

CITY OF WOONSOCKET
CITIZEN PARTICIPATION PLAN
amended 9/30/99

(a)(1) *Applicability and adoption of the citizen participation plan*

In June of 1995, The City of Woonsocket adopted a Citizen Participation Plan that sets forth the City's policies and procedures for citizen participation in accordance with 24 CFR 91.105. The is an amendment to that plan. The changes are not substantive, but serve to clarify the procedures and demonstrate compliance with 24 CFR 91.105.

(a)(2) *Encouragement of citizen participation*

This plan provides for and encourages citizens to participate in the development of the consolidated plan, any substantial amendments to the consolidated plan, and the performance report. It especially encourages participation by low- and moderate-income persons living in areas where CDBG funds are proposed to be used and by residents of predominately low and moderate-income neighborhoods, as defined by the jurisdiction.* The plan also encourages participation of all citizens including minorities and non-English speaking persons, as well as persons with disabilities. Information is provided to the public housing authorities about consolidated plan activities related to its developments and surrounding communities.

(a)(3) *Citizen comment on the citizen participation plan and amendments*

Citizens will be provided with a reasonable opportunity to comment on the original citizen participation plan and on substantial amendments to the plan, and makes the citizen participation plan available for public review and comment. It will be made available in a format accessible to persons with disabilities, upon request.

(b)(1) *Development of the consolidated plan*

Before the jurisdiction adopts a consolidated plan, information that includes the amount of assistance the jurisdiction expects to receive and the range of activities that may be undertaken will be made available to citizens, public agencies, and other interested parties. The information will be made available at City Hall and the public library.

In the administration of CDBG programs, the displacement of persons and will assist any persons displaced will be minimized as much as possible. Assistance will consist of relocation and resource identification and linkage.

(b)(2) The proposed consolidated plan will be published in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and submit comments.

Notification of the availability of the proposed consolidated plan will be made using some of the following approaches:

Newspaper advertisements

Published summary of the proposed consolidated plan in a newspaper of general circulation

Meeting notices posted in public buildings

Mailings to community organizations, social service agencies, public and private interest

Notice to advisory boards

A reasonable number of free copies of the plan are made available to citizens and groups that request it.

(b)(3) At least one public hearing will be held during the development of the consolidated plan, and two public hearings per year, to obtain citizens' views and to respond to proposals and questions. The hearings will be conducted at a minimum of two different stages of the program year. The hearings will address housing and community development needs, development of proposed activities, and review of program performance. See (e) below.

(b)(4) Citizens will be given a period, not less than 30 days, to present comments on the consolidated plan.

(b)(5) All views or comments of citizens received in writing, or orally at the public hearings, will be considered by the jurisdiction in the preparation of the final consolidated plan. A summary of the views or comments, and a summary of any views and comments not accepted and the reasons therefor, shall be attached to the final consolidated plan.

(c)(1) *Amendments*

The criteria the jurisdiction will use in determining a substantial amendment is specified below:

- A transfer of funds from an existing line item to a new activity or to a new subrecipient which has not been funded in the current grant year or within the effective period of the current consolidated plan;

- The amount of the proposed transfer exceeds ten percent (10%) of the total, current CDBG grant allocation;
- The result of the proposed transfer eliminates all prior approved funding for the activity or subrecipient within that grant year.

(c)(2) Citizens will be given a period, not less than 30 days, to present comments on the substantial amendment before the amendment is implemented.

Proposed substantial amendments will be published in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and submit comments.

Notification of the availability of the proposed consolidated plan will be made using some of the following approaches:

Newspaper advertisements

Published summary of the proposed consolidated plan in a newspaper of general circulation

Meeting notices posted in public buildings

Mailings to community organizations, social service agencies, public and private interest

Notice to advisory boards

(c)(3) All views or comments of citizens received in writing, or orally at the public hearings, if any, will be considered by the jurisdiction in the preparation of a substantial amendment. A summary of the views or comments, and a summary of any views and comments not accepted and the reasons therefor, shall be attached to the substantial amendment of the consolidated plan.

(d)(1) *Performance Reports*

Citizens will be provided with reasonable notice and an opportunity to comment on performance reports. A period, not less than 15 days, will be provided to receive comments on the performance report that is to be submitted to HUD.

The proposed substantial amendment will be published in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and submit comments.

Notification of the availability of the performance report will be made using some of the following approaches:

Newspaper advertisements

Published summary of the proposed consolidated plan in a newspaper of general circulation

Meeting notices posted in public buildings

Mailings to community organizations, social service agencies, public and private interest

Notice to advisory boards

(d)(2) All views or comments of citizens received in writing, or orally at the public hearings, if any, will be considered by the jurisdiction in the submittal of a performance report. A summary of the views or comments, and a summary of any views and comments not accepted and the reasons therefor, shall be attached to the performance report.

(e)(1) *Public Hearings*

At least one public hearing will be held during the development of the consolidated plan, and two public hearings per year, to obtain citizens' views and to respond to proposals and questions. The hearings will be conducted at a minimum of two different stages of the program year. The hearings will address housing and community development needs, development of proposed activities, and review of program performance.

(e)(2) Notice of hearings will be distributed/posted maximum two weeks in advance of meetings, forty-eight (48) hours minimum.

(e)(3) Public hearings will be held at conveniently located facilities and at times suitable for maximum public input by potential and actual beneficiaries, and with accommodation for person with disabilities.

(e)(4) A translator will be provided in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate

(f) *Meetings*

Citizens will be provided with reasonable and timely access to local meetings as detailed above.

(g) *Availability to the public*

The consolidated plan as adopted, substantial amendments, and the performance report will be available to the public, including the availability of materials in a form accessible to persons with disabilities, upon request. Documents will be available for review at City Hall. The Department of Planning and Development will be the designated contact.

(h) *Access to records*

Citizens, public agencies, and other interested parties will be provided with reasonable and timely access to information and records relating to the jurisdiction's consolidated plan and the jurisdiction's use of assistance under the programs during the preceding five years.

(i) *Technical Assistance*

Technical assistance will be given to groups representative of persons of low- to moderate-income that request such assistance in developing proposals for funding covered by the consolidated plan.

(j) *Complaints*

Written complaints from citizens related to the consolidated plan, amendments, and performance report will receive a timely, substantive written response within 15 days, where practicable.

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*Low to moderate income neighborhoods are defined as areas predominately occupied by **"persons of low and moderate income"** and **"low- and moderate-income persons"** mean families and individuals whose incomes do not exceed 80 percent of the median income of the area involved, as determined by the Secretary of the US Department of Housing and Urban Development with adjustments for smaller and larger families.