



**CITY OF REDWATER, TEXAS  
CITIZEN PARTICIPATION PLAN**

TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
AND OTHER STATE AND FEDERAL PROGRAMS

Adopted by Resolution No. R-26-03-23 on October 15, 2026

## **CITIZEN PARTICIPATION PLAN**

### **SECTION 1. PURPOSE AND AUTHORITY**

1.1 Purpose. This Plan explains how the City of Redwater will give residents the opportunity to take part in planning, carrying out, and reviewing projects funded by the Texas Community Development Block Grant (TxCDBG) Program and by other state and federal programs.

1.2 Authority. This Plan complies with:

- Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5304(a)(3))
- The local government requirements of 24 CFR 570.486
- The requirements of the Texas Department of Agriculture (TDA) for the TxCDBG Program

1.3 Other programs. For projects funded by the Texas Water Development Board, USDA Rural Development, the U.S. Economic Development Administration, FEMA and the Texas Division of Emergency Management, TxDOT, or other agencies, the City will follow this Plan and any participation requirements specific to that program. Where a program's requirements are stricter, the stricter requirements apply.

1.4 Policy. The City encourages all residents to take part. It gives particular emphasis to:

- Persons of low and moderate income
- Residents of slum and blighted areas
- Residents of areas where funds are proposed to be used
- Minority residents
- Persons with disabilities
- Persons with limited English proficiency

1.5 Grant services. The City may use the Ark-Tex Council of Governments (ATCOG), under its Interlocal Agreement with the City, or a competitively procured grant administrator to help prepare notices, conduct hearings, and prepare TxCDBG documents under this Plan. The City remains responsible for carrying out this Plan, keeping its records, and answering complaints.

### **SECTION 2. LIMITED ENGLISH PROFICIENCY**

2.1 Federal law requires that when a significant number of the non-English-speaking residents affected by a TxCDBG project have limited English proficiency, they must have meaningful access to all aspects of the project.

2.2 The City will assess the language needs of residents using the analysis TDA requires. Where a significant number of non-English-speaking residents are affected, the City will:

- Provide an interpreter at public hearings

- Provide translated versions of vital documents, including hearing notices, complaint procedures, civil rights notices, and other published notices that allow eligible persons to take part in discussing proposed activities

### **SECTION 3. ACCESS TO INFORMATION AND RECORDS**

3.1 The City will give residents reasonable and timely access to local meetings, information, and records about its proposed and actual use of grant and loan funds.

3.2 Records will be available at City Hall, 120 Redwater Boulevard West, Redwater, Texas, during regular business hours (Monday through Thursday, 7:30 a.m. to 5:30 p.m.; Friday, 8:00 a.m. to 12:00 p.m.), and will be provided in accordance with Chapter 552 of the Texas Government Code (the Public Information Act). Where practical, key documents will also be posted at [redwatertexas.com](http://redwatertexas.com).

3.3 For each TxCDBG project, the City will keep the following for three (3) years from closeout of the grant or longer if the program requires:

- Hearing notices
- Lists of persons attending hearings
- Hearing minutes
- All other records about the proposed and actual use of funds

### **SECTION 4. COMPLAINT PROCEDURES**

4.1 These procedures comply with the requirements of TDA's TxCDBG Program and 24 CFR 570.486. Residents can get a copy at City Hall, 120 Redwater Boulevard West (P.O. Box 209), Redwater, Texas 75573, (903) 671-2775, during regular business hours.

4.2 Anyone with a complaint or grievance about any service or activity of a TxCDBG project, whether proposed, ongoing, or completed, may:

- During regular business hours, submit it in writing to the City Administrator at City Hall, 120 Redwater Boulevard West (P.O. Box 209), Redwater, Texas 75573, or by email to [lorenm@redwatertexas.com](mailto:lorenm@redwatertexas.com); or
- Call (903) 671-2775.

Complaints about the City's other grant and loan programs, including complaints about accessibility or discrimination, may be submitted the same way.

4.3 Within five (5) working days after receiving a complaint or grievance, the City Administrator will send a copy to the entity that is the subject of the complaint and to the City Attorney.

4.4 The City Administrator will investigate the complaint, if practicable, and send a written answer to the person who made it within ten (10) working days.

4.5 If the investigation cannot be completed within ten (10) working days, the City Administrator will notify the person in writing within fifteen (15) days of receiving the complaint, where practicable, and state when the investigation should be completed.

4.6 If necessary, the City will forward the grievance and a written copy of its investigation to the TxCDBG Program at TDA for further review and comment. A complainant who is not satisfied with the City's response may also contact TDA or the agency funding the project.

4.7 Where appropriate, the City will provide these procedures and its responses in English and Spanish or another appropriate language.

4.8 The City will keep a record of each complaint and its resolution with the program files.

## **SECTION 5. TECHNICAL ASSISTANCE**

5.1 When requested, the City will provide technical assistance to groups that represent persons of low and moderate income in developing proposals for the use of TxCDBG funds.

5.2 The City will decide the level and type of assistance based on the specific needs of the community's residents at the time of the request. The City may use services available to it through ATCOG or its grant administrator to provide this assistance.

5.3 Providing technical assistance does not commit the City to fund any proposal.

## **SECTION 6. PUBLIC HEARING PROVISIONS**

6.1 For each public hearing the City schedules and conducts under this Plan, the following provisions apply.

Notice:

- Public notice will be published in a local newspaper at least seventy-two (72) hours before the hearing. A published newspaper article may be used if it meets all content and timing requirements.
- The notice will include the date, time, location, and topics of the hearing.
- The notice will also be prominently posted at City Hall and other public buildings, posted on the City's website, and distributed to the Redwater Post Office and other interested community groups.
- Hearings held during a City Council meeting will also comply with the Texas Open Meetings Act.
- If a program requires a longer notice period, the City will follow that requirement.

Language: When a significant number of non-English-speaking residents are part of the potential service area of a TxCDBG project, notices will be published in the predominant language of those residents.

Time and place:

- Each hearing will be held at a time and location convenient to potential or actual beneficiaries.
- Hearings will be accessible to persons with disabilities.

Accommodations: The City will arrange auxiliary aids or services for persons with disabilities who ask at least two (2) business days before the hearing.

Interpreter: When a significant number of non-English-speaking residents can reasonably be expected to attend, an interpreter will be present.

## 6.2 Hearings before submitting a TxCDBG application.

(a) The City will hold at least one (1) public hearing before submitting a TxCDBG application to TDA, within any period TDA sets for that funding cycle.

(b) The hearing will be held after 5:00 p.m. on a weekday or at a convenient time on a Saturday or Sunday.

(c) The hearing will include a discussion with residents of the topics listed in the applicable TxCDBG application guide, including but not limited to:

- Housing and community development needs, including public infrastructure such as water, sewer, streets, and drainage
- The amount of funding available
- All eligible activities under the TxCDBG Program
- The national objectives of the program
- The use of past TxCDBG funds, if any
- The City's plans to minimize displacement of persons and to assist any persons displaced

(d) Residents, particularly persons of low and moderate income and residents of slum and blighted areas, will be encouraged to submit their views and proposals on community development and housing needs. Residents who cannot attend will be told where they may submit their views and proposals.

(e) Before the hearing, the City will notify in writing the local organizations that serve persons of low and moderate income, as TDA requires.

## 6.3 Hearings after receiving TxCDBG funds.

(a) Substantial changes. The City will hold a public hearing on any substantial change, as determined by TDA, proposed in the use of TxCDBG funds from one eligible activity to another. The notice requirements of Section 6.1 apply.

(b) Project completion. When the TxCDBG project is complete, the City will hold a public hearing to review its program performance, including the actual use of TxCDBG funds.

(c) Language. For these hearings, when a significant number of non-English-speaking residents can reasonably be expected to take part, the City will publish notice in English and Spanish, or another appropriate language, and provide an interpreter at the hearing.

6.4 Other hearings. The City will also hold public hearings when it adopts or significantly amends its Capital Improvement and Community Development Plan and as required for its Water Conservation Plan, Drought Contingency Plan, and any other plan requiring public comment.

6.5 Hearing records. For each hearing, the City will keep the notice and proof of publication, the sign-in sheet, the minutes, and any written comments received.

## **SECTION 7. DISPLACEMENT**

The City will plan projects to minimize displacement of persons and businesses. If displacement cannot be avoided, the City will provide relocation assistance as required by federal and state law and by its Residential Antidisplacement and Relocation Assistance Plan.

## **SECTION 8. ADOPTION, REVIEW, AND AMENDMENT**

8.1 This Plan takes effect when adopted by the City Council.

8.2 The City will review this Plan before each TxCDBG application and at least every five years and will amend it by resolution as program requirements change.

8.3 Copies of this Plan are available at City Hall and on the City's website.