

CITY OF KYLE CITIZEN PARTICIPATION PLAN

The City of Kyle is identified as an Entitlement City by the U.S. Department of Housing and Urban Development, and consequently, receives funding annually through the Community Development Block Grant (CDBG), and the HOME Investment Partnership Program. The amount of each CDBG, and HOME entitlement is determined by statutory formula. Within the statutory constraints of each of the HUD programs, the City of Kyle is able to develop its own programs and funding priorities.

In application for funding through these programs, the City of Kyle is required to develop and submit to the U.S. Department of Housing and Urban Development, a Consolidated Plan which identifies the housing and non-housing funding priorities of the community and the specific activities to be carried out with CDBG, and HOME funds. In developing the Consolidated Plan, the City is charged with the responsibility of consulting with local citizens, community service organizations, and others as applicable in assessing needs and determining the best use of program funds.

The City of Kyle has developed this Citizen Participation Plan (CPP) to adhere to 24 CFR Part 91, pertaining to the Consolidated Submission for Community Planning and Development Programs and 91.105 Citizen Participation Plan; local governments. Also, in accordance with 24 CFR Part 91.105(a)(3), the City will provide this CPP in a format that is accessible to persons with disabilities, upon request. The City's policies and procedures to encourage and allow for citizen participation in the development and submission of a Consolidated Plan, as well as any substantial amendments to the Plan, and reports of performance are outlined below.

I. ENCOURAGEMENT OF CITIZEN PARTICIPATION

- A. The City of Kyle shall take appropriate action to encourage the participation of all its citizens in the development of the consolidated plan, any substantial amendments to the consolidated plan, and on the Consolidated Annual Performance and Evaluation Report (CAPER).
- B. Particular emphasis will be placed on encouraging the participation by low-and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and by residents of predominantly low- and moderate-income neighborhoods, as defined by the City. The City of Kyle will take whatever action is appropriate in the encouragement of the participation of all its citizens, including minorities and non-English speaking persons as well as persons with disabilities.
- C. The City shall encourage, in conjunction with consultation with the Kyle Housing Authority, the participation of residents of public and assisted housing developments, in the process of developing and implementing the consolidated plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The City shall make an effort to provide information to the housing

agency about consolidated plan activities related to its developments and surrounding communities so that the housing agency can make this information available during at least one of the two public hearings per year on the Consolidated Plan.

- D. The City shall provide citizens with a reasonable opportunity to comment on the citizen participation plan, and on substantial amendments to the citizen participation plan, and must make the citizen participation plan public. The citizen participation plan shall be in a format accessible to persons with disabilities, upon request.

II. DEVELOPMENT OF THE CONSOLIDATED PLAN

- A. Before adopting the Consolidated Plan, the City will make available to citizens, public agencies, and other interested parties information that includes the amount of assistance the City is expected to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low-and moderate income.
- B. City staff charged with the responsibility of preparing the Consolidated Plan will meet and request input from local citizens, service organizations, the Public Housing Authority, and other interested parties through:
 - 1. The City will develop a portion of their website to be dedicated to the Consolidated Plan to foster and encourage citizen participation throughout the plan's development.
 - 2. The City will use an on-line Consolidated Plan Survey to provide citizens and stakeholders the opportunity to share input and/or ask questions during the 30-day period prior to a Needs Assessment Community Workshop. The Consolidated Plan Survey will be posted on the City's website and will also be available in hard copy at a designated City office location. Citizens and stakeholders will be made aware of the Consolidated Plan Survey through the City's website, interviews, media releases, email blasts, flyers at libraries, and social media outlets. The designated webpage for the plan can then be updated as needed with draft documents and notices of coming workshops.
 - 3. A Needs Assessment Community Workshop will be scheduled in a timely fashion to allow for sufficient time for preparation of the plan.
 - 4. A notice including the date, time, and location of the Needs Assessment Community Workshop will be posted to the City website, Facebook and the local newspaper at least 72-hours prior to the workshop. Input and comments collected during the 30-day comment period and workshop will be attached to the Draft Consolidated Plan.
 - 5. A Strategic Plan Community Workshop will be scheduled in a timely fashion to allow for sufficient time for preparation of the plan.

6. A notice including the date, time, and location of the Strategic Plan Community Workshop will be posted to the City website, Facebook and the local newspaper at least 72-hours prior to the workshop. Input and comments collected during the 30-day comment period and workshop will be attached to the Draft Consolidated Plan.
 7. At least one Community Workshop will be held at a location easily accessible to all, prior to the development of the plan in order to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs.
 8. Scheduled consultation meetings with service organizations, the Public Housing Authority, and others as necessary.
- C. At the time the proposed plan is made available for public comment, a summary of the proposed Consolidated Plan will be published in the Hays Free Press or other local newspaper which maintains the greatest circulation.
 - D. Paper copies of the proposed Consolidated Plan will be made available at City Offices and local libraries, for public review for a 30-day period. Notice will be given through the Hays Free Press or other newspaper of greatest circulation; the City website, Public Access Channel, Radio and TV regarding the comment period.
 - E. A reasonable number of copies of the proposed Consolidated Plan will be made available free of charge to citizens and groups who request it.
 - F. A copy of the completed Consolidated Plan will be made available, in hard copy and electronically, for public comment for 30 days before a request is made for City Council authorization to approve the plan and submit it to HUD.
 - G. Paper copies of the completed Consolidated Plan will be made available at City Offices and local libraries, for public review for a 30 day period. Notice will be given through the Hays Free Press or other newspaper of greatest circulation; the City website, Public Access Channel, Radio and TV regarding the comment period.
 - H. A presentation on the completed Consolidated Plan to the Mayor and City Council, noting the proposed activities to be carried out with CDBG, and HOME funds will be held, and the public will have the chance to comment, before the formal request is made for City Council authorization to approve the Consolidated Plan and submit it to HUD.
 - I. In preparing the final Consolidated Plan, City staff will consider any comments or views of citizens received in writing during public comment period(s) or orally at the presentation to the Mayor and City Council. A summary of these comments or views, and a summary of any comments or views and the reasons therefore, shall be

made part of the Final Consolidated Plan.

III. DISPLACEMENT OF PERSONS

The City of Kyle does not anticipate any displacement to occur as a result of any HUD funded activities. All programs will be carried out in such a manner as to safeguard that no displacement occurs. However, in the event that 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:

- A. A public hearing will be held to allow interested citizens an opportunity to comment on the proposed project and voice any concerns regarding possible relocation. Notice of the public hearing/meeting will be made as per the procedure noted in a separate section of the Citizen Participation Plan.
- B. In the event that a project involving displacement is pursued, the Community Development or other City staff will contact each person/household/business in the project area and/or hold block meetings, depending on the project size; inform persons of the project and their rights under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and respond to any questions or concerns.
- C. Relocation assistance will be provided in adherence with the City's Project Relocation Plan and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

IV. SUBSTANTIAL AMENDMENTS

- A. Changes to the Consolidated Plan that constitute a Substantial Amendment include:
 1. A change in the use of CDBG, and/or HOME funds providing for the addition/deletion of a project including the purpose, scope, location or beneficiary of an activity.
 2. An increase in the funding of a previously disclosed CDBG or HOME activity, if the additional allocation equals or exceeds \$500,000.
 4. A change in allocation priorities or a change in the method of distribution of funds.
- B. City staff will insure that citizens and interested groups have an opportunity to comment on any substantial amendments to the Consolidated Plan.
 1. Notice of the proposed substantial amendment and request for comment will be made through the Hays Free Press or other newspaper of greatest circulation.
 2. Citizens will be provided a 30-day comment period to express views regarding the

substantial amendment before the amendment is implemented. Copies of the substantial amendment will be made available at the Dept. of Planning, the Office of the City Secretary, and at the Kyle public library.

3. In preparing the substantial amendment, City staff will consider any comments or views of citizens received in writing or orally. Comments can be addressed to :

Director:
Department of Planning
100 W. Center St
Kyle, TX 78640

Or be e-mailed to:
CDBG@cityofkyle.com
use "Consolidated Plan Substantial Amendment [year]" in the subject line

4. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be made part of the substantial amendment to the consolidated plan.

V. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

- A. Notice of each annual performance report and request for comment shall be made through the Hays Free Press or other newspaper of greatest circulation.
- B. Citizens will be provided a 15-day comment period to express views regarding the performance report before the report is submitted to the U.S. Department of Housing and Urban Development. Copies of the CAPER will be made available at the Department of Planning, at the Office of the City Secretary, and at the Kyle public library.
- C. In preparing the performance report, City staff shall consider any comments or views of citizens received in writing or orally. Comments can be addressed to:

Director
Department of Planning
100 W. Center St
Kyle, TX 78640

Or be e-mailed to:
CDBG@cityofkyle.com
use “CAPER [year]” in the subject line

VI. PUBLIC HEARINGS/MEETINGS

Citizens are required to be provided with reasonable and timely access to local meetings, information, and records relating to the Consolidated Plan and the City’s proposed and actual use of Community Development Block Grant, and the HOME Investment Partnerships Program through the following actions:

A. Schedule of Public Hearings/Meetings

1. The City will hold at least 2 public hearings each fiscal year to obtain citizens’ views and to respond to proposals and questions to be conducted at a minimum of two different stages of the program year. The hearings shall address:
 - a. Housing and community development needs. In order for the City to obtain views of citizens on housing and community development needs, including priority non-housing community development needs, the at least one of these hearings must be held before the proposed consolidated plan is published for comment.
 - b. Development of proposed activities, proposed strategies, and actions for affirmatively furthering fair housing.
 - c. Review of program performance.
2. Citizens will be given 15 days prior notice of each hearing with sufficient information published about the subject of the hearing to permit informed comment.
3. If a hearing is scheduled as part of a City Council meeting, a notice of the public hearing will also be included in the City Council agenda which will be posted by the City Secretary 72 hours prior to the meeting date.
4. Public hearings will be held at times and location convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities.
 - a. The City will insure that meeting locations are centrally located, accessible by both private and public transportation, and present no barriers to persons with disabilities.
 - b. Upon timely notice (at least 72 hours), City staff will make special arrangements for persons who are hearing impaired or have a special need.
 - c. The City shall ensure that non-English speaking residents be presented with an opportunity to participate and comment in public hearings by conducting,

upon request, the hearing in Spanish.

5. Additional public hearings can and will be held upon the request of City Council and/or concerned citizen requests to City Council.
 6. The City shall ensure that public meetings be held in neighborhoods that are in CDBG target areas in order to obtain citizen's views and to respond to proposals and questions.
 7. Advertisement of public meetings shall be made both in English and Spanish in order to afford non-English speakers an opportunity to be aware of public meetings. Advertisements will be in the local newspaper of greatest circulation at least 2 weeks prior to the date of the meeting in order to provide timely notice to neighborhood residents.
 8. As appropriate, press releases will be issued through TV, to announce special scheduled meetings.
 9. As appropriate, flyers noting a neighborhood meeting's purpose and scheduled time shall be distributed at locations frequented by affected residents (i.e. neighborhood schools, recreation centers, housing authority, etc.)
 10. The Public Access Channel shall be utilized to broadcast information about Consolidated Plan meetings, etc., in both English and Spanish.
- B. The intended use of the Community Development Block Grant Program, the HOME Investment Partnership Program, and other applicable HUD program funds will be publicized by and through:
1. **Public Comment Period and Presentation.** Prior to the request by staff that City Council approve the proposed Consolidated Plan, there will be a 30-day comment period and a presentation to the Mayor and City Council, where the public will have the chance to comment, on the specific projects proposed to be carried out will be identified.
 2. **Neighborhood meetings.** Citizens will be encouraged to attend and learn of the proposed and ongoing activities of the City, including the projects/programs funded and proposed to be funded through CDBG, and HOME, at neighborhood meetings held prior to the start of the fiscal year.
 3. **City Council Budget Hearings.** Proposed CDBG, and HOME budgets are discussed at City Council Budget Hearings, which are held approximately 60 days prior to the start of the new fiscal year. They are open to the public.

VIII. AVAILIBILITY TO THE PUBLIC

- A. City Council meetings will be aired through the Public Access Channel for the purpose of allowing all residents of the community to be informed of City Council Action.
 - 1. The Consolidated Plan, as adopted, substantial amendments, and the annual performance report, shall be available to the public, including the availability of materials in a form accessible to persons with disabilities, upon request, at the offices of Depthe Department of Planning.
 - 2. It is the City's policy that all information required to be made public by the Texas Open Records Act, be made available for public review in accordance with Chapter 552 of the Texas Government Code. The City of Kyle will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City's Consolidated Plan, and the City's use of assistance under the programs covered by 24 CFR 91 during the preceding 5 years.

IX. TECHNICAL ASSISTANCE

Technical Assistance shall be provided to groups representing persons of low and moderate income that request assistance in developing proposals, be it for CDBG, HOME or other projects covered under the Consolidated Plan.

- A. City staff shall meet with group representatives informally as well as formally, to discuss program needs and provide guidance as applicable.
- B. City staff shall coordinate with other City Departments to ascertain information needed and/or requested by group representatives.

X. COMPLAINTS

- A. The City of Kyle maintains an Open Door Policy and encourages citizens to express their needs and issues of concern. All grievances shall be addressed in a courteous and timely manner.
- B. Oral complaints will be addressed by the staff person receiving the complaint. If the complaint is not addressed to the satisfaction of the complainant, then the concern will be referred to the staff person's supervisor. If the complainant is still not satisfied, then the concern will be addressed by the Department of Planning. The nature of the complaint will be documented for further reference in the city's Customer Service system or other complaint documentation system, as appropriate.
- C. Written complaints will be addressed through a formal written response. Staff will respond to such complaints in writing within 15 working days after having received the complaint.

XI. NEEDS OF NON-ENGLISH SPEAKING RESIDENTS

City staff will accommodate the needs of non-English speaking residents to insure their participation.

- A. Newspaper and website notices regarding all HUD funded activities administered by the City, substantial amendments, and performance reports will be published both in English and in Spanish.
- B. Depending on the needs of the residents in attendance, staff will insure that public hearings are conducted in English and/or Spanish, as appropriate.
- C. Public comments will be received both in English and in Spanish during City Council meetings where the Consolidated Plan, substantial amendments, and the performance report are discussed.

XI. OTHER

- A. The 30-day public comment period for the initial version of this plan was from 06/14/23 to 07/14/23 as stated in the notice published in the Hays Free Press on 06/14/23.
- B. The City of Kyle reserves the right to amend its Citizen Participation Plan as it relates to the Community Development Block Grant Program, as necessary, in order to meet the needs of citizens of the community and changes in program requirements.
- C. Following City Council's approval of the amended Citizen Participation Plan, the City of Kyle is responsible for adhering to the citizen participation policies and procedures, as noted, in regard to the development and submission of the Consolidated Plan, Substantial Amendments, and the CAPER.
- D. The Citizen Participation Plan, as amended, does not restrict the responsibility or authority of the jurisdiction for the development and execution of the Consolidated Plan.