



CITY OF HOUSTON | HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

CITIZEN PARTICIPATION PLAN
FOR DISASTER RECOVERY

2021 WINTER STORM

Citizen Participation Plan for Houston's CDBG-DR21

Summary of Changes – 6/10/2026

- Added definition (footnote) to define activity and project
- Updated address and locations of the DR21 action plans and amendments
- Updated the minor amendment section to non-substantial amendment
- Updated the definition of non-substantial amendment
- Added a transparency notice section
- Added a table to explain the difference between a substantial amendment, non-substantial amendment, and transparency notice

Introduction

The purpose of the Citizen Participation Plan for Houston's Community Development Block Grant Disaster Recovery for the 2021 Winter Storm (CPP-DR21) is to establish a means by which residents of the City of Houston (City), public agencies, and other interested parties can actively participate in the implementation and assessment of documents related to CDBG-DR21 activities. The City of Houston Housing and Community Development Department (HCD) developed the CPP-DR21 to meet the requirements and reflect the alternative requirements as specified by 87 FR 31636 and 88 FR 3198.

The CPP-DR21 is a separate, distinct, and tailored plan based upon and consistent with the City's Citizen Participation Plan, which describes public participation related to the consolidated planning process and entitlement grants. The City encourages citizen participation that emphasizes the involvement of low- and moderate-income residents, minority populations, persons with limited English proficiency, and persons with disabilities.

Availability and Accessibility of Documents

During the term of the CDBG-DR21 grant, the City will provide citizens and other interested parties with reasonable and timely access to information and records relating to the Action Plan and the grantee's use of grant funds. This Action Plan and associated amendments and performance reports will be made available on HCD's website, and upon request, from HCD. In addition, these documents are available in a form accessible to persons with disabilities and those with limited English proficiency, upon request.

Public Website

The City of Houston will maintain a public website that provides information accounting for how all grant funds are used, managed, and administered, including links to all disaster recovery action plans, action plan amendments, program policies and procedures, performance reports, citizen participation requirements, and activity and program information described in this plan, and details of all contracts and ongoing procurement processes.

These items are made available through <https://www.houstontx.gov/hcdrecovery/dr21/index.html>. Specifically, the City of Houston *will make the following items available*:

- the action plan created using DRGR (including all amendments)
- each QPR (as created using the DRGR system)
- citizen participation plan; procurement policies and procedures
- all executed contracts that will be paid with CDBG-DR funds as defined in 2 CFR 200.22 (including subrecipients' contracts)
- a summary including the description and status of services or goods currently being procured by the grantee or the subrecipient (e.g., phase of the procurement, requirements for proposals, etc.)

Contracts and procurement actions that do not exceed the micro-purchase threshold, as defined in 2 CFR

200.67, are not required to be posted to a grantee's website.

In addition, the City of Houston will maintain a comprehensive website regarding all disaster recovery activities assisted with these funds. The website will be updated on time to reflect the most up-to-date information about the use of funds and any changes in policies and procedures, as necessary. At a minimum, updates will be made monthly.

Amendments

Over time, recovery needs will change. Thus, *the City of Houston* will amend the disaster recovery action plan as often as necessary to best address our long-term recovery needs and goals. This plan describes proposed programs and activities. As programs and activities develop over time, an amendment may not be triggered if the program or activity is consistent with the descriptions provided in this plan.

Amendments to this Action Plan are divided into two categories: substantial amendments and non-substantial Amendments. As amendments occur, both types are numbered sequentially and posted on HCD's Disaster Recovery webpage at <https://houstontx.gov/hcdrecovery/>. Copies of amendments are available upon request to: hcd@houstontx.gov or 832.394.6200. Changes in amendments will be identified at the beginning of each amendment.

The most current version of the entire Action Plan will be accessible for viewing as a single document. Each amendment will have highlighted changes, and the beginning of amendments will include:

- Section identifying exactly what content is added, deleted, or changed
- Revised budget allocation table that reflects all funds and illustrates where funds are coming from and moving to, as amended and applicable
- Description of how the amendment is consistent with the mitigation needs assessment

Substantial Amendment

A change to this action plan is considered to be a substantial amendment if it meets the following criteria:

- A change in program benefit or eligibility criteria,
- The addition or deletion of an activity¹, or
- The allocation or reallocation of *more than 25 percent of an activity in the program budget*.

When the City of Houston pursues the substantial amendment process, the amendment will be posted here at <https://houstontx.gov/hcdrecovery/dr21/> for a 30-day public comment period. The amendment will be posted in adherence with ADA and LEP requirements. *The City of Houston* will review and respond to all public comments received and submit them to HUD for approval.

Substantial amendments are subject to a citizen participation process and require formal action by the City Council and submission to HUD. The City announces substantial amendments to the public through a public notice published on our website, and the City may utilize additional methods for general circulation, for 30 days, to provide an opportunity for public review and comment regarding proposed substantial amendments. Notices will be available in English and may also be available in Spanish and other languages, as feasible. The City will consider all written and/or oral comments or views concerning proposed substantial amendments that are received during the comment period. A summary of these comments and views, including comments or views not accepted, and the reason why, along with HCD's response to each, shall be submitted with each Substantial Amendment.

¹ Activity: The first level of HUD categories of activities at 24 CFR 570.201-206 and listed on the Action Plan for Disaster Recovery 2021 Budget page that accompanies the SF-424 Form, i.e. public services, public facilities and improvements, etc.

Non-Substantial Amendment

The City classifies any change to the Action Plan that does not meet the criteria for a "substantial amendment" as a non-substantial amendment. Because the public is already informed of new project activities through separate public notices, adding a project² to an activity does not necessitate an amendment to the Action Plan. The City does not require a public comment period for these non-substantial changes. *City of Houston* will notify HUD five (5) business days before the change is effective. All amendments will be numbered sequentially and posted to the website into one final, consolidated plan.

Transparency Notice

The City classifies any allocation of funding to a project (a subrecipient, developer, institutions, businesses, other city departments, and/or infrastructure sites) before council approval as requiring a "transparency notice". As the City identifies projects under this grant, it will post this notice on our website for seven (7) days to provide an opportunity for public review and comment.

Substantial Amendment, Non-substantial Amendment, vs. Transparency Notice Chart

To make it easier to determine the difference between a substantial amendment, non-substantial amendment, or transparency notice, the City has created the chart below:

Substantial Amendment	Non-substantial Amendment	Transparency Notice
• A change in program benefit or eligibility criteria • The addition or deletion of an activity • A new allocation or reallocation of more than or equal to 25% of an activity on the budget page	• Any change to an approved action plan or amendment • A new allocation or reallocation of less than 25% of an activity on the budget page • Edits or formatting changes to an approved action plan or amendment	• Any allocation of funding to a project (a subrecipient, developer, institutions, businesses, other city departments, and/or infrastructure sites) before Council approval

Public hearings

Public hearings will be held at times and locations convenient to potential and actual beneficiaries, with accommodation for persons with disabilities and appropriate auxiliary aids and services to ensure effective communication, by providing CART services and advertising accommodations are available upon request. If a significant amount of non-English speaking residents are expected at a public hearing or an interpreter is requested within a reasonable time, HCD will make interpretation services available.

Application Status and Transparency

As applicable, the City of Houston will provide multiple methods of communication to provide applicants with timely information to determine the status of their application for assistance, including by phone, by mail, and in person.

Application Status and Transparency

Written complaints from the public related to this Action Plan (or its amendments), QPRs, or the City's activities or programs funded with CDBG-DR21 will receive careful consideration and will be answered in writing, or other effective methods of communication, within 15 business days, where practicable.

² Project: Allocation of funds under an activity to a subrecipient, developer, institutions, businesses, other city departments, and/or infrastructure sites.

Written complaints should be sent to:
Attn: Compliance and Grant Administration
City of Houston
Housing and Community Development Department
2100 Travis Street, 9th Floor
Houston, TX 77002

Email: HCDDComplaintsAppeals@houstontx.gov
Phone: 832.394.6200

Complaints regarding fraud, waste, or abuse of government funds will be forwarded to the City of Houston Office of Inspector General or the Department of Housing and Urban Development Office of Inspector General (Phone: 1-800-347-3735 or Email: hotline@hudoig.gov).