

CITIZEN PARTICIPATION PLAN



**City of Anderson
Community Development Department**

Preface

In 1994, the U.S. Department of Housing and Urban Development, Office of Community Planning and Development, introduced a new consolidated process for four Community Planning and Development formula programs. Affected by this plan were the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) Programs. This process replaced all Community Planning and Development planning and application requirements with a single submission, and satisfies the minimum statutory requirements for the four CPD formula programs.

The primary objective of Title I of the Housing and Community Development Act of 1974 as amended, and of the Community Development Program of each grantee under the Title is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.

Concerning the programs that are included in the Consolidated Plan, several facets have been directly impacted, one of which involves the level of citizen participation. The major emphasis of this category is to provide a more effective citizen participation process. The Consolidated Plan address five (5) specific elements:

- 1.) The Department must provide for and encourage citizen participation, emphasizing the involvement of low to moderate-income residents where housing and community development funds may be spent. The Department is expected, in all stages of the process, to take whatever actions are appropriate to encourage the participation of all its residents, including minorities, non-English speaking persons, as well as persons with disabilities.
- 2.) The meeting place will be suitable to accommodate the handicapped.
- 3.) Citizens will be given reasonable and timely access to local meetings, information, and records relating to the proposed use of funds directly related to the Consolidated plan.
- 4.) Technical assistance will be provided to groups and individuals representative of persons of low and moderate income that request assistance in development of proposals.
- 5.) Public hearings will be held to obtain citizens views and to respond to proposals and questions at all stages of the Consolidated Planning process. These hearings will be held, after adequate notice has been given and at times and locations that are convenient to potential or actual beneficiaries.

The following documents are representative of the effort the City of Anderson's Community Development Department is making regarding citizen participation. The individualized input within designated segments of the aforementioned document is indicative of the level of commitment by the CDBG Act of 1974, Title 1, as amended. It is our intention that all policies contained herein shall be executed in a through, efficient, and timely manner.

CITIZEN PARTICIPATION PRESBMISSION NOTIFICATION REQUIREMENTS FOR ANNUAL ENTITLEMENTS AND SPECIAL REPORTS, AS AMENDED

I. Publication of Final Statement of Community Development Objectives and Projected Use of Funds,

1. The Department shall include within this notice information limited to those activities in which the Department has elected to undertake; the dollar amount for those activities to be undertaken; and a statement concerning the department's efforts to minimize displacement. Said Final Notice shall be published in the legal section of the local newspaper. The Department shall conduct two (2) Public Hearings to solicit comments and concerns from the general public.

The Department shall make the community aware of the final statement by scheduling not less than two (2) citizen group meetings to solicit comments during the 30-day comment period. The City's website will also be utilized to advertise and make information regarding the use of CDBG funds available to the public.

2. Grantee Performance Report

The general public shall be granted a time period of not less than 10 days before the submission of these reports to HUD for the purpose of reviewing the reports and to offer comments. Notification to the general public shall be accomplished by whatever actions are necessary such as the City's website, and/or a newspaper story, to generate public response.

3. Miscellaneous Programs and Services

Should the Department elect to undertake activities other than those described herein, the Department Director or his designee shall use prescribed procedures that will satisfy guidelines established by HUD, where applicable and in accordance with notifications contained in this subpart. Also, at all times, creative methods will be implemented to gain a higher rate of citizen participation.

4. Notification to Individuals with Disabilities.

The Department shall exercise special measures to ensure notification by accomplishing the following:

a. Provide special notices of public hearings to agencies or individuals who provide regular services to persons with disabilities. The Department will utilize a TDD machine in an effort to provide additional assistance as a way of providing proper notification. The following agencies have been identified to serve as notification sources:

Anderson Public Library
(TDD machine available)

St. John's Medical Center
Speech & Hearing Department
(TDD machine available)

Anderson University
(TDD machine available)

Madison County Literacy Coalition

Proof of notification shall be maintained by the Department as a part of the Department's Master File for Citizen Participation and maintained for a period of not less than five (5) years from the time of notification.

II. Change (Additions or Deletions) of Activities as advertised in Final Statement of Objectives and Projected Use of Funds (CDBG Program).

A. If said activity represents a **reduction of 20%** or more of the City's Entitlement during a calendar or fiscal year, a minimum of two (2) public hearings must be held within a time frame of 30 days to afford the public the opportunity to comment. Information at said public hearings shall include why the City has elected to drop the proposed activity; where the funds allocated to said activity will be transferred, and what effect(s) the proposed change will have on the Department's goal to provide assistance to persons of low and moderate income.

In addition, after the thirty-day comment period has expired, notification should be forwarded to the HUD area Office for their review and comment.

B. If said activity represents a reduction of less than 20% of the city's Entitlement during a fiscal or calendar year, subpart (A) shall not apply. Within 10 days following the appearance of the legal, notification to the HUD Area Office should be provided concerning the proposed changes for their review and comment.

C. If the activity is considered an **addition** (regardless of amount), the Department will implement a minimum of two (2) public hearings within a 14-day time frame to allow the general public the opportunity to comment on the proposed addition information to be disseminated at said public hearings shall include why the City has elected to add the proposed activity; the origin of funds for the said activity, and what effect (s) the proposed change will have on the Department's goal to provide assistance to persons of low and moderate income.

In addition, the Department shall provide a comment period of 15 days from the date of the final public hearing to allow for public comment. After the 15-day period has expired, notification shall be forwarded to the area office for their review and comment.

PROCEDURES FOR THE FILING AND ANSWERING
OF COMPLAINTS AND GRIEVANCES

Section I

(a) The term "Director" means the Director of the Community Development Department

(b) The term "day" or "date" means a calendar day. However, when any period on which action must be taken expires on a Saturday, Sunday or a national holiday or a state holiday, such period will be extended to the next business day.

(c) The term "fact finding conference" shall refer to an investigative meeting, the purpose of which shall be to determine and define the issues at hand, to ascertain the validity of the issue(s) in question and whether or not they can be resolved at a local level or forwarded to the U. S. Department of Housing and Urban Development. (HUD).

(d) The term "respondent" shall refer to the Community Development Department and any employee thereof.

(e) The term "complainant" shall refer to the person/persons who file the complaint or grievance.

Section II

Filing of Complaints and Grievance

A. Who may file

Any legal resident of the City of Anderson, Indiana may initiate a grievance and/or complaint against the Department of Community Development.

B. Where to file

Complaints and/or grievance may be filed against the Department of Community Development at its office, located in the Anderson City Building, 120 East 8th Street, Room 1, Anderson, Indiana 46016. Complaints and/or grievances may be filed (in written form) by personal delivery or mail and shall be deemed filed as of the date of the postmark or upon receipt at the office if delivered in person.

Section III

Answering of Complaints/Grievances

The respondent or his/her duly authorized representatives shall answer the complaint within fifteen (15) days of the receipt of the initial complaint or grievance at the Community Development Department. The answer shall be in writing and signed by the respondent or his/her authorized representative. Any new issues or allegations that may be raised in an answer shall be deemed ineligible for a reply. A separate complaint must be filed for any new issues or allegations.

Section IV

A. Fact Finding Conference Investigations and Findings

The respondent may require a fact-finding conference to be held in the office of the director of the Community Development Department. This conference shall be held no more than (20) days after the initial receipt of the complaint and/or grievance.

The Director shall preside over the conference and only those individuals who are relevant to the case shall be in attendance. If they so desire, the complainant and the respondent may have an attorney in attendance.

After hearing the complaint grievance by the Director, a written response will be provided to the complainant within a time frame of not less than ten (10) days from the date of the hearing. If the person filing the complaint is not satisfied with the written response provided he/she might forward the complaint to:

U. S. Department of Housing and Urban Development
151 North Delaware Street
Indianapolis, IN 46207

PUBLIC HEARING LOCATIONS

In accordance with Section I, the following locations will be utilized on a rotating basis for Public Hearings, based on the fact that all of these locations are within areas that (in accordance to 2000 Census information) are low and moderate income or are located within close proximity to low and moderate income areas and are accessible to persons with physical or mental disabilities. The Department shall elect to conduct public hearings at various other facilities as long as they meet the ADA (Americans with Disabilities Act) requirements.

Anderson Public Library
111 East 12th Street
Anderson, IN 46016
(765) 641-2456

Urban League of Madison County, Inc.
1210 West 10th Street
Anderson IN 46016
(765) 649-7126

City of Anderson
120 East 8th Street
Anderson, IN 46016
(765) 649-2511

St. John's Health Care Corp.
2015 Jackson Street
Anderson, IN 46016

Westvale Manor Apartments
(PHA: & Lynnwood Village
Anderson Housing Authority
528 West. 11th Street
Anderson, IN 46016
(765) 641-2620

Geater Community Center
1611 Chase Street
Anderson, IN 46016
(765) 648-6860

Martin Luther King, Jr.
Memorial Commission
2030 West 16th Street
Anderson, IN 46016
(765) 642-5342

Madison County Community Health Clinic
1547 Ohio Avenue
Anderson IN 46016
(765) 641-7499

Dissemination of Information to Individuals with
Hearing and Sight Impairments, Non-English Speaking
Persons and Functionally Illiterate Persons

Request to the Department from agencies or individuals who have hearing and/or sight impairments" or do not speak English or who are considered illiterate" will be forwarded to the following agencies" who in turn; have agreed to assist this Department with dissemination of information" relevant to material (s) requested" are as follows:

Hearing Impaired

St. John's Speech & Hearing
2015 Jackson Street
Anderson, IN 46016

Anderson Public Library
111 E 12th Street
Anderson IN 46016
765.641.2456

Sight Impaired

Workers For The Blind
1818 Broadway
Anderson, IN 46012
(765) 643-6528
(Send cassette tapes for any information)

Anderson Public Library
111 E 12th Street
Anderson IN 46016
765.641.2456

<u>Citizen Participation Requirements</u>	<u>City Actions</u>	<u>Projected Date (s) and Place(s)</u>
Consult with other public and private agencies that provide services during the preparation of the consolidated plan	There will be at the minimum, two (2) meetings conducted in order to provide information and receive comments.	July – November
	The explanation of the Consolidated Plan process will be provided to the Anderson Housing Authority, health and social service providers, along with interested persons and groups.	July– September
Furnish citizens with information concerning the amount of funds expected to be available for Community Development and housing activities, the range of activities which may be undertaken with funds, the estimated amount of funds which will be used to benefit low and very low income persons and the plans to minimize displacement of persons and to assist any persons displaced, to obtain citizen views on Community Development and housing needs, program amendments and performance of included programs.	Public Hearings will be held in low moderate areas to increase public comments regarding priorities and activities to be included in the Consolidated Plan. Citizen’s comments will be solicited on needs, policies, priorities and prior program performance, specifically related to CDBG and HOME. Citizens will be provided draft policies for all programs included in the Consolidated Plan including the City’s commitment to expend at least 70% of CDBG funds to benefit low and moderate-income persons.	July – November
	If the potential for relocation exists within the geographic location of a project, the city will be responsible for benefits required under Section 104 (d) of the Housing and Community Development Act of 1974, as amended. Citizens will be notified of the availability of CDBG and HOME funding application forms for yearly entitlement funding.	On-Going
	The City must receive proposals no later than the 3 rd quarter. Notice of proposal availability will be sent to sub recipients and, social service agencies that receive funding as well as other interested citizens and/or groups	
	At least two Public hearings will be held to review and receive citizen’s comments on the consolidated plan.	July – November
	A draft copy of the consolidated plan will be provided to the social service agencies and interested groups and/or persons. As well as be distributed to the various public hearing locations.	35 days prior to submission to HUD
	Copies of the City’s adopted consolidated plan will be available for citizen review at the City of Anderson Community Development Department as well as public hearing locations and social service agencies. Upon request, information will be provided in other formats for persons with disabilities.	Upon Approval of the Plan by HUD

Provide technical assistance to groups representing low-income persons in developing proposals for funding under any of the programs covered by the consolidated plan.	This department will provide technical assistance as long as adequate notice is provided. Technical assistance will include attendance at meetings to provide educational training on CDBG as well as reviewing and critiquing proposals.	On-Going
Publish a summary of the consolidated plan and making copies available in public locations, giving citizens at least 30 days to comment prior to submission to HUD.	A <i>summary</i> of the consolidated plan will be published in the Anderson Herald Bulletin at least 30 days prior to the submission to HUD as well as being posted on the City's website. Copies will also be available to the Community Development Department, and at all social service agencies and public hearing locations. Upon request, information will be provided in other formats for persons with disabilities.	TBD
Hold at least two public hearings at two different stages of the program year to address housing and Community Development needs, development of proposed activities and review of program performance.	Notice of any public hearing shall be published in the Anderson Herald Bulletin, one (1) time at least ten (10) days before the hearing.	
	The hearings shall be held at times and locations convenient for potential and actual beneficiaries and will accommodate persons who are physically challenged.	
Consider any comments received in writing or orally at public hearings and prepare a summary of comments to be included with final document to cover all public hearings for the Consolidated Plan.	All comments will be received and considered in the preparation of the final consolidated plan, and a summary of comments not accepted with reasons therefore will be included in the final plan.	
Specify criteria for determining what constitutes a substantial change in jurisdictional activities that require an amendment to the consolidated plan.	Changes (additions or deletions) of activities as advertised in the final statement of objectives and projected use of funds.	On-going
The City, from time to time within a calendar year may elect to carry out an activity contained in the final statement or to carry out activities other than those described in the final statement. This section will first address instances in which the City elects to delete an activity .		
	A. If said activity would represent a reduction of 20% or more of the City's Entitlement during a calendar or fiscal year, a minimum of two (2) public hearings must be held within a time frame of 30 days, to afford the public an opportunity to comment. Information at said public hearings shall include why the City has elected to drop the proposed activity; where	

	the funds allocated to said activity will be transferred and what effect(s) proposed change will have on the Departments goal to provide assistance to persons of low and moderate income.	
	In addition, after the thirty-day comment period has expired, notification should be forwarded to HUD area office for their review and comment.	
	B. If said activity represents a reduction of less than 20% of the City's entitlement during a fiscal or calendar year, subpart (a) shall not apply. Within ten (10) days following the appearance of the legal notice, notification to the HUD area office should be provided concerning the proposed changes, for their review and comment.	
	C. If said activity is considered an addition (regardless of amount) the Department will implement a minimum of two (2) public hearings within a 14-day time frame to allow the general public the opportunity to comment on the proposed addition. Information to be disseminated at said public hearings shall include why the City has elected to add the proposed activity; where funds for the said activity came from; and what effect(s) the proposed change will have on the Department's goal to provide assistance to persons of low to moderate income.	On-Going
	In addition the Department shall provide a comment period of fifteen (15) days from the date of the final public hearing to allow for public comment. After fifteen (15) day period has expired, notification shall be forwarded to the HUD area office for their review and comment.	
Describe the procedures for handling complaints form citizens related to the consolidated plan, amendments and performance report.	Filing of complaints and grievances	
A. Who may file	Any legal resident of the City of Anderson, Indiana may file a grievance and/or complaint the Department of Community Development. Complaints and/or grievances may be registered against the following areas: <ul style="list-style-type: none"> • Consolidated Plan • Amendment to the consolidated plan • Annual performance report • National Environmental Protection Act (NEPA) as they relate to the environmental review process. • CDBG and HOME programs • Any past, present or proposed activities undertaken in whole by the City of Anderson Community Development Block Grant Program 	On-Going
B. Where to file	Complaints and/or grievances may be filed against the Department of Community Development at its office located in the Anderson City Building, 120 East 8 th Street, Anderson, IN 46016. Complaints and grievances may be filed (in written form) by personal delivery or mail and shall be deemed filed at the office if delivered in person.	
Complaints/Grievances	The respondent or his/her duly authorized representatives shall answer the complaint within fifteen (15) days of the receipt of the initial complaint or grievance at the Community Development Department. The answer shall be in writing and	

	signed by the respondent or his/her authorized representative. Any new issues or allegations that may be raised in an answer shall be deemed ineligible for a reply. A separate complaint must be filed for any new issues or allegations.	
C. Fact finding conference and investigations.	The respondent may require a fact-finding conference to be held in the office of the Department of the Development Department. This conference shall be held not more than twenty days after the initial receipt of the complaint and/or grievance.	
Provide citizens with reasonable notice to provide an opportunity to comment on performance reports.	The general public shall be granted a time period of not less than fifteen (15) days before the submission of these reports to the HUD for the purpose of reviewing the reports and offer comments. Notification to the general public shall be accomplished at least by placing notice in the legal section of the local newspaper.	
Provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the consolidated plan and the jurisdiction's use of assistance under the programs covered for a five year period	Any comments or views of citizens reviewed in writing, or orally shall be attached to the performance report.	
	The City will provide information relating to the consolidated plan and use of funding under the programs covered in a timely manner. The requesting entity must provide sufficient lead-time to accommodate their request.	On-Going