



City of McKinney Citizen Participation Plan

Executive Summary

The Citizen Participation Plan covers the Community Development Block Grant (CDBG), whereby the City of McKinney receives a direct allocation from the U.S. Department of Housing and Urban Development (HUD), and includes the incorporation of requirements to Affirmatively Further Fair Housing (AFFH). The Consolidated Plan is a U.S. Department of Housing and Urban Development (HUD) requirement for a city to receive federal housing and community development funding, for use in the framework to impact local housing and community development needs, with input from the public. Each Consolidated Plan must contain a strategy for citizen participation in the Consolidated Plan, Annual Action Plan and Assessment of Fair Housing process. This document outlines the City of McKinney's revised plan for soliciting and receiving citizen input during preparation of the City's five-year Consolidated Plan (CP), individual Annual Action Plans (AAP), the Consolidated Annual Performance Evaluation Plan (CAPER) and the Assessment of Fair Housing (AFH) during applicable program years.

The Citizen Participation Plan (CPP) for the City of McKinney was drafted in accordance with Sections 91.100 and 91.105 of HUD's Consolidated Plan regulations. The U.S. Department of Housing and Urban Development (HUD) published a Final Rule at 24 CFR Part 5 regarding a grantee's obligation to Affirmatively Further Fair Housing. The new rule sets forth a meaningful and transparent process to identify and understand local and regional fair housing issues and to set goals for improving fair housing choice and access to opportunity. Under the new rule, the citizen participation plan requirements at 24 CFR 91.105 for local governments have been revised to accommodate the new AFH. The analysis undertaken pursuant to § 5.154 requires consultation and community participation in the analysis of fair housing data; an assessment of fair housing issues and contributing factors, and an identification of fair housing priorities and goals. Overall, the AFFH Rule has revised the citizen participation process at 24 CFR 91.105(a) (1) and (a)(2)(i) through (iii). Paragraph 91.105(a)(4) is added and paragraphs § 91.105(b), (c), (e)(I), (f) through U) and (1) are revised to reflect additional citizen participation plan requirements for local governments. The City of McKinney's Citizen Participation Plan is amended to incorporate said requirements.

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Stakeholder Involvement

The Consolidated Plan, Action Plan, and the Assessment of Fair Housing (AFH) processes will offer multiple opportunities for citizen participation. During the development of the Consolidated Plan and Action Plan, the city will consult with public and private agencies that provide housing, health, and social services in order to ensure the interests and needs of groups are being adequately addressed. Consultation will occur through citizen participation opportunities, not limited to community meetings and interviews conducted with organizations, including those that provide services to special needs populations, and the incorporation of data and reports produced by such organizations.

Under the consulting process per § 91.100(a)(1) (5), the City of McKinney shall consult with other public and private agencies that provide assisted housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. In addition to the public - including those often underrepresented in public processes - the City of McKinney will consult with community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing law; including fair housing enforcement agencies; fair housing assistance programs; nonprofit agencies that receive funding under Fair Housing Initiative programs; and other public and private fair housing agencies when preparing both the AFH and the Consolidated Plan. This may include but not limited to participants in fair housing organizations.

Public Housing Authorities

The intent of consultation will help provide a better basis for the certification by the authorized officials that the PHA Plan is consistent with the consolidated plan and the City's description of its strategy for affirmatively furthering fair housing. Under § 91.100(c)(l), the City of McKinney shall consult with public housing authorities (PHAs) operating in the jurisdiction. This consultation will continue to consider public housing needs, planned programs and activities under the consolidated plan. Participation with PHAs operating in

the jurisdiction on the AFH, will include consulting on strategies for affirmatively furthering fair housing, and on proposed actions to affirmatively further fair housing in the consolidated plan. The consultation process requires review in addressing the needs of public housing and, where necessary, the manner in which it will provide financial or other assistance to a troubled PHA, if applicable, to improve the jurisdiction's PHA operations and remove the designation of troubled status. The City of McKinney will continue to obtain PHA input on addressing fair housing issues in the public housing and Housing Choice Voucher programs.

Meetings and Public Hearings

Community meetings or public hearings will be held to gather public and stakeholder input about the housing and community development needs of citizens and their neighborhoods, contingent upon the document for review. Meetings will also provide opportunity for interested parties to receive information about the city's housing and community development programs, eligibility requirements and proposed activities. Under § 91.105(t) for local governments, the citizen participation plan will provide residents of the community with reasonable and timely access to local meetings, and consistent with accessibility and reasonable accommodation.

During the 30-day public comment periods for the Consolidated Plan, Action Plan, or the AFH, the city will hold - at minimum - one public hearing during the preparation process and one hearing at the final draft stage under the 30-day period to receive public comment. Requests for translation services and accommodations for persons with disabilities will be made at the hearings, with advance notice, per the City's ADA Transition Plan.

Public hearings will be held at accessible locations as specified in the notice. Accommodations for disabled individuals will be available upon request at least 48 hours prior to the meeting. Spanish-speaking or other language personnel are present at these meetings upon request from non-English speaking residents; efforts will be made to have personnel fluent in the respective language present at these meetings.

City staff will be available at the meetings to discuss the programs and seek input. Community residents will be informed of the meetings through varied mediums that may include but not limited to flyers, social media, and other marketing materials distributed by staff, and may include the following entities: neighborhood associations, City Council, city departments, social service agencies, affordable housing groups, religious organizations, small business groups, civic service clubs and other interested citizens.

All public hearing notices will have the following language: Accommodations and modifications for people with disabilities are available upon request. Requests should be made as far in advance as possible, but no less than 48 hours prior to the meeting. Call 972-547-2694 or email contact-adacompliance@mckinneytexas.org with questions or for accommodations.

Public Comments

Consolidated Plan, Annual Action Plan, Assessment of Fair Housing (AFH) Plan

Prior to the adoption of a draft Consolidated Plan, the Annual Action Plan and the AFH Plan, the city will make available to interested parties the Draft Consolidated Plan/Action Plan and Executive Summary for a comment period of no less than 30 days. The availability of the draft Consolidated Plan will be advertised on the city's website and in local newspapers, as applicable in the jurisdiction. The Consolidated Plan contains the city's funding priorities and goals during the five-year planning period. The Action Plan will contain the amount of assistance the city anticipates to receive from the U.S. Department of Housing and Community Development (HUD), and the activities and funding plan proposed for the program year. Plans will be available for review at the city's Housing & Community Development Department office during the full public comment period.

The AFH will occur every five years with the Consolidated Plan. The draft will be available on the city's website and at the city's Housing & Community Development Department office. The city will openly consider any comments of individuals or groups received orally or in writing during the AFH planning process or under substantial amendments of the Assessment of Fair Housing, or at public hearings.

Consolidated Annual Performance and Evaluation Report (CAPER)

The city submits the required year-end report known as the Consolidated Plan Annual Performance and Evaluation Report (CAPER) to HUD. This report details the city's progress and accomplishments of the Annual Action Plan and Consolidated Plan. Prior to submittal, the city will make available to interested parties the proposed CAPER for a comment period of no less than 15 days, as required by statutory law. Citizens will be notified of the CAPER's availability through a 15-day notification on the city's website and in local general newspapers, at minimum. The CAPER will be available for review at the city's Housing & Community Development Department during the full public comment period.

Under all plans, the city will openly consider any comments of individuals or groups received in writing during the Consolidated Planning process or at public hearings. A summary of the written and public hearing comments will be included with the plans, along with the city's response to the comments, if any. 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 plans or amendments. Documents including comments, if any will be submitted to the U.S. Department for Housing and Urban Development (HUD) for review and approval.

Concern and Complaint Process

Under § 91.1050) for local governments the citizen participation plan shall describe the City of McKinney's appropriate and practicable procedures to handle complaints from its residents related to the consolidated plan, consolidated plan amendments, the AFH, any revisions to the AFH, and the performance report. At a minimum, the citizen participation plan shall require that the grantee must provide a timely, substantive written response to every written resident complaint, within an established period of time (normally within 15 working days, where practicable).

The city will provide a substantive written response to all written citizen resident complaints related to the Consolidated Plan, the Annual Action Plan, substantial amendments to the Consolidated Plan or the Annual Action Plan, the AFH, substantial amendments to the AFH and the CAPER within 15 working days of receiving said complaint. Copies of the complaints, along

with the city's response will be sent to HUD if they occur outside of the Consolidated Planning process and, as such, do not appear in the Consolidated Plan. *Complaints should be submitted to:* The City of McKinney, Community Services Administrator, Housing & Community Development Department, P. O. Box 517, 222 North Tennessee Street, McKinney, TX 75070. If complaints are issued to other city departments, including City Hall directly and responses are forwarded, the written response process will still be enacted.

Substantial Amendments under the Consolidated Plan and AFH revisions

If public comments warrant an amendment to the Consolidated Plan, Action Plan, Assessment of Fair Housing (AFH) and/or Citizen Participation Plan (CPP), the criteria for whether to amend are referred to by HUD as "Substantial Amendment Criteria." The City of McKinney considers the following conditions Substantial Amendment Criteria. Any change in the described method of distributing program funds. Elements of a "method of distribution" would include:

- A change in the allocation priorities, or a change in the method of distribution of federal funds;
- The addition of an activity not previously described in the plan, using funds from any federal program covered in the plan;
- A material change in the purpose, scope, location, of an funded activity;
- A material change in Assessment of Fair Housing goals and activities, to the extent that the assessment the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances.
- An administrative decision to reallocate all the funds allocated to an activity in the Action Plan to other activities of equal or lesser priority need level, unless the decision is a result of: A federal government recession of appropriated funds, or appropriations are so much less than anticipated that the city makes an administrative decision not to fund one or more activities;
or
- The Mayor of McKinney declares a State of Emergency and reallocates federal funds to address the emergency.

When a Substantial Amendment is proposed, the amendment will be available for public comment of no less than 30 days, where the amendment will be made available to interested persons and a public hearing will be held toward the end of the comment period prior to submittal to HUD. A summary of all comments received in writing or orally during the comment period, will be included in the final Substantial Amendment. Also included in the amended Final Consolidated Plan or AFH will be a summary of all comments not accepted, if applicable, and reasons for dismissal, if applicable.

Citizens will be informed of the public hearing at minimum through newspaper notification prior to the hearing and the notice will appear in at least one newspaper. Availability of materials will include a manner accessible to persons with disabilities as required, or limited English proficiency upon request.

Changes in Funding Levels

Any changes in federal funding level after the Consolidated Plan's comment period has expired and the resulting effect on the distribution of funds will not be considered an amendment or a substantial amendment. Changes in federal funding levels will be reported to the public under the City's Annual Action Plan and within the year-end report of the CAPER.

Public Access to Records

The city will provide residents, public agencies and other interested parties with reasonable and timely access to information and records related to the Consolidated Plan, Assessment of Fair Housing, and the city's use of assistance under all programs covered under the Consolidated Plan during the five-year planning period for FY 2015-2019. Requests must be in writing. The public will be provided with reasonable access to record, through the city's public information request system, subject to city and local laws regarding privacy and obligations of confidentiality. If HUD requests access to documentation, a letter will be issued to the City Manager, detailing the information request, in preparation for monitoring of the program.

Anti-Displacement

The Anti-Displacement Policy is incorporated under the City Participation Plan: Under the approval of the Consolidated Plan and Action Plans, the City of McKinney will review projects and activities recommended for funding, to identify activities that may or will result in the displacement of residents. The City's goal is to minimize displacement of its residents. When displacement is unavoidable, before any formal action is taken by the City to displace an individual, the City will notify in writing, those residents who will be displaced and detail the types of services available through the City. The City will comply with all requirements of the Uniform Relocation Assistance Act, and will not displace any resident unless suitable, safe, decent and sanitary housing is available. All replacement units will be inspected to ensure suitability. Residents who must relocate will be provided with counseling assistance and referrals to

replacement housing. In the event a resident disagrees with the need for the displacement, he or she may make an appeal in writing to the City of McKinney's Housing and Community Development.

Technical Assistance

Under § 91.105(i), the City of McKinney will provide technical assistance to groups representative of persons of low-and-moderate income that request such assistance to comment on the AFH, or in developing proposals for funding assistance under any of the programs covered by the consolidated plan, with the level and type of assistance determined by the jurisdiction. This assistance does not include any provision of funds to said groups.