

Pub. Imp. _____
Govt. Grnt. _____
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Sponsored by: Gerdes

First Reading: November 25, 1996

Second Reading: December 16, 1996

COUNCIL BILL NO. 96-389

SPECIAL ORDINANCE NO. 23074

AN ORDINANCE

REPEALING Special Ordinance No. 22268 and adopting in lieu thereof, a new Citizen Participation Plan for the Consolidated Plan for the administration of the Community Development Block Grant Program for the City of Springfield, Missouri.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SPRINGFIELD, MISSOURI, as follows:

Section 1 - That Special Ordinance No. 22268 is hereby repealed, and the City adopts, in lieu thereof, a new revised Citizen Participation Plan of the Consolidated Plan for the administration of the Community Development Block Grant (CDBG) program which is attached hereto as Exhibit "A".

Section 2 - This ordinance shall be in full force and effect from and after passage.

Passed at meeting: December 16, 1996

Edward L. Gannaway
Mayor

Attest: Shirley M. Cate, City Clerk

Approved as to form: Robert H. Kelley Asst., City Attorney

Approved for Council action: Frank, City Manager

CITIZEN PARTICIPATION PLAN FOR THE CONSOLIDATED PLAN

Pursuant to the Rules and Regulations of 24 CFR 570.301 and 570.303 of the Housing and Community Development Act of 1987, and 24 CFR 91.110, the procedures set forth herein shall be followed with regard to the Community Development Block Grant (CDBG) Program for the City of Springfield, Missouri. The Citizen Participation Plan provides for and encourages citizen participation, particularly by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used, and provides for participation of residents in low and moderate income neighborhoods. The plan is to provide citizens with reasonable and timely access to meetings, information, and records relating to the City's proposed and actual use of CDBG funds. It shall be the goal of this plan to involve citizens at all stages of the CDBG Program, including development of needs, review of proposed activities and review of program performance. Any proposed amendment to the Citizen Participation Plan shall require one (1) public hearing before the City Council.

CITIZEN PARTICIPATION ACTIVITY GUIDELINES

Consolidated Plan

A Consolidated Plan with a housing and non housing component shall be adopted by the City Council to survey needs, establish priorities and govern in the selection of projects. This plan shall cover a period of from three to five years. It shall identify community development and housing needs and specify short term and long term objectives for CDBG funding as well as funding for programs and projects from other resources.

Timing: The Plan shall be adopted prior to the allocation process for the initial year covered under the identified program period, at the discretion of the City Council. There shall be an annual Action Plan for each incremental year of the Consolidated Plan.

Citizen Participation Requirement: The City Council shall consult with the Citizen Advisory Committee for Community Development in a joint-workshop on establishing priorities and policy. In order to involve the affected public in the citizen participation process, one public hearing shall be held before the City Council with notice published in a newspaper of general circulation.

EXHIBIT A

Annual Allocation Process

This process commences upon public notification of fund availability and culminates with the selection of projects and activities for CDBG funding and the formal submission to the United States Department of Housing and Urban Development (HUD) of a Consolidated Plan Action Year Plan.

Timing: The Consolidated Plan Action Year Plan must be submitted to HUD by May 15 of each program year.

Citizen Participation Requirement: Public notification shall be made approximately 120 days in advance of May 15 of the amount and availability of CDBG funds which shall include the anticipated entitlement, earned program income and surplus funds from completed projects. This is to provide information on eligible activities, and the established timetable for allocation will be announced. The City shall furnish citizens with information on the estimated amount proposed to be used for activities which principally benefit low and moderate income families, the proposed activities likely to result in displacement, the City's policies on minimizing displacement, and the types and levels of assistance available to persons displaced by CDBG funded activities. All parties or organizations known to have an interest in submitting potential projects for funding shall be contacted by mail and provided access to appropriate materials for making application for the funds available. The Planning and Development Department shall be responsible for establishing timetables for the allocation process, including firm deadlines for which funding proposals will be received. Written notice shall be published in a newspaper of general circulation.

Following receipt of proposals, a public hearing shall be held before the City Council and the Citizen Advisory Committee for Community Development. This hearing shall be held for the purpose of obtaining and making public information on the CDBG projects proposed for funding and obtaining public comment. A statement to the general public shall be published in a newspaper of general circulation on the proposed community development objectives and projected use of funds at least thirty (30) calendar days before action is taken by the City Council to allow for public comment. The Citizen Advisory Committee shall make funding recommendations to the City Council, based upon policy established in the Consolidated Plan and its relation to the proposals submitted for funding consideration.

One (1) public hearing before the City Council shall be held prior to the development and submission of the Action Plan to HUD. The purpose of this public hearing shall be to offer an additional opportunity for citizen comment and participation. Upon development of the Action Year Plan, a notice on the availability of same for public inspections and comment shall be published in a newspaper of general circulation.

Amendments

It shall be considered a substantial change in objectives and projected use of funds described in the Action Year Plan whenever the City decides not to carry out an identified activity; adds a new activity; materially changes the scope, purpose, location or beneficiaries of an activity; or, adjusts the CDBG budget by an amount exceeding 10% of the total amount of available funds for the program year.

Timing: This may occur at midyear, at such times as substantial amounts (\$100,000 or more) become available for allocation, or an emergency -- as determined by the City Council -- exists requiring immediate action on the reallocation of available funds.

Citizens Participation Requirement: A statement to the general public shall be published in a newspaper of general circulation detailing the proposed change. The change shall be described in sufficient detail that affected persons are made aware of locations, activities, and dollar amounts proposed. One (1) public hearing shall be held before the City Council, and the Citizen Advisory Committee shall be given an opportunity to comment. An amended Action Year Plan shall be submitted to HUD and made available to the public by official notice published in a newspaper of general circulation. Transfers of funds between projects and incidences where there is contemplated less than a substantial change shall have no specific public notification or citizen participation requirement.

Grantee Performance Report (GPR)

This is an annual submission the City prepares for submission to HUD on a HUD prescribed format to describe progress on planned activities and overall performance of the CDBG Program.

Timing: The report is due within 90 days following the close of the CDBG Program Year, or September 28 of each year.

Citizen Participation Requirement: Within 75 days following the close of the CDBG Program Year the GPR shall be made available to the general public by having public inspection copies available. Public hearing shall be held on the GPR by the Citizen Advisory Committee. A two (2) week comment period shall be allowed prior to forwarding the GPR to HUD. Notice shall be made in a newspaper of general circulation of the availability of the GPR for public review and comment.

Other Grants

Other HUD Grants shall have one (1) public hearing before the City Council, or additional hearings if required for the particular program. Notifications of all public hearings shall be published in a newspaper of general circulation.

Citizen Advisory Committee for Community Development

The Citizen Advisory Committee for Community Development shall be appointed by the City Council to serve in an advisory capacity to the City Council. Nine persons shall serve on the Committee, each with three year terms. Appointments shall be staggered so that there will be three terms which expire each year.

The Committee's chief responsibility shall be to make recommendations to the City Council on funding allocations for CDBG projects proposed for City Council adoption. The Committee shall base its recommendations on an objective basis and in accordance within the adopted priorities and objectives in the Consolidated Plan. The Committee shall avoid an ex parte communications during the process of deliberation on funding recommendations which could alter its objectivity.

Meeting Locations

Meetings shall be held only at locations which are accessible to all segments of the population.

Notifications

Publication to inform the general public and provide for an opportunity for public comment shall generally be made five (5) days prior to any public hearing. The established medium for notifications shall be a newspaper of general circulation. When deemed necessary or appropriate, special mailings, posting of notices in prominent locations in neighborhoods likely to benefit from CDBG activities; distribution of flyers on a door to door or random basis; or by other methods which are customary, economical, and practical may be utilized for purposes of notification of neighborhood meetings. Any person or organization design to be placed on any mailing lists shall be contacted by direct mail whenever said mailings and notices are so distributed, which at a minimum shall be the notice of funds available during the Annual Allocation Process. The City Clerk and the Planning and Development Department shall have on file and make available all information for which public opinion and comment are solicited.

Information Gathered At Meetings

All information gathered orally or from questionnaires used in conjunction with said meetings shall be available for public inspection. Persons making comments waive any rights of privacy pertaining to comments submitted at any public meeting. Comments obtained regarding the CDBG Program will be summarized and included in the Annual Grantee Performance Report.

Information Requests & Complaints

The City shall, where practicable, provide written response to written requests for information or complaints and grievances within fifteen (15) working days from the date of its receipt of such written request or complaint.

Technical Assistance

The City shall provide for two (2) technical assistance sessions to provide guidance to groups representative of low and moderate income persons in developing proposals and completing necessary proposal forms for assistance under the formal CDBG allocation process.

Special Assistance to Non-English Speaking Persons

Since there are no significant numbers of non-English speaking persons (less than 1% for any specific segment of the population), the special assistance needs of these groups will be addressed on a case by case basis.

Access to Records

The City shall provide reasonable and timely access to information and records relating to the Consolidated Plan and the City's use of funds to all interested citizens, public agencies and interested parties. Records shall be kept for a five year period.

Aff. Agency Notified Yes
Emergency Req'd No
Pub. Hrngs. Req'd Yes
Board Rec. Req'd No
Date November 5, 1996

EXPLANATION TO COUNCIL BILL NO. 96-

ORIGINATING DEPARTMENT: Planning and Development

PURPOSE: To adopt an amended Citizen Participation Plan for the Consolidated Plan and process for the City of Springfield, Missouri.

BACKGROUND: On January 5, 1994 the Department of Housing and Urban Development issued new rules and regulations on consolidating the Community Development Block Grant (CDBG) Program, the HOME Investments Partnerships Program and all of the program requirements and processes into a single system called the Consolidated Plan. The new rules and regulations brought new definitions and schedules for submissions. This makes it necessary to update our existing CDBG Citizen Participation Plan.


REMARKS: The adoption of this Council Bill will amend Special Ordinance No. 22268 and the citizen participation plan requirements specified therein. This will make our plan compatible with the HUD requirements for the Consolidated Plan. There are no substantive changes to the previously adopted plan.


This is a companion Council Bill to that which City Council passed by Resolution at its November 12, 1996 meeting. The City Council Committee on Plans and Policies regarded the reaffirmation of priorities as the first step in the process to update our Citizen Participation Plan. This is the housekeeping portion of the process to make our Citizen Participation Plan compatible with current HUD requirements.

The plan itself calls for a public hearing to be held in the event of any proposed changes. For this reason staff will publish notice for a public hearing of this Council Bill to be held on November 25, 1996.

Submitted by:

Approved by:


Department of Planning and
Development


City Manager