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CDBG file

CITY OF GREENSBURG RESOLUTION NO. 1206

WHEREAS, a Citizen Participation Plan is a required plan for the City of Greensburg's administration of CDBG Program Funding.

NOW, THEREFORE, BE IT RESOLVED, that the City of Greensburg City Council agrees to adopt the City of Greensburg Citizen Participation Plan that is attached hereto and made part of this resolution.

ENACTED, at the regular City Council meeting of the City of Greensburg, on the 9th day of March 2015.

CITY OF GREENSBURG

By: _____

Ronald E. Shes
Mayor and President of Council

ATTEST:

Susan M. Trout

City Administrator

Certification of Adoption:

I, Susan M. Trout of the City of Greensburg, Westmoreland County, Pennsylvania, do hereby certify that the foregoing is a true and correct copy of the Resolution duly adopted at a regular public meeting of the Council of the City of Greensburg held on March 9, 2015.

By _____

Title: City Administrator
and Secretary of Council

CITIZEN PARTICIPATION PLAN

for the City of Greensburg Community Development Block Grant Program

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Section I. Introduction

This CITIZEN PARTICIPATION PLAN (the "Plan") is a plan adopted by the City of Greensburg (the "City") on 4th day of March 2015. This Plan shall provide for and encourage citizens to participate in the development of the Community Development Block Grant (CDBG) Program and each Annual Action Plan, any substantial amendments to CDBG program hereby referred to as " " or the Annual Action Plan and the annual Performance Report.

The CDBG program and each year's Annual Action Plan guide the City's use of Community Development Block Grant (CDBG), HOME and other federal funds which are made available from the U.S. Department of Housing and Urban Development (HUD). The Performance Report provides an assessment of funds expended and a quantitative analysis of program or project outcomes. The CDBG process shall be integrated into the City's overall yearly goal-setting and budget process and shall provide for citizen access designed to encourage participation by low and moderate income persons, as well as the general public.

The City of Greensburg Planning Commission will play a key role in the citizen participation process. The Commission will hold public hearings, collect comments, and provide forums for the annual review of the CDBG program. In addition, other groups, such as, Westmoreland Community Action, Homes Build Hope, etc. may also be asked to participate in the CDBG plan development. This document is designed to meet HUD's basic requirements for citizen participation in preparing the City's CDBG program in accordance with Section 104 (a) of the Housing and Community Development Act of 1974, codified at 42 U.S.C. Section 5304 (a) and 24 CFR Part 91.105.

Section II. Development of the CDBG Program and Annual Action Plans

The Planning Commission will hold a series of public meetings during the development of CDBG program and/or Annual Action Plan that would include identification of community housing and non-housing needs, prioritization of needs, strategy development to meet identified needs and budget recommendations to implement those strategies. Citizen access opportunities, as identified in Section V of this Plan, shall be utilized to increase participation in the development of the CDBG program. The Planning Commission will hold at least one meeting annually to provide information regarding CDBG funding priorities, and proposed activities to citizens and to allow citizen input regarding the City's community development needs. Citizens may propose amendments to the CDBG program.

A summary of the CDBG program draft and Annual Action Plan shall be published in one or more newspapers of general circulation. Prior to the City Council public hearing,

"draft" copies of the Plan will be available for review. The complete document shall be available for review as outlined in Section V of this Plan.

The City shall provide no less than a 30-day public comment period before final action by the City Council. Prior to adoption of the CDBG program and the Annual Action Plan, the City Council will hold a public hearing. Any public comments received during the comment period or at the public hearings shall be considered and shall be summarized and attached to CDBG Program and/or Annual Action Plan prior to submission to HUD. This shall include a summary of any comments or views not accepted and the reasons therefore.

Section III. Amendments to CDBG Program and Annual Action Plans

Amendments to the CDBG program and Annual Action Plan shall be required whenever the City seeks to:

- a) make a change in its allocation priorities or a change in the method of distribution of funds;
- b) carry out an activity, using funds from any program covered by the CDBG program (including program income), not previously described in the Annual Action Plan; or
- c) change the purpose, scope, location or beneficiaries of an activity.

Amendments shall be categorized as "substantial" or "non-substantial". "Substantial" amendments shall mean:

- Change in Purpose: if any activity changes with respect to the objectives as originally described in the CDBG program;
- Change in Scope: if the scale and/or nature of the activity changes to the extent that there is a significant increase or decrease in funds budgeted for the activity. For activities with an original allocation of \$50,000 or more, an amendment to the applicable Annual Action Plan is required if the change in scope exceeds \$50,000 or 25% of the original budget allocation, whichever is less.
- Change in Location: if the originally approved project is "neighborhood specific" or in a designated urban revitalization area (e.g. elimination of slum and blight) and the project location is changed to an area outside of its census tract; and
- Change in Beneficiaries: if the number of Low to Moderate Income persons or number of units being assisted decreases by 25% or more.

All other amendments shall be considered "non-substantial". Non-substantial amendments may be approved administratively by the Grant Administrator/Planning Director. Changes in

financial terms shall be reviewed and approved by the City Fiscal Director.. At the Grant Administrator/Planning Director's discretion, he/she may request the City of Greensburg Planning Commission to provide a recommendation to City Council for consideration and approval.

In the case of substantial amendments, the Planning Commission shall review and forward a recommendation to the City Council. The City Council shall, following a **30-day public comment period**, hold a public hearing as outlined in Section V of this Plan. The City Council shall approve any amendment by Resolution prior to submission to HUD. Amendments shall be submitted to HUD as each occurs or at the end of the program year. Any public comments received during the comment period or at the public hearing shall be considered and shall be summarized and attached to the substantial amendment prior to submission to HUD. This shall include a summary of any comments or views not accepted and the reasons therefore.

Section IV. Performance Reports

A Performance Report identifies the final budget expenditure and performance results for each Annual Action Plan activity from the currently completed program year and any outstanding activities from prior program years.

Performance Reports shall be submitted to HUD within 90 days after the close of the City's CDBG/HOME program year. The City's program year corresponds to the City's calendar year which runs from January 1st to December 31st of each year. A Performance Report shall be submitted to HUD by September 30. Prior to submission to HUD, the Planning Commission shall, following a **15 day public comment period**, hold a public hearing as outlined in Section V of this Plan. Any public comments received during the comment period or at the public hearing shall be considered and shall be summarized and attached to the Performance Report prior to submission to HUD.

Section V. Citizen Access

Outreach Efforts

The City is committed to making reasonable and timely access to the needs assessment, strategy development and budget recommendation process of the CDBG program possible for all members of the community, especially low and moderate income persons. The following outreach efforts are illustrative of measures that may be taken as appropriate to provide citizen access to the CDBG process. Failure to use any one of these shall not be considered a violation of this Plan.

Mailing List (including electronic mailing lists): Develop a comprehensive mailing list of interested parties, adjacent local governments, religious organizations and public and private agencies that provide affordable housing, assisted housing, economic development, business assistance, health services and social services and use to send summary information, public hearing or comment period notices.

Targeted Survey: Survey service providers, community agencies and key informants prior to the CDBG program or Annual Action Plan development for information regarding community needs, existing services to meet those needs and their assessment of any gaps in meeting those needs, including new strategies to address outstanding needs.

ThinkGreensburg Newsletter, Facebook, Twitter & other Social Media outlets: Create and run public service announcements about the CDBG and HOME programs and the CDBG process to inform, educate and promote citizen participation.

Neighborhood Organizations: Invite neighborhood groups to participate and to coordinate with their own neighborhood planning and implementation efforts.

Community Development Week: Use this national recognition week to promote local success stories related to CDBG, HOME and other community development funding. This may include awards, special project open houses, keynote speakers and neighborhood walks with City Council members or other promotion activities.

All Media: Use media releases about the CDBG program process and citizen participation opportunities throughout the CDBG/HOME program year.

City Website: Use this electronic format to publicize public hearing participation opportunities and to highlight the CDBG development, implementation and monitoring process (www.greensburgpa.org)

Public Meetings

The Planning Commission shall hold regular monthly public meetings at City Hall, City Council Chambers, 2nd Floor, 416 South Main Street, Greensburg, PA unless otherwise determined and proper notice given.

Notice of public meetings shall be sent to all media in accordance with the Pennsylvania Sunshine Law and shall be posted on the City Administrator's Bulletin Board located on the First Floor of City Hall, 416 South Main Street, Greensburg, PA 15601. The agenda shall also be available online at www.greensburgpa.org

Minutes shall be taken of all public meetings and shall be available for public review at the Planning Department, 2nd Floor, 416 South Main Street, Greensburg, PA during regular working hours. Minutes shall also be available online at www.greensburgpa.org

Special Accommodations:

A person who requires an accommodation, an auxiliary aid or service to participate in a City program, service or activity, or who requests a modification of policies or procedures should contact the City Administrator no later than five (5) business days before the scheduled event. The best effort to fulfill the request will be made.

Please use the Request for Accommodation form which may be accessed from the City's website at www.greensburgpa.org or by calling the City Administration offices

at 724-838-4324. The request should contain the location of the program, service or facility where the accommodation is required and the type of accommodation needed. The City Administrator will respond within two (2) business days to the individual requesting the accommodation and a determination made based upon the nature of the request, budget and scheduled project allocations. If the request cannot be filled, a reason will be provided and a written record will be kept on file.

Public Hearings

The Planning Commission and the City Council shall hold public hearings as required by the CDBG process, at times and locations appropriate and convenient for maximum public participation. The Commission shall attempt to hold these hearings at their regularly scheduled meeting time and place. Alternate dates, times and locations may be used as necessary.

Notice of all public hearings shall be published in a paper of general circulation not more than twenty (20) nor less than ten (10) days prior to the date of the hearing. The notice shall include the time, day and date of the hearing, its location, a general statement regarding its purpose and any other more specific information required by the CDBG program, Annual Action Plan, amendments or Performance Report. Notices shall also be sent to all media in accordance with the Pennsylvania Sunshine Law and shall be posted on the City Administrator's Bulletin Board located on the First Floor of City Hall, 416 S. Main Street, Greensburg, PA 15601. The agenda shall also be available online at www.greensburgpa.org

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Information and Records Availability

The CDBG program [as proposed, adopted or amended], Annual Action Plan, Performance Reports and this Citizen Participation Plan shall be available in print format for public review during regular working hours at the following location:

Planning Department
2nd Floor of City Hall
416 S. Main Street
Greensburg, PA 15601
714-838-4334

These documents are also available online at www.greensburgpa.org under Planning Department.

The Planning Department has additional information available for public review in print format during regular working hours and includes:

- a) amount of assistance the City expects to receive (including grant funds and program income);
- b) the range of eligible activities that may be undertaken;
- c) the estimated amount of funds anticipated to benefit low and moderate income persons;
- d) the adopted Uniform Relocation Act which regulates public responsibility and actions associated with the displacement of persons resulting from a HUD-funded project; and
- e) records relating to the CDBG program, Annual Action Plan and the City's use of assistance during the preceding five (5) years.

This information shall be provided in a format accessible to persons with disabilities, upon adequate notice.

Requests for additional information may be made to the Planning Director at the address and phone listed above. A response shall be provided within fifteen (15) working days of receipt of the request, where practicable.

Summary materials regarding the CDBG program, Annual Action Plan, amendments and Performance Reports shall be available without charge. 10 free copies of the CDBG Program will be made available. One free copy will be provided to each individual or organization requesting said copy until the supply is exhausted. Photocopier charges and miscellaneous charges for other related services and materials shall be assessed in accordance with the City's Open Records Policy.

Technical Assistance

Technical assistance shall be provided to groups representative of persons of low and moderate income that request such assistance in developing proposals for funding under any of the activities covered by the CDBG program. The level and type of assistance provided shall be on a case-by-case basis as determined by the City Administrator or his or her designee and shall be subject to budgeted resources authorized by the City Council.

Activity Promotion

After the adoption of each Annual Action Plan by the City Council, activities funded in the plan shall be actively promoted to ensure full access to and utilization of funds as budgeted. The Planning Department shall have primary responsibility for activity promotion; however, other City departments and subrecipients shall be responsible for ensuring reasonable and timely promotion and access to the projects, programs and services made possible by CDBG, HOME and other HUD funding.

Section VI. Complaints

Complaint Procedure

Citizen complaints related to the CDBG program, Annual Action Plan, amendments and/or Performance Report shall be handled in the following manner:

- a) The Planning Director shall accept complaints at any time during the course of the CDBG/HOME program year. Although verbal complaints will be accepted, only written complaints will be responded to in writing.
- b) Written complaints shall contain a concise statement of the complaint and an explanation of the action desired.
- c) Complaints shall be investigated and responses to written complaints shall be made within fifteen (15) working days, where feasible, after a complaint is received.
- d) Copies of the complaint and the response shall be forwarded to the City Administrator. With limited exception, written complaints and the staff response to said complaints are open records under Pennsylvania law.

Should the complainant not be satisfied with the response, the aggrieved person(s) may submit a complaint to the HUD Pittsburgh Field Office at US Department of HUD, William Moorhead Federal Building, 1000 Liberty Avenue, Suite 1000, Pittsburgh, PA 15222-4004
Phone: (412) 644-6428 **Fax:** (412) 644-6499 **TTY:** (412) 644-5747, Jane E. Miller, Field Office Director

Section VII. Amendments to Citizen Participation Plan

This Plan may be amended by Resolution of the City Council as necessary or appropriate after review and recommendation by the Housing and Community Development Commission. All amendments shall be consistent with the requirements of HUD.

Section VIII. Section 108

SECTION 108 LOAN PROGRAM

Applications for assistance filed by the City for Section 108 loan guarantee assistance authorized under HUD regulation 24 CFR Part 570, Subpart M, are subject to all provisions set forth within this Citizen Participation Plan. Such applications for Section 108 loan guarantee assistance may be included as part of the process for obtaining CDBG/HOME Entitlement funds, or may be undertaken separately anytime during the program year. The required public hearing to inform citizens of program requirements will be carried out by the City's Planning Department