PARTICIPATION PLAN

# 2025





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# City of Amarillo Citizen Participation Plan

## I. Introduction

The purpose of this Citizen Participation Plan (CPP) is to encourage and ensure meaningful public participation in the planning, implementation, and evaluation of the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) programs. This plan is developed in compliance with the requirements of the U.S. Department of Housing and Urban Development (HUD), 24 CFR 91.105. The CDBG and HOME programs, as part of the Consolidated Plan, aim to improve living conditions in low- and very low-income neighborhoods and areas affected by slum and blight. These programs strive to strengthen partnerships between the government, nonprofits, and the private sector to provide decent housing, a suitable living environment, and expanded economic opportunities for Amarillo residents.

Citizen involvement is crucial to the success of these programs. Input from residents ensures that the programs meet the community's needs and goals. The City of Amarillo is committed to providing opportunities for public participation, but it is also the responsibility of citizens to actively engage in the process to make it effective.

The City Council uses citizen feedback to make informed decisions on how to allocate federal funds for these programs. This Citizen Participation Plan outlines how and when residents can contribute to the planning, development, and assessment stages of the process.

Goals of the Citizen Participation Process:

1. Encourage citizens to participate in local government.
2. Provide opportunities for low- and very low-income residents to engage in the planning and development of the programs.
3. Ensure that the process is transparent and open to all.
4. Give City officials valuable feedback on community needs and priorities.

Through meaningful participation, the City of Amarillo ensures that the CDBG and HOME programs address the needs of those who need it most.

## II. Citizen Participation

- A. The City of Amarillo (COA) Community Development Department conducts the planning and administration for the CDBG and HOME entitlement programs. The COA will provide all citizens, including low- and moderate-income residents, minorities, non-English speaking persons, and persons with disabilities, opportunities to participate in the development of the Consolidated Plan, Annual Action Plan, any substantial amendments, and the Consolidated Annual Performance and Evaluation Report (CAPER).
- B. The COA will encourage the participation of local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit

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organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing the consolidated plan.

- C. The COA will include the participation of the Amarillo Housing Authority, which also resides in the Community Development Department.
- D. The COA will continuously explore alternative 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.

## III. Community Development Advisory Committee (CDAC)

- A. The Community Development Advisory Committee (CDAC) is a group of appointed individuals that provide oversight, guidance, and citizen input on the use of federal funding for CDBG and HOME programs. The CDAC is responsible for advising the Amarillo City Council on the allocation of funds for various projects, ensuring that the projects meet the needs of the community, and that the planning and implementation of these projects are transparent and effective.
- B. The committee is composed of seven members who are appointed by the Amarillo City Council for three-year staggered terms. The membership is intended to be broadly representative, including individuals from low-to-moderate income households and diverse populations.
- C. The CDAC holds public meetings and hearings as needed to ensure that citizens have opportunities to participate and provide feedback on the programs.

## III. Public Hearings and Community Engagement

- A. The COA will hold at least two (2) public hearings before submission of the Consolidated Plan/Annual Action Plan. The first public hearing will be held during the development process before the Consolidated Plan/Action Plan is published. During this hearing, the City will receive citizen views on the proposed use of funds, discuss the application process for the use of CDBG funds, and answer any questions that may arise during the phase of developing the Consolidated Plan/Annual Action Plan. The second public hearing will be held to receive comments on the draft Consolidated Plan/Annual Action Plan.
- B. The COA will hold at least one public hearing during the comment period for substantial amendments to the Consolidated Plan/Annual Action Plan, and revisions to the CPP.
- C. Public hearings will address housing and community development needs, proposed activities, and program performance.
- D. A public hearing will be prominently advertised at least fifteen (15) calendar days before the date of the hearing, with sufficient information about the subject of the public hearing, times and location. The public notice of these hearings will be posted in a place

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readily accessible to the public, specifically on the COA website and the public notice board in the Amarillo City Hall, 623 S. Johnson, Amarillo, TX 79101.

- E. A public hearing will be held at a convenient time and place to facilitate broad citizen participation.
- F. A public hearing will be held at either a COA building or a location that is conducive to the intended program beneficiaries. All sites will be accessible to people with disabilities.
- G. Reasonable accommodation, including translation services and visual/hearing impaired needs, will be provided as needed. Requests for accommodation must be made to the City of Amarillo Community Development Department at least 7 days prior to the meeting.

## IV. Public Comment

- A. A minimum 30-day public comment period will be provided for the Consolidated Plan and Annual Action Plan, Citizen Participation Plan, and any substantial amendments.
- B. A minimum 15-day public comment period will be provided for the Consolidated Annual Performance and Evaluation Report (CAPER).
- C. Notices will be published in the local English and Spanish newspapers, City of Amarillo websites, and other appropriate media sources identified to inform the public of comment opportunities.
- D. The COA will include the following address in public notices stating where to send written comments:

City of Amarillo  
Community Development Department  
808 S. Buchanan  
Amarillo, TX 79101

- E. The COA will also include the name, telephone number, and email address of the Community Development staff responsible for receiving written citizen comments in the public notice.

## V. Amendments to the Consolidated and Annual Action Plans

- A. Revisions are edits, updates or corrections that do not alter the activities, purpose or intended beneficiaries of any of the strategies adopted in the strategic plan section. These changes do not require formal City Council review/approval before the revision is made final.
- B. Minor Amendments are those which alter the annual accomplishment goals and/or the long-term goals of the major strategies in the strategic plan. Minor amendments do not require formal City Council review before being made final.

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- C. A Substantial Amendment to a Consolidated Plan/Annual Action Plan requires a change that significantly impact the plan's purpose, scope, or beneficiaries, necessitating public notice and a comment period.
  - a. Consolidated Plan/Annual Action Plan will be considered a substantial amendment if the modification is justifiable, and the change meets one of the following criteria:
    - i. A change in its allocation priorities or a change in the method of distribution of funds over thirty-five percent (35%) of the CDBG annual award plus program income.
    - ii. The addition or deletion of a project not previously described in the Consolidated Plan/Annual Action Plan.
    - iii. Change in the purpose, scope, location, or beneficiaries of a project that materially changes a previously approved project.
  - b. The City of Amarillo will consider and respond to all public comments received before approving any substantial amendment

## VI. Access to Information

- A. A. The City of Amarillo will provide timely access to the draft Consolidated Plan/Annual Action Plan, CPP, substantial amendment, or CAPER. These records will be made available for public inspection at the City of Amarillo Community Development offices, 808 S. Buchanan, Amarillo, TX 79101 and on the Community Development webpage within the City of Amarillo website: <https://www.amarillo.gov/community-development/public-notices/>

## VII. Technical Assistance

- A. The COA will provide technical assistance to groups representative of people of low- and moderate-income that request such assistance in developing proposals for funding assistance under any of the programs covered by the consolidated plan. Community Development staff will provide requested assistance to answer questions concerning the CDBG and HOME programs, to include the application process, software usage, program management and implementation.
- B. All requests for technical assistance must be submitted in writing to Community Development staff. If a request for assistance lies outside the areas of expertise of the city staff, the requesting person/organization will be notified and referred, when possible, to an appropriate agency.
- C. Technical assistance should not be construed to infer that the City is required to subsidize the operating expense of those developing proposals.

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## VIII. Grievances

- A. Grievances regarding Community Development programs must follow the following procedure:
1. Present grievance in writing to the Community Development Director via mail or in person. Oral complaints may be made to staff who will transcribe in written form. The complainant must sign the written transcription to ensure accuracy. The Director will make careful inquiries into the facts and circumstances of the grievance. An attempt to resolve the problem will be made and a prompt reply will be provided to the complainant within fifteen (15) working days from the date the complaint was submitted.

City of Amarillo  
Community Development Department  
Attention Department Director  
808 S. Buchanan  
Amarillo, TX 79101

2. If the complainant is dissatisfied with the decision of the Director, a complaint may be filed in written form to the Amarillo City Manager.

City of Amarillo  
City Manager's Office  
Attention City Manager  
623 S. Johnson  
Amarillo, TX 79101

3. Complaints may be made to the Department of Housing and Urban Development.

U.S. Department of Housing and Urban Development  
Attn: CPD Director  
307 W. 7<sup>th</sup> St., Suite 1000  
Fort Worth, TX 76102