

Mayor and Council Communication

DATE: 03/11/25

M&C FILE NUMBER: M&C 25-0205

LOG NAME: 19CITIZEN PARTICIPATION PLAN FY25

SUBJECT

(ALL) Adopt Amended Citizen Participation Plan Regarding the Use of Grant Funds from the United States Department of Housing and Urban Development

RECOMMENDATION:

It is recommended that the City Council adopt the attached amended Citizen Participation Plan regarding the use of grant funds from the United States Department of Housing and Urban Development.

DISCUSSION:

The purpose of the Citizen Participation Plan is to set policies and procedures for how the City encourages citizen participation in the development or amendment of the City's Consolidated Plan and Annual Action Plans for use of United States (U.S.) Department of Housing and Urban Development (HUD) grant funds under the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Solutions Grant (ESG) programs. The communications efforts outlined in the Citizen Participation Plan are designed to reach all citizens, especially low-and moderate-income persons, and residents of predominantly low and moderate income neighborhoods. The City is required to comply with the Housing and Community Development Act and 24 CFR 570.486(a) (6), which outlines the City's responsibility to ensure public engagement, transparency, and compliance when allocating entitlement funds, including providing opportunities for citizen participation in the decision-making process.

The last amended Citizen Participation Plan (Plan) was approved by City Council on January 31, 2017 through Mayor & Council Communication (M&C G-18936). The goal is to review and update the Plan at least once every five years or during the Consolidated Plan development. Updates are also required pending any major regulatory changes from HUD. The most recently approved Consolidated Plan was submitted in August 2023. In September 2024, the Community Development Council (CDC), the Council-appointed advisory board, began the Plan review process. The CDC approved thirteen (13) proposed changes to the Plan at its November 13, 2024 meeting for submission to City Council requesting approval. The proposed changes are outlined below:

Revision #	Current	Proposed	Justification
1. A5(c). Assessment of Fair Housing (AFH)	c. The Assessment of Fair Housing must be submitted to HUD at least 270 days prior to the beginning of the program year for which a new Consolidated Plan is due. The City of Fort Worth's first AFH will be submitted to HUD no later than January 1, 2018, as the next Consolidated Plan will be due on August 15, 2018, and will cover the program years from 2018 to 2023.	Add prior to the initial submission of the Assessment of Fair Housing (AFH), HUD issued a notice extending the deadline for submission of an AFH by local government consolidated plan program participants to their next AFH submission date that falls after October 31, 2020. On February 9, 2023, HUD published a Notice requiring the submission of an Equity Plan which includes the following: 1) Fair Housing Analysis 2) Fair Housing Goals 3) Fair Housing Strategies 4) A Description of Community Engagement. This Equity Plan is due for HUD review 365 days before the due date of the Consolidated Plan, August 15, 2027.	Updates the requirement for submission of the AFH based on the most recent HUD notice, dated February 9, 2023.
2. B1. Publishing the plans, the CAPER, and the AFH	In order to provide citizens the opportunity to participate in the development of the Consolidated Plan, the Annual Action Plan, the CAPER, and the AFH, the City will publish notices of two public hearings as described in Section C during the development of these documents. The Notices relating to the HOPWA Program and its activities will be published in non-legal sections of newspapers in Tarrant, Wise, Parker, and Johnson Counties.	Update list to current eligible metropolitan statistical areas (EMSAs); revised to Tarrant, Wise, Parker, and Johnson counties.	Update based on updated HUD EMSAs
3.	Drafts and final copies of the Plans, CAPER and the AFH will be made available for review at the	Update list to identify current distribution locations (Neighborhood Services	Update to accurately

B3. Publishing the plans, the CAPER, and the AFH	following locations: City of Fort Worth Neighborhood Services Department, City Hall Annex 3rd Floor, 908 Monroe, Fort Worth, Texas 76102; Central Library, 500 W. 3rd Street, Fort Worth, Texas 76102; East Regional Library, 6301 Bridge Street, Fort Worth, Texas 76112; Northside Branch Library, 601 Park Street, Fort Worth, Texas 76106; Southwest Regional Library, 4001 Library Lane, Fort Worth, Texas 76109; East Berry Branch Library, 4300 E. Berry, Fort Worth, Texas 76105	Administrative Office, East Regional Library, Southwest Regional Library)	provide current distribution locations; limited to manage administrative costs for printing and supplies
4. C1(d). Public Hearings and Public Comments – Guidelines	d. Public hearings will be held at either the Community Development Council meetings or the Fort Worth City Council meetings. Public hearings will be held at City Hall, 1000 Throckmorton, Fort Worth, Texas 76102, Pre-Council Chambers or the City Council Chambers, 2nd floor, as specified in the notice, which is a central, accessible location or other locations specified in the notice. Accommodations for disabled individuals are available upon request of at least 24 hours prior to the meeting. Also, Spanish-speaking personnel are present at these meetings upon request. Upon request from other non-English speaking residents, efforts will be made to have personnel fluent in the respective language present at these meetings.	Public hearings will be held at either the Community Development Council meetings or the Fort Worth City Council meetings. Public hearings will be held at City Hall, 100 Fort Worth Trail, Fort Worth, Texas 76102, or the City Council Chambers, as specified in the notice, which is a central, accessible location or other locations specified in the notice. Accommodations for disabled individuals are available upon request of at least 24 hours prior to the meeting. Also, Spanish-speaking personnel are present at these meetings upon request. Upon request from other non-English speaking residents, efforts will be made to have personnel fluent in the respective language present at these meetings.	Last update took place in 2015; revised to reflect New City Hall address.
5. C1(f). Public Hearings and Public Comments - Guidelines	f. The City will provide a thirty-day comment period in order to provide citizens with the opportunity to make comments on proposed Consolidated Plans, Annual Action Plans, and Substantial Amendment(s) to these Plans, as well as for the Assessment of Fair Housing and any proposed Revisions to the AFH. There will be a fifteen-day comment period for the CAPER. Public notices regarding 30-day comment periods will be published in both English and Spanish. The Plans and the Amendments, and the AFH or its subsequent Revisions, will not be implemented until the conclusion of each 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 before implementing the proposed changes. A summary of citizen comments will be attached and made a part of the final corresponding document. This will include a determination and reason of acceptance or non-acceptance of comments received. After an amendment is approved by City Council a copy shall be submitted to HUD with a letter signed by the Director of the Neighborhood Services Department.	The City will provide a thirty-day comment period in order to provide citizens with the opportunity to make comments on proposed Consolidated Plans, Annual Action Plans, and Substantial Amendment(s) to these Plans, as well as for the Assessment of Fair Housing and any proposed Revisions to the AFH. There will be a fifteen-day comment period for the CAPER. Public notices regarding 30-day comment periods will be published in both English and Spanish. The Plans and the Amendments, and the AFH or its subsequent Revisions, will not be implemented until the conclusion of each 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 before implementing the proposed changes. A summary of citizen comments will be attached and made a part of the final corresponding document. This will include a determination and reason of acceptance or non-acceptance of comments received. Approved amendments will be submitted to HUD with the annual CAPER.	Updated to reflect current HUD process
6. C2(a). Notice of Public Hearings and Comment Periods	a. In order to provide citizens the opportunity to participate in the development and proposed Consolidated Plan, the Annual Action Plan, and the CAPER, the City will publish notices of public hearings and notices of availability of these draft documents in the <i>Fort Worth Star-Telegram</i> , a newspaper of general circulation. Such notices will also be published in newspapers or publications serving low and moderate income persons and minority populations, such as <i>La Vida News THE BLACK VOICE</i> , a newspaper serving the African-American community, and <i>La Estrella</i> , a Spanish language newspaper serving the Hispanic community. The <i>Fort Worth Star-</i>	In order to provide citizens the opportunity to participate in the development and proposed Consolidated Plan, the Annual Action Plan, and the CAPER, the City will publish notices of public hearings and notices of availability of these draft documents in the <i>Fort Worth Star-Telegram</i> , a newspaper of general circulation. Such notices will also be published in <i>La Vida News THE BLACK VOICE</i> , a newspaper primarily serving the African-American community. The <i>Fort Worth Star-Telegram</i> shall serve as the official newspaper for the notices. To ensure that persons residing in	Updated to reflect dissolution of La Estrella; publication is no longer published

	<i>Telegram</i> shall serve as the Official Newspaper for the official notices. To ensure that persons residing in the multi-county service area for the HOPWA program are given an opportunity, notices may also be published in newspapers serving that multi-county service area as stated above.	the multi-county service area for the HOPWA program are given an opportunity, notices may also be published in newspapers serving that multi-county service area as stated above.	
7. C2(b). Notice of Public Hearings and Comment Periods	b. The notice of the time, place, and purpose of the public hearings and comment periods will be published as a display ad, in a non-legal section of the newspaper. All notices of hearings will be posted on the official bulletin board located outside of City Hall (Fort Worth Municipal Building), 1000 Throckmorton Fort Worth, TX 76112. Public hearings will be held only after there has been adequate notice (at least 14 days). In addition, an additional notice of the meeting will be posted on the City's official bulletin board at least 72 hours prior to the actual meeting.	The notice of the time, place, and purpose of the public hearings and comment periods will be published as a display ad, in a non-legal section of the newspaper. All notices of hearings will be posted on the City's calendar online located at www.fortworthtexas.gov/calendar as well as posted on the City's digital kiosk in New City Hall. Public hearings will be held only after there has been adequate notice (at least 14 days).	Physical bulletin board no longer in use; using electronic posting of notices
8. C2(c). Notice of Public Hearings and Comment Periods	c. For actions which require City Council approval, Mayor and Council Communications (M&Cs) documents, which are defined as the official proposed action taken by the City Council, which provide additional information about the proposed action, will be published 72 hours prior to action taken by the City Council and are available on the City's website at: www.fortworthtexas.gov . If assistance is needed by citizens with disabilities in finding information on the web site, citizens may call Customer Service at 817-392-8660 or TDDY/TTY 817-392-8856. The City of Fort Worth has a disability program coordinator who can be reached at 817-392-8552 and ada@fortworthgov.org .	For actions which require City Council approval, Mayor and Council Communications (M&Cs) documents, which are defined as the official proposed action taken by the City Council which provide additional information about the proposed action, will be published 72 hours prior to action taken by the City Council and are available on the City's website at: www.fortworthtexas.gov . If assistance is needed by citizens with disabilities in finding information on the web site, citizens may contact the Title VI/ADA Coordinator at 817-392-8552 or email ada@fortworthtexas.gov	Updated ADA Coordinator contact information
9. 3(a). Comments Received During the Public Hearings and During the Comment Period	a. When the City publishes its notices requesting public comment for the Consolidated Plan, Action Plans, Substantial Amendments, Assessment of Fair Housing, or Revisions to the Assessment of Fair Housing and states the dates of the 30-day comment period, the city shall include the following address stating where to send written comments: Neighborhood Services Department Director City of Fort Worth 1000 Throckmorton St. Fort Worth, TX 76102	When the City publishes its notices requesting public comment for the Consolidated Plan, Action Plans, Substantial Amendments, Assessment of Fair Housing, or Revisions to the Assessment of Fair Housing and states the dates of the 30-day comment period, the city shall include the following address stating where to send written comments: Neighborhood Services Department City of Fort Worth 100 Fort Worth Trail Fort Worth, TX 76102	Updated address
10. C4(d). Access to Hearings and Meetings	d. The city will assess the need for language translation of public notices and vital documents for citizen participation by following procedures recommended in HUD guidance published on January 22, 2007 in the Federal Register in accordance with Executive Order 113166. Reassessment of the need for translation services will occur at a minimum upon publication of the decennial Census or every five years during the preparation of the Consolidated Plan and Assessment of Fair Housing. As of 2015, the Spanish language meets the HUD guidance threshold for translation of public notices and vital documents.	The city will assess the need for language translation of public notices and vital documents for citizen participation by following procedures recommended in HUD guidance published on January 22, 2007 in the Federal Register in accordance with Executive Order 113166. Reassessment of the need for translation services will occur at a minimum upon publication of the decennial Census or every five years during the preparation of the Consolidated Plan and Assessment of Fair Housing. As of 2024, the Spanish language meets the HUD guidance threshold for translation of public notices and vital documents.	Last update took place in 2015; confirmed information with Diversity & Inclusion ADA Coordinator

<p>11.</p> <p>D3-4.6. Availability to the Public and Access to Records</p>	<p>3. All documents referenced in this Citizen Participation plan shall be in a form accessible to persons with disabilities upon request. These documents will be available to the public during regular work hours at the City of Fort Worth Neighborhood Services Department located at 908 Monroe 3rd floor Fort Worth, Texas 76102; The Consolidated Plan, Action Plan, and CAPER, as well as the Assessment of Fair Housing and any subsequent amendments will also be available on the city's website at www.fortworthtexas.gov/neighborhoods/grants/.</p> <p>4. If assistance is needed locating these documents, by citizens with disabilities, citizens may call Customer Service at 817-392-8660 or TDDY/TTY or 817-392-8856. Citizens may also contact the City of Fort Worth disability program coordinator at 817-392-8552 or email them at ada@fortworthgov.org</p> <p>6. The CPP and all documents covered in this plan will be in a format accessible for persons with disabilities upon request. For example, this plan will be placed in a format on the City's website that will allow vision impaired individuals to hear the plan over the internet. If assistance is needed, by citizens with disabilities, in finding information or obtaining a copy of the Consolidated Plan, Action Plan, CAPER and Substantial Amendments, the Assessment of Fair Housing, and Revisions to the Assessment of Fair Housing, please call Customer Service at 817-392-8660 or TDDY/TTY 817-392-8856. The City of Fort Worth has a disability program coordinator who can be reached at 817-392-8552 and ada@fortworthtexas.gov.</p>	<p>3. All documents referenced in this Citizen Participation plan shall be in a form accessible to persons with disabilities upon request. These documents will be available to the public during regular work hours at the City of Fort Worth Neighborhood Services Department located at 100 Fort Worth Trail, Fort Worth, Texas 76102; contact 817-392-7540 or grantsmanagement@fortworthtexas.gov to request document review.</p> <p>4. If assistance is needed locating these documents, by citizens with disabilities, citizens may contact the City's Title VI/ADA Coordinator at 817-392-8552 or email ada@fortworthtexas.gov</p> <p>6. The CPP and all documents covered in this plan will be in a format accessible for persons with disabilities upon request. For example, this plan will be placed in a format on the City's website that will allow vision impaired individuals to hear the plan over the internet. If assistance is needed, by citizens with disabilities, in finding information or obtaining a copy of the Consolidated Plan, Action Plan, CAPER and Substantial Amendments, the Assessment of Fair Housing, and Revisions to the Assessment of Fair Housing, contact the Title VI/ADA Coordinator at 817-392-8552 or email ada@fortworthtexas.gov.</p>	<p>Updated contact information</p>
<p>12.</p> <p>F. Complaints</p>	<p>A citizen or organization that wishes to file a complaint or grievance concerning Consolidated Plan activities or programs, or the Assessment of Fair Housing, may write or call the Director Neighborhood Services Department at 1000 Throckmorton, Fort Worth, Texas 76102 or 817-392-7540. The City will provide a written response to every written citizen complaint within 15 working days where practicable. If not satisfied with the response, the citizen or organization concerned may contact the City Manager describing the problem, the response of the Department concerned, and what further action is believed needed.</p>	<p>A citizen or organization that wishes to file a complaint or grievance concerning Consolidated Plan activities or programs, or the Assessment of Fair Housing, may write or call the Director of the Neighborhood Services Department at 100 Fort Worth Trail, Fort Worth, Texas 76102 or 817-392-7540. The City will provide a written response to every written citizen complaint within 15 working days where practicable. If not satisfied with the response, the citizen or organization concerned may contact the Assistant City Manager assigned to the Neighborhood Services Department, describing the problem, the response of the Department, and what further action is believed needed.</p>	<p>Updated address and City Manager to Assistant City Manager assigned to the Neighborhood Services Department</p>
<p>13.</p> <p>Citizen Participation Plan – Full Document</p>	<p>City of Fort Worth Citizen Participation Plan Amended Draft as of June 2016</p>	<p>Update all website addresses, contact persons, telephone numbers, and email addresses as needed; correct all spelling and grammatical errors.</p>	<p>Updates required based on current information.</p>

A public comment period on the amended Citizen Participation Plan was held from January 16, 2025, to February 14, 2025. A Public Hearing was held at the Community Development Council February 12, 2025 meeting. The public notice of the proposed revisions and Public Hearing was published in the *Fort Worth Star-Telegram*. Any comments will be maintained by the Neighborhood Services Department in accordance with federal regulations.

This M&C does not request approval of a contract with a business entity.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that approval of the recommendation will have no material effect on City funds.

Submitted for City Manager's Office by: Dana Burghdoff 8018

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