

RESOLUTION
2018-09-10-0

A RESOLUTION OF THE CITY COUNCIL OF RANGER, TEXAS, AUTHORIZING THE ADOPTION CITIZEN PARTICIPATION AND COMPLAINT PROCEDURES PERTAINING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY PROGRAM ADMINISTERED BY THE GENERAL LAND OFFICE.

WHEREAS, the City Council of Ranger plans to submit a 2016 Community Development Block Grant - Disaster Recovery Application for funding; providing services and benefits to city residents; improving city housing and infrastructure; particularly to the City's low-to-moderate income residents, and

WHEREAS, as a condition of Community Development Block Grant – Disaster Recovery funding, participating jurisdictions adopt Citizen Participation and Complaint Procedures relative to participation in the Community Development Block Grant -Disaster Recovery Program,

NOW THEREFORE, BE IT RESOLVED;

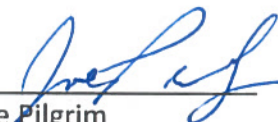
Section 1. Adoption. The City hereby adopts the Community Development Block Grant – Disaster Recovery Citizen Participation and Complaint Procedures attached.

Section 2. Effective Date. This Resolution shall become effective immediately upon adoption.

Passed and approved this 10th day of September 2018.


Savannah Fortenberry
City Secretary





Joe Pilgrim
City Mayor

CITY OF RANGER CITIZEN PARTICIPATION PLAN

COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY

Introduction

Community Development Block Grant – Disaster Recovery (CDBG-DR) applicants and funded entities are required to carry out citizen participation procedures in accordance with the Citizen Participation Plan as required by the Housing and Urban Development agency (HUD) and the Texas General Land Office (GLO).

The City maintains the activities described in this Citizen Participation Plan to include: outreach efforts to invite open and public participation in the submission of the City's application for CDBG-DR funding, public information upon award of funds, any technical assistance the public may require, assistance for Limited English Proficiency (LEP) citizens, and program procedures for addressing citizen complaints.

Participation During Application

The City of Ranger will provide for reasonable public notice, appraisal, examination, and comment on the activities proposed for the use of CDBG-DR funds. These outreach efforts shall:

- 1) Provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas, and areas in which CDBG-DR funds are proposed to be used;
- 2) Ensure that citizens will be notified of public meetings, information, and records relating the City's proposed and actual use of CDBG-DR funds no less than seventy-two (72) hours in advance;
- 3) Furnish citizens information including, but not limited to:
 - (a) the amount of CDBG-DR funds expected to be made available;
 - (b) the range of activities that may be undertaken with the CDBG-DR funds;
 - (c) the estimated amount of the CDBG-DR funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and
 - (d) if applicable, the proposed CDBG-DR activities likely to result in displacement and the City's anti-displacement and relocation plan.
- 4) Provide citizens with a 14-day opportunity to comment on proposed activities in an application to the state. For grants already made, The City will provide a reasonable comment period to be determined in collaboration with the GLO for activities which are proposed to be added, deleted, or substantially changed from the City's application to the state. "Substantially changed" means changes made in terms of purpose, scope, location, or beneficiaries as defined by criteria established by the state; and
- 5) Be accomplished through one or more of the following methods:
 - (a) Publication of notice in a local newspaper—a published newspaper article may also be used so long as it provides sufficient information regarding program activities and relevant dates;
 - (b) Notices prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups (where practicable);
 - (c) Posting of notice on the local website (if available);

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- (d) Public Hearing; or
- (e) Individual notice to eligible cities and other entities as applicable using one or more of the following methods:
 - Certified mail
 - Electronic mail or fax
 - First-class (regular) mail
 - Personal delivery (e.g., at a Council of Governments meeting)

Along with the application, the City will submit **any notices of public hearings** that relate to the administration of CDBG-DR funds.

Technical Assistance

When requested, the City of Ranger shall provide technical assistance to groups representative of persons of low- and moderate-income in developing proposals for CDBG-DR funds. The level and type of assistance shall be determined by the City based upon the specific needs of the community's residents.

Public Hearing Provisions

For each public hearing scheduled and conducted by a CDBG-DR applicant or recipient, the following public hearing provisions shall be observed:

- 1) Citizens shall be furnished with information including but not limited to:
 - (a) The amount of CDBG-DR funds available per application for the CDBG-DR monies;
 - (b) The range of activities that may be undertaken with the CDBG-DR funds;
 - (c) The estimated amount of the CDBG-DR funds proposed to be used for activities that will meet the national objective of benefit to low- and moderate-income persons; and
 - (d) The proposed CDBG-DR activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under 24 CFR 570.488.
- 2) Public notice of any hearing must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice will include the DATE, TIME, LOCATION, and TOPICS to be considered at the hearing. A published newspaper article may also be used to meet this requirement so long as it satisfies all content and timing requirements. Notices will also be prominently posted in public buildings and distributed to local public housing authorities and other interested community groups, where practicable.
- 3) Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings, and the City will make arrangements for individuals who require auxiliary aids or services **if contacted at least 2 days prior** to each hearing.

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- 4) When a considerable number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter will be present to accommodate the needs of the non-English speaking residents.

Applicants may conduct a public hearing via webinar if they adhere to the provisions of this section. If the webinar is used to conduct a public hearing, a physical location with associated reasonable accommodations must be made available, to ensure that those individuals without the necessary technology are able to participate.

Citizen Participation Once Awarded

The following citizen participation requirements will be met in the event that City receives funding from the CDBG-DR program:

- The City reserves the option to hold a public hearing any time a substantial change in use of CDBG-DR funds from one eligible activity to another is proposed. The City will consult GLO-CDR in determining when a change is substantial.
- Upon completion of the community development program activities, the City reserves the option to hold a public hearing and review its program performance, including the actual use of CDBG-DR funds.
- The City will retain documentation of the hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the actual use of funds. The City follows HUD regulations which generally require a community to retain all its grant-related documentation for 3 years from the date HUD closes its related disaster grant to the state of Texas. Such records will be made available to the public in accordance with Chapter 552, Government Code.

Equal Access for Limited English Proficiency Citizens

The City complies with Title VI of the Civil Rights Act of 1964 which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who are LEP can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

In the instance that 5% or more of the resident population is known to speak a common foreign language, the City will provide written translation of vital program documents that are critical for ensuring meaningful access to major activities and program benefits.

When providing assistance to LEP citizens, the City will identify the language and communication needs of persons with LEP as needed to ensure effective communication. If necessary, staff may use a language identification card (or "I speak" cards – which are available at www.lep.gov) or posters to determine the preferred language of the applicant and provide translation services as soon as possible, no more than three business days after a request.

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Citizen Complaint Procedures

Citizens with complaints concerning the program or suspected instances of discrimination are encouraged to inform the City of their complaint(s) directly in writing. City of Ranger takes all citizen complaints seriously and will respond to written citizen complaints within 15 working days of receiving the complaint.

Citizens may submit complaints in writing to:

ATTN: CDBG-DR Grant Program
City of Ranger
409 Main Street
Ranger, TX 78655

The City shall implement the following steps to receive and resolve all complaints:

- All complaints should include a description of the matter causing the grievance along with the submitting citizen's contact information including name, phone number and mailing address.
- The City will respond with a letter acknowledging receipt of the complaint to the person submitting it at the address provided and will include a timeline for the City's response.
- Upon receipt of a written complaint, the City will review the matter and bring it to the City Council for resolution as needed. The City will review the circumstances, conduct an investigation, and prepare a written report within fifteen (15) working days of receipt. The report shall include:
 - a. A summary of the issues/list of relevant facts
 - b. All documents provided by the aggrieved person
 - c. Any summary response from the program/project staff
 - d. Any documents available supporting relevant facts
 - e. All other pertinent file documents as required
- A determination, to include any findings and response, completed by the City will be rendered within thirty (30) working days of receipt of the complaint. A copy of the City's determination shall be provided to the citizen submitting the complaint at the address provided.
- If the citizen(s) filing the complaint are not satisfied with the determination, a written appeal may be filed within fifteen (15) days after the date of the mailing of the determination to aggrieved citizen(s).
- The written decision of the City will be made within thirty (30) days.
- Person(s) who believe they are victims of discrimination in housing or other services may also contact the U.S. Department of Housing and Urban Development (HUD) to file a complaint, without first filing a grievance under this procedure, by filing a form here online: <https://portalapps.hud.gov/FHEO903/Form903/Form903Start.action>.