

**CITY OF MCKINNEY  
CITIZEN PARTICIPATION PLAN  
FOR HUD PROGRAMS UNDER  
THE HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT**

## **Introduction**

Participating Jurisdictions (PJs) that receive U.S. Department of Housing and Urban Development entitlement grant funds must develop a Citizen Participation Plan (CPP). The CPP describes efforts undertaken to encourage community members to participate in the development of the City's Consolidated Plan, Annual Action Plan, the Consolidated Annual Performance and Evaluation Plan Report (CAPER) and the Analysis of Impediments. As the city has met and continues to meet the same requirements as an entitlement of Community Development Block Grant (CDBG) funds, the current plan is being amended to meet and expand requirements under the HOME Investment Partnership Program.

The City of McKinney is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. The City of McKinney does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs and activities.

## **HUD Programs**

The City of McKinney receives entitlement grants from the U.S. Department of Housing and Urban Development (HUD), to support and address the city's housing and community development needs, principally to assist low-income and low-to-moderate income persons. The programs are as follows:

- 1) Community Development Block Grant (CDBG): Title 1 of the Housing and Community Development Act of 1974 (PL 93-383) created the CDBG program and reauthorized as a part of the Cranston-Gonzalez National Affordable Housing Act. The city develops locally defined programs and activities under the CDBG program, whereby activities must address one or more of the national objectives: (1) to benefit low- and moderate-income persons, (2) to aid in the prevention or elimination of slum and blight, or (3) to meet other urgent community development needs. The city's programs predominately give emphasis to directly benefiting low- and moderate-income persons.
- 2) HOME Investment Partnerships Program (HOME): HOME was introduced in the Cranston-Gonzalez National Affordable Housing Act of 1990 and provides funding for housing rehabilitation, new housing construction, acquisition of affordable

housing, or tenant-based rental assistance (TBRA). A portion of the funds (15 percent) must be set aside for community housing development organizations (CHDOs) certified by the City of McKinney.

## **Agency Led**

The Housing and Community Development Department (HCD) is the lead agency for the administration of the CDBG, HOME and other grant programs awarded to the city by HUD. The Department, through its Administrator, develops the Consolidated Plan, Annual Action Plans, and CAPER. Needs and priorities, and citizen involvement is coordinated with support from the Community Grants Advisory Commission, other boards or commissions, residents and other community organizations in the development of these documents.

## **PLANNING REQUIREMENTS SUBJECT TO THE CITIZEN PARTICIPATION PLAN**

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. 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 Analysis of Impediments during applicable program years, as it will now incorporate funding under the HOME and CDBG programs.

### **Consolidated Plan (CONPLAN)**

The document serves as the five-year plan to apply for funding under the CDBG and HOME programs. The overall goal of these programs is to develop viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities principally for low- and moderate-income persons.

The City of McKinney's Consolidated Plan is developed through a collaborative process to engage the community to help establish a vision for use of funds toward affordable housing, and community development initiatives. Participation includes but is not limited to consultations, focus groups, public hearings, community meetings, surveys and opportunities for written comment, are all a part of this strategy to gather public input. The city will make special emphasis to engage the views of the public who reside within census tracts 309, 308, and 306, in addition to citywide

efforts. Participation is encouraged to all residents, including persons with disabilities, persons of color/minorities, and non-English speaking populations. During the development of the Consolidated Plan, the city will consult with public and private agencies that provide housing, health, and social services 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.

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, public housing authorities, persons with disabilities, persons with HIV/AIDS and their families, and persons experiencing homelessness and hunger. In addition to the public - including those often underrepresented in public processes – the city 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 the Consolidated Plan. This may include but is not limited to participants in fair housing organizations. Development of the Consolidated plan, Annual Action Plan and Analysis of Impediments for Fair Housing will include coordination among the Community Grants Advisory Commission, public housing authorities, key stakeholders, other community and governmental agencies and the public.

The review will be for a minimum of 30 days, and the city will conduct at least one public hearing during the development process before the AP is published and at least one public hearing after the AP is published to obtain public input and respond to proposals and questions. The public hearings will be held in conjunction with the Community Grants Advisory Commission (CGAC) and City Council.) 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.

### **Substantial Amendments to Plans**

If public comments warrant a substantial amendment, 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. Amendments to the approved ConPlan, Action Plan, AI or CPP may be as follows:

*Elements of a “method of distribution” could include:*

- A change in the allocation priorities, or a change in the method of distribution of federal funds, a change in ConPlan goals and objectives;
- A change in the CPP;
- The addition of an activity not previously described in the plan, using funds from any federal program covered in the plan.
- Material changes in the purpose, scope, location, of a funded activity;
- To make a change in the AI goals and activities;
- 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 for review and final approval. 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 plans will be a summary of all comments not accepted, if applicable, and reasons for dismissal, if applicable.

**Annual Action Plan (AAP)**

This document serves as the application for funding to HUD under the CDBG and HOME Programs. The AAP 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.

The review will be for a minimum of 30 days, and the city will conduct at least one public hearing during the development process before the AP is published and at least one public hearing after the AP is published to obtain public input and respond to proposals and questions. The public hearings will be held in conjunction with the Community Grants Advisory Commission (CGAC) and City Council.) 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.

## **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.

## **Analysis of Impediments for Fair Housing Choice (AI)**

This document identifies impediments to fair housing choice in the City of McKinney and actions the city plans to take to eliminate identified impediments. Impediments are identified through an assessment of laws, regulations, practices, and conditions that affect the location, availability, and accessibility of housing and fair housing choice for protected classes. The AI is updated at least once every five years, in concert with the Consolidated Plan. The review will be for a minimum of 30 days, and the city will conduct at least one public hearing during the development process before the AP is published and at least one public hearing after the AP is published to obtain public input and respond to proposals and questions. The public hearings will be held in conjunction with the Community Grants Advisory Commission (CGAC) and City Council.) 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.

## **GENERAL REQUIREMENTS**

### **1. Public Hearings**

Public hearings before the McKinney City Council, Community Grants Advisory Commission, the McKinney Affordable Finance Corporation, or other appropriate

community organizations will be advertised in accordance with guidelines as required by the City of McKinney and HUD, with regard to HUD funded programs. The purpose of the hearings is to provide an opportunity for interested parties to receive information and provide input about the city's housing and community development programs, eligibility requirements and proposed activities. Residents of the community will be provided reasonable and timely access to local meetings, and consistent with accessibility and reasonable accommodation. 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 translation and translation for individuals with hearing impairments will be available upon request. 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.

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:

*In accordance with the Americans with Disabilities Act, it is the policy of the City of McKinney to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at least 48 hours in advance of the event. Email [contact-ada@compliance@mckinneytexas.org](mailto:contact-ada@compliance@mckinneytexas.org). Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. ADA grievances may also be directed to the ADA Coordinator or filed online at <http://www.mckinneytexas.org/ada>.*

## **2. Public Meetings**

The City shall provide the public with reasonable and timely access. All locations will be held to allow additional opportunities for engagement and participation. Locations will be

accessible to persons with disabilities. Spanish translation and translation for individuals with hearing impairments will be provided upon request. Related to federal documents, notice will be provided by utilizing City of McKinney publications and media (television, print or electronic) that will expand increase reach. Notifications will be published in English and Spanish.

### **3. Public Access to Documents and Records**

Copies of all planning documents, including the following federal reports are available to the public upon request: Annual Action Plan, Citizen Participation Plan, Consolidated Plan, the Consolidated Annual Performance and Evaluation Plan (CAPER) and Analysis of Impediments to Fair Housing. Community members will have the opportunity to review and comment on draft documents prior to submission to HUD for review and final approval. 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. Prior to the adoption of a draft or amended Consolidated Plan, the Annual Action Plan, or Fair Housing Plan, the city will make available to interested parties a copy of the drafts to provide public comment for a period of no less than 30 days.

The availability of the draft 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 receiving 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 city will openly consider any comments of individuals or groups received orally or in writing during the planning process or under substantial amendments, or at public hearings. The City will provide the public, public agencies and other interested parties reasonable access to information and records relating to the Citizen Participation Plan (CPP), Consolidated Plan, Annual Action Plan, CAPER and Fair Housing documents, and the City's use of funds under the entitlement programs, as stated in the Texas Public Information Act and the Freedom of Information Act.

### **4. Technical Assistance**

The City of McKinney will provide technical assistance upon request and to the extent resources are available to groups or individuals that need assistance in preparation of funding proposals, provided that the level of technical assistance does not constitute a violation of federal or local rules or regulations. Additionally,

the provision of technical assistance does not involve a re-assignment of City staff to the proposed project or group, the use of City equipment, nor does technical assistance guarantee an awarding of funds.

## **5. 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.

### **III. COMPLAINTS AND CONCERNS**

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 AI or any revisions 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 or concerns 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:*

City of McKinney  
Community Services Administrator  
Housing & Community Development Department  
P. O. Box 517, 222 North Tennessee Street  
McKinney, TX 75070  
[consolidatedgrants@mckinneytexas.org](mailto:consolidatedgrants@mckinneytexas.org)



#### **IV. RESIDENTIAL ANTI-DISPLACEMENT POLICY**

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 of McKinney does not anticipate any displacement to occur as a result of any HUD funded activities. All activities will be carried out to safeguard that no displacement occurs. If a project involving displacement is mandated in order to address a concern for the general public's health and welfare, the city will take the following steps:

- 1) When displacement is unavoidable, before any formal action is taken by the City of McKinney to displace an individual, the City will notify in writing those residents who will be displaced and detail the types of services available. A public hearing will be held to allow interested community members an opportunity to comment on the proposed project and state any concerns regarding potential relocation.
- 2) Notice of the public hearing/meeting will be made as required under the Citizen Participation Plan. The city will comply with all applicable requirements of the Uniform Relocation Assistance Act, and will not displace any resident unless suitable, safe, decent and sanitary housing is available. Relocation assistance will be provided in adherence with the Uniform Relocation Assistance and Real Property Acquisition Policies of 1970, as amended, and the City's Project Relocation Plan. 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.

-----As this is the revised draft of the City's citizen participation plan of the 2020-2024 Consolidated Plan, it is available online at [www.mckinneytexas.gov/planningandreports](http://www.mckinneytexas.gov/planningandreports) or at the City of McKinney, 406 North Tennessee Street, McKinney, TX 75070. This document is available for public input and comment through August 14, 2024.