

Citizen Participation Plan

Introduction

The City of Newark, Ohio prepares a multi-year Consolidated Plan and annual Action Plan to inform HUD and citizens of the City what the City intends to accomplish with federal Community Development Block Grant (CDBG) funds received from the US Department of Housing and Urban Development (HUD), and federal HOME funds received from the State of Ohio, along with other leveraged funds during the City's program year. The City's program year begins on January 1 and ends on December 31 of each year. At the end of the program year, the City prepares a Consolidated Annual Performance and Evaluation Report (CAPER) to summarize what was accomplished during the program year.

The purpose of the Citizen Participation Plan is to outline the procedures for development of the City of Newark Consolidated Plan and to detail the procedures for involving citizens, public agencies, non-profit organizations, private agencies, and other interested parties in all aspects of the development of the Consolidated Plan, Annual Action Plan, and CAPER. The Consolidated Plan will detail funding priorities for the City of Newark CDBG program and the HOME Investment Partnership Program, and will be prepared in accordance with all federal requirements of HUD.

The Citizen Participation Plan is developed by the City of Newark Department of Development with input from citizens, non-profit organizations, the Licking Metropolitan Housing Authority, and other interested parties. Copies of the draft Citizen Participation Plan are made available to citizens at the Newark Public Library, the Miller Branch Public Library, the Newark Municipal Building, and non-profit agencies within the City.

The Citizen Participation Plan provides for and encourages citizen participation with an emphasis on participation from those residents of the City of Newark who meets low- and moderate-income guidelines as defined by HUD.

The Citizen Participation Plan provides citizens access to local public hearings, information, and records relating to the City of Newark's use of CDBG and HOME funds.

The Citizen Participation Plan outlines steps to provide technical assistance to groups representing low- and moderate-income residents of the City of Newark and others requesting such assistance in developing proposals for Newark's CDBG and HOME funds.

The Citizen Participation component of the Consolidated Plan provides for at least two public hearings to obtain citizen views, to respond to any concerns, and to answer any questions during the development of the Consolidated Plan.

The Citizen Participation Plan provides for the needs of non-English speaking and hearing impaired residents of the City of Newark who require assistance in order to participate in the development of the Consolidated Plan.

The Citizen Participation Plan provides adequate and timely information to all citizens so that they may be involved in all aspects of the development of the Consolidated Plan.

The Citizen Participation Plan shall not be construed to restrict the ultimate responsibility and authority of the City of Newark, its Mayor, and the City Council for the development of the Consolidated Plan, the Annual Action Plans, Consolidated Annual Performance and Evaluation Report, nor the execution of plans and activities identified under the 1974 Housing and Community Development Act.

Citizen Participation Plan

The City of Newark shall provide all citizens the opportunity to participate in the development of the multi-year Consolidated Plan and the Annual Action Plans, which will determine allocation for City of Newark CDBG and HOME funds. In addition, the City of Newark will provide citizens the opportunity to comment on the implementation and evaluation of the CDBG program and the application, implementation, and evaluation of the HOME program. The City of Newark will provide information to citizens regarding these programs and in addition, all federal and state housing and community development programs the City of Newark shall implement. The City of Newark will hold at least two public hearings to solicit citizen comments on the various housing and community development programs and proposed programs carried out by the City of Newark Department of Community Development.

In addition, the City of Newark Department of Development will survey concerned citizens, non-profit organizations, private businesses, and other interested parties to identify housing and non-housing community development needs and priorities for the Consolidated Plan. The City of Newark Department of Development staff will evaluate the responses.

Public Hearings

The City of Newark Department of Development will hold at least two public hearings during development of the Consolidated Plan. These hearings will be held in accordance with federal regulations and requirements.

Notices for public hearings will appear no less than fourteen days prior to the scheduled hearing in the local newspaper, *The Advocate*, regarding the date, time, and location of each hearing. Notices will be emailed to local news media organizations including: *The Advocate* newspaper, the City Website, and *WHTH* radio station. Other agencies to be notified of public hearings will include organizations that participated in the City of Newark community survey that was used to identify housing and non-housing community development needs for the Consolidated Plan.

All notices for public hearings will include a statement that those persons who are non-English speaking, or are hearing impaired and need special assistance must call the City of Newark

Department of Development at least 48 hours prior to the meeting. Accommodations will be made for those persons who need special assistance, an interpreter, or signing.

Public hearings will be held at the City of Newark Council Chamber, which is located on the first floor of the Newark Municipal Building, 40 West Main Street, Newark, Ohio. If Council Chamber is not available, public hearings will be in an alternative City location. The Newark Municipal Building is accessible to persons with disabilities.

Not only is the Newark Municipal Building accessible to persons with disabilities, it is situated at a location that is convenient to potential and actual beneficiaries of the CDBG program. The Newark Municipal Building is located one block east of Terrace Garden Apartments, Newark's only public housing project. Many of the social service agencies that receive CDBG funding through subrecipient agreements with the City are located in Newark's downtown area.

Consolidated Plan public hearings will therefore be held at a location that is convenient to potential and actual CDBG program beneficiaries.

A draft of the Consolidated Plan will be made available for public review prior to the second public hearing. Copies of the plan will be available for citizen review at:

- Licking County Public Library located in downtown Newark
- Emerson R. Miller Branch Public Library
- Newark Municipal Building
- City Website: <https://www.newarkohio.gov/>

Copies of the Consolidated Plan will also be made available to those residents of the City of Newark requesting them. The City of Newark will accept written comments on the Consolidated Plan during all stages of its development. A written response will be provided within 15 days of receipt of such written comments to the City of Newark Department of Development. All written comments on the Consolidated Plan will be included as an attachment to the final draft of the Consolidated Plan as it is submitted to HUD.

Substantial Amendments to the Consolidated Plan

Substantial amendments to the City of Newark Consolidated Plan may be made at any time in accordance with federal HUD regulations. Substantial amendments will occur where either of the following circumstances is present:

1. When a new eligible activity is proposed which was not previously described in the Action Plan, or
2. When there is a substantial change in an existing activity that significantly affects the size, scope, location, or the intended population to be served as follows:

- a. If the activity will be expanded into an area not contiguous to the original service area; or
- b. If the activity will be expanded into a Census Tract Block Group and will therefore meet a different National Objective, or
- c. If the activity budget is increased or reduced by an amount greater than 20% of the annual CDBG budget.

When a substantial amendment is proposed to the Consolidated Plan, the City of Newark will hold one public hearing at least 30 days prior to implementation of the proposed substantial amendment. Notice of the public hearing will appear no less than fourteen days prior to the scheduled hearing in the local newspaper, *The Advocate*, regarding the date, time, and location of the hearing. Notices will be emailed to local news media organizations: *The Advocate* newspaper and *WHTH* radio station. Other agencies to be notified will include organizations that participated in the City of Newark community survey that was used to identify housing and non-housing community development needs for the Consolidated Plan.

All notices for public hearings will include a statement that those persons who are non-English speaking or are hearing impaired and need special assistance must call the City of Newark Department of Development at least 48 hours prior to the meeting. Accommodations will be made for those persons who need special assistance, an interpreter, or signing.

Comments will be accepted for at least a 30-day period prior to the time that the substantial amendment will be implemented. The City shall consider any citizen comments and views received, and if deemed appropriate, shall modify the proposed substantial amendment.

The City of Newark will respond to written comments within fifteen days whenever possible. A summary of the comments or views and a summary of any comments or views not accepted, and the reasons therefore, shall be attached to the Consolidated Plan amendment. The City of Newark will make a final copy of the substantial amendment available to the public at:

- Licking County Public Library
- Emerson R. Miller Branch Public Library
- Newark Municipal Building
- City Website: <https://www.newarkohio.gov/>

Submission/Evaluation of Project Proposals

The City of Newark will accept proposals through an annual application process, which will be released in July, with applications due in August. Deadlines will be noted on the application. The application will be posted on the City website: <https://www.newarkohio.gov/>

The City of Newark will accept proposals for funding of community development projects during the program year application period, which begins in July and ends in August. Proposals for funding must be submitted in writing directly to the City of Newark Department of Community Development. Proposals will be reviewed by the staff of the Department of Development and the Mayor based on the following factors:

- Eligibility and consistency under the federal regulations
- Consistency with the City of Newark Consolidated Plan
- Financial and staff capabilities of the applicant organization
- An evaluation regarding unduplicated, needed service or project

The City of Newark will provide a timely response to each proposal, within fifteen days whenever possible. Proposals from local organizations must be submitted on the letterhead from the organization. All proposals shall contain a brief description of the project, a project budget, and the purpose of the project and, if applicable, it's intended beneficiaries, the amount of funding being requested, and the name and address of the agency, which will be responsible for undertaking the project.

The City of Newark will take several factors into consideration when reviewing a proposed project or service. These are as follows:

- The project or service must meet one of HUD's national objectives and must comply with program rules and policies.
- The project or service must be a non-duplicated effort. The project must address a high priority community need. There must be identifiable benefactors of the project or service.
- The project or service must complement or support an existing activity of the City of Newark.
- The applicant organization will be evaluated on its ability to provide the project or service. The applicant organization must have the capacity and capability to manage the project.
- The City of Newark will consider whether the project or service will be self-sustaining or will require ongoing funding.
- The City of Newark will evaluate the proposal based on its own availability of funds and whether other resources are available to assist in funding the proposal such as other state or federal monies or through leveraging of private or other funds.

Once a project has been approved by the Mayor and the Development Director, it will be determined by the staff of the Department of Development whether the project is eligible for

funding under the current year's allocations or whether it must wait for the next program year to become an eligible activity under CDBG. All activities are subject to appropriation of funds by the Newark City Council.

Technical Assistance

The staff of the City of Newark Department of Development will provide technical assistance to organizations wishing to apply for City of Newark CDBG, Lead Hazard Control, and State of Ohio HOME program income funds. Assistance shall be available on a timely basis to appropriate organizations, low-income and very low-income residents, and minority groups so that they may adequately participate in planning, implementation, monitoring, and evaluation.

Public Access

The City of Newark shall provide for full public access to program information when planning for the next program year. The City of Newark shall furnish citizens with information concerning the amount of CDBG, Lead Hazard Control, and HOME program income funds expected to be made available during the program year, the range of activities that may be undertaken with CDBG, Lead Hazard Control, and HOME funds in accordance with federal regulations, the estimated amount of those funds proposed to be used for activities that will benefit low- and moderate-income persons, the proposed CDBG, Lead Hazard Control, and HOME activities that will likely result in the displacement of persons as a result of the proposed activities, and the types and levels of assistance the City of Newark will make available (or are required to make available) to persons displaced by CDBG, Lead Hazard Control, or HOME funded activities, even if the City expects no such displacement to occur.

The City of Newark shall make available its proposed One Year Use of Funds - Action Plan to afford affected citizens a minimum time period of at least 30 days to examine the report and to provide comments on the City's proposed use of funds. This document will be made available for public review at:

- Licking County Public Library
- Emerson R. Miller Branch Public Library
- Newark Municipal Building
- City Website: <https://www.newarkohio.gov/>

The One Year Use of Funds - Action Plan shall include the amount of anticipated CDBG funds and the amount of CDBG funds that is proposed to be used for activities benefiting low- and moderate-income persons. The One Year Use of Funds - Action Plan shall also contain the City's plan for minimizing displacement as well as the types and levels of assistance the City will make available to persons displaced by CDBG activities.

The City shall consider any citizen comments and views received, and if deemed appropriate, shall modify the proposed Action Plan. The City of Newark will respond to written comments within fifteen days whenever possible. The City of Newark will make a final copy of the Action Plan available to the public at:

- Licking County Public Library
- Emerson R. Miller Branch Public Library
- Newark Municipal Building
- City Website: <https://www.newarkohio.gov/>

Because the City must have a draft the Annual Action Plan no later than November 15 for the City's program year that will begin the following January 1, it is likely that draft Annual Action Plans will be based upon the prior year CDBG funds, since the federal fiscal year begins on October 1. The CDBG program is a formula allocation program. HUD is responsible for allocating CDBG funds among eligible jurisdictions based upon a variety of factors contained within the allocation formula. The final submission to HUD will have the jurisdiction amount for the fiscal year. The City will adjust the funding for the projects listed in the Annual Action Plans by revising the funds budgeted for projects or by adding or deleting projects, as necessary. Any changes to the Action Plan resulting from budget adjustments will be discussed at least one public meeting prior to the implementation of the Action Plan.

The City shall also make available its Consolidated Annual Performance and Evaluation Report for so long as federal regulations require that the CAPER is submitted to HUD. This report will be made available to the public 30 days prior to its submission to HUD. A public notice asking for citizen comment will run in the local newspaper, the *Advocate*, and through other local media and organizations serving low- and moderate-income persons.

This report contains the types and levels of assistance the City made available to low- and moderate-income persons during the previous program year using CDBG and HOME funds. These documents will be available for public review at:

- Licking County Public Library
- Emerson R. Miller Branch Public Library
- Newark Municipal Building
- City Website: <https://www.newarkohio.gov/>

The City shall consider any citizen comments and views received in writing and will respond to these within fifteen days whenever possible. These comments will be collected and submitted as an attachment to HUD.

Complaint Process

Persons wishing to make a complaint regarding the City's Consolidated Plan, substantial amendments to the Consolidated Plan, or performance report, shall do so by submitting a written summary of the nature of the complaint to the City of Newark Department of Development. Upon receipt, the complaint will be referred to the Development Director. The Director will provide a timely, substantive written response to every written citizen complaint within 15 days after the complaint has been received.

Other Citizen Participation Objectives

In addition to the outlined citizen participation procedures, the staff of the City of Newark Department of Development will make themselves available to members of the general public, non-profit and for-profit entities, private businesses, and other interested parties during their normal working hours Monday through Friday from 8:00am to 4:30pm.

Staff will be available to answer questions and concerns relating to the City's housing and non-housing community development needs, proposed use of funds, and to explain the Consolidated Plan development process.

Persons wishing to make a complaint regarding the City's Consolidated Plan, substantial amendments to the Consolidated Plan, or performance report shall do so by submitting a written summary of the nature of the complaint to the City of Newark Department of Development. Upon receipt, the complaint will be referred to the Development Director. The Director will provide a timely, substantive written response to every written citizen complaint within 15 days after the complaint has been received.