

**Community Development Block Grant - Hurricane Harvey Mitigation Competition  
Citizen Participation Plan**

*for the*

**Lower Colorado River and San Bernard River Flood Warning System Project**

prepared by

**Houston-Galveston Area Council**

***A. Introduction***

The purpose of the Citizen Participation Plan for Community Development Block Grant – Mitigation (CDBG-MIT) funding for Hurricane Harvey is to establish means by which residents within the eight counties in the proposed project area, public agencies, and other interested parties can actively participate in the development of and substantial changes to the Houston-Galveston Area Council's (H-GAC) funded programs.

H-GAC has developed this Citizen Participation Plan to meet the federal and state requirements.

***B. Outreach Efforts***

H-GAC will use the following outreach methods to provide residents the opportunity to share public input on the grant application process.

- Establish a webpage on the H-GAC website dedicated to posting project-specific information, including the project scope of work, the budget and funding sources, the beneficiaries, and displacement.
- Establish a webpage on the H-GAC website dedicated to receiving public comments online.
- Establish an email address dedicated to the project to receive public comments through email.
- Provide a toll-free phone number to allow residents to leave public comments on a voicemail line.
- Provide a post office box mailing address to receive public comments through the mail.
- Promote a 14-day public comment period by posting the notice on the H-GAC website calendar notifications.
- Promote a 14-day public comment period on H-GAC's social media platforms.
- Promote a 14-day public comment period by posting a news release on H-GAC's website and submit to area publication(s).
- Promote a 14-day public comment period through electronic mail.
- Develop a flyer about the public comment period to post on H-GAC's website and to share with elected officials and community partners.

- Promote a 14-day public comment period through electronic mail to stakeholders.
- Promote a 14-day public comment period through electronic mail to the United Ways within the project area.

**C. Access to Records**

H-GAC is committed to providing access to information about the Hurricane Harvey Mitigation Program. During the term of the grant, H-GAC will provide the public with reasonable and timely access to information and records related to MIT Program and the use of H-GAC's CDBG-MIT funds.

**D. Technical Assistance**

When requested, H-GAC shall provide technical assistance to groups representative of low- and moderate-income persons in developing proposals for the use of CDBG-MIT funds, as applicable. The level and type of assistance shall be determined based upon the specific needs of the community's residents.

**E. Citizen Complaints**

Complaints and grievances from the public related to this project will be answered in writing, within fifteen (15) business days of the receipt of the complaint, according to the Hurricane Harvey Mitigation Program citizen complaint procedures.

Owing to the ongoing COVID-19 pandemic, complaints will not be accepted in-person. Citizens may file a complaint in writing and submit them to:

Houston-Galveston Area Council  
C/O Kathy Janhsen  
P.O. Box 22777  
Houston, TX 77227  
Email: [CDBGcomments@h-gac.com](mailto:CDBGcomments@h-gac.com)  
Business Hours: Monday through Friday from 8 a.m. to 5 p.m.

Complaints will be researched and investigated by H-GAC staff and responded to accordingly.

Complaints regarding fraud, waste, or abuse of government funds will be forwarded to the HUD OIG Fraud Hotline (phone: 800-347-3735 or email: [hotline@hudoig.gov](mailto:hotline@hudoig.gov)).

Documentation for complaints will be maintained digitally. Each file will include contact information for the complainant, the initial complaint, the property address, any communications to and from the complainant, results of the investigation, together with any notes, letters or other investigative documentation, the date of the complaint or appeal was closed, and any other actions taken.

#### ***F. Post-Funding Citizen Participation***

In the event that this project receives funding from the CDBG-MIT program, the following citizen participation requirements will be met.

- H-GAC will hold a public hearing any time a substantial change in use of CDBG-MIT funds from one eligible activity to another is proposed. \*
- H-GAC will hold a public hearing and review its program performance, including the actual use of CDBG-MIT funds. \*
- H-GAC will retain documentation of all hearing notice(s), attendance lists, minutes of the hearing(s), and any other records concerning the actual use of funds. H-GAC's Record Retention Policy will comply with this statement:

“HUD regulations generally require your community to retain all its grant-related documentation for 3 years from the date HUD closes its related grant to the state of Texas. As the state grant remains open, the GLO will notify your office once it has closed.”

*\* In light of the ongoing COVID-19 pandemic, H-GAC may elect to provide for alternative methods of receiving public comment in keeping with city, state, and federal recommendations for public health and safety.*