



**CITIZEN PARTICIPATION PLAN  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CITY OF VICTORIA, TEXAS**

A Citizen Participation Plan is a required part of the consolidated planning process. (24 CFR 91.105) Although the regulations do not require a formal structure for citizen participation, they do state that citizens shall be involved in the prioritizing and planning of Community Development Block Grant (CDBG) activities.

In an effort to permit public examination and to enhance public accountability, the City of Victoria will make the following information available to citizens, public agencies and other interested parties upon request: (1) the amount of funds expected to be available for proposed Community Development activities, (2) the range of eligible activities that may be undertaken with such funds, including the estimated amount that will benefit persons of low and moderate income, and (3) the geographic areas which meet Community Development eligibility criteria.

The City of Victoria will conduct all of its Community Development activities to minimize the displacement of persons. In the unlikely event that any person is displaced by Community Development activities, the City of Victoria will provide reasonable relocation assistance as allowed by law.

To encourage ample citizen participation in the CDBG program:

1. The City Council will hold at least one public hearing during the development of the consolidated plan and for any substantial amendments to the plan to obtain citizen views.
2. Advance notice for all public hearings will be published two weeks in advance of the hearing. Hearings will be held at times and locations convenient to potential and actual beneficiaries and with accommodations for persons with disabilities. In the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, materials to be handed out will be translated into Spanish, citizen comments written in Spanish will be translated, and, where possible, Spanish translators will be present.
3. The proposed consolidated plan and any substantial amendments to the plan will be published in summary form in the Victoria Advocate, a local newspaper of general

- circulation. The summary will describe the contents and purpose of the consolidated plan or substantial amendments, and will include a list of the locations where copies of the entire proposed plan or amendments may be examined. Copies will be available at the Victoria Public Library, government offices and other public places as well as on the city's web site. Copies will be made in accessible format upon request. In addition, the City will provide a reasonable number of free copies to citizens and groups that request it.
4. A citizens' comment period will last for at least 30 days after the publication of the consolidated plan or substantial amendments to the plan.
  5. Comments and views expressed by citizens on the proposed plan or substantial amendments will be considered by the City and enclosed in summary form to the plan. Any comments or views not followed will be accompanied by the reasons why they were not accepted.
  6. The City will provide a timely, substantive written response to every written citizen complaint, within an established period of time (within 15 working days, where practicable).
  7. While the citizens of the City of Victoria will provide input and direction for the development of the CDBG program, City Council will have the ultimate responsibility to determine how and where the Community Development funds will be spent.

## AMENDMENT PROCESS

The amendment process shall follow the above stated citizen participation plan and shall only be for those amendments that are considered to be "substantial". A substantial amendment shall include:

1. any change in the use of CDBG funds over the amount of \$100,000 from one eligible activity to another; and
2. any change in the priorities of the 5-Yr. Consolidated Plan.

## ANNUAL PERFORMANCE REPORT

Public notice shall be published in the Victoria Advocate and will describe the contents and purpose of the performance report, and include a list of the locations where copies of the entire report may be examined. A citizen's comment period will last for at least 15 days after publication of the public notice. Comments and views expressed by citizens will be attached to the performance report.

A public hearing must be held once a year to review program performance and to obtain citizen comments and input for the direction of the CDBG program.