

**CITIZEN PARTICIPATION PLAN
FOR
WEST HAVEN COMMUNITY DEVELOPMENT BLOCK GRANT
CONSOLIDATED PLAN**

SECTION I – Citizen Participation Plan Purpose; Citizen Advisory Committee

1. The City of West Haven desires each of its residents to have ample and full opportunity to participate in the planning and development of its Community Development Consolidated Plan [ConPlan] in order to achieve the basic goals: 1) provide decent housing, 2) provide suitable living environment, 3) expand economic opportunities. To achieve this objective, this Citizen Participation Plan has been developed.
2. A. The Mayor shall appoint a committee to be called the Citizen Advisory Committee [C.A.C.] which shall advise the Community Development Administration [C.D.A.] and the Mayor regarding development of needs, program performance review, proposed activities, and related funding levels, especially for the City's C.D.B.G. Program, and its Five Year ConPlan, the Annual Action Plan, and any amendments thereto.

The number and composition of this Committee shall be determined by the Mayor, provided however that the Committee shall have adequate representation by:

- Persons of low and moderate income who reside in the census tract and block groups of the highest quartile [in terms of the degree of concentration of such persons] per 570.208 of C.D.B.G. regulations; and
- Persons of low and moderate income who are residents of designated slum and blighted areas;
- Persons of low and moderate income of specifically designated geographic areas in which funds are proposed to be used.

When making such appointments, the Mayor shall consider the composition of the Citizen Advisory Committee so as to include minorities, non-English speaking persons and persons with disabilities in an effort to encourage participation by all city residents.

B. Members shall serve for a three [3] year term, except that, of those members first appointed, one-third shall serve for one [1] year, one-third shall serve for two [2] years, and one-third shall serve for three [3] years. Their successors shall serve a term of three years. All terms shall be concurrent with the calendar year.

SECTION II – Development of ConPlan and Annual Action Plan

1. A. The C.D.A. in conjunction with the C.A.C. shall conduct such meetings and/or cause to be held at least two public hearings so as to provide citizens, public agencies and other interested parties the opportunity to comment on and respond to its ConPlan and/or the Annual Action Plan, including:

- 1) housing and community development needs
- 2) proposed activities and related funding levels, including C.D.B.G. funded activities
- 3) relevant program performances

At least one [1] public hearing shall be held prior to the publication of the proposed Consolidated Plan for comment.

B. Such meetings and hearings shall be held after adequate public notice is given.

1) Such notices shall be published in one or more local newspapers of general circulation at least fourteen [14] calendar days [including the date of publication but excluding the day of the hearing] prior to the date of the hearing.

2) at least one [1] such notice shall contain the following information:

- the amount of C.D.B.G. funds expected to be available in the coming program year.
- the range of permissible activities
- the time and location[s] where proposed activities requests can be inspected
- estimated dollar amount of activities that will benefit moderate, low, very low, and extremely low income residents.
- any proposed C.D.B.G. activities likely to result in displacement
- types and levels of assistance for persons displaced by C.D.B.G. funds
- location and hours where the most recent Consolidated Annual Performance and Evaluation Report [C.A.P.E.R.] can be viewed.

- 3) The times and locations chosen for such meetings shall be convenient to actual and/or potential beneficiaries and shall be accessible for persons with disabilities, including but not limited to mobility, visual or hearing impairments. **Alternate formats will be provided [to the maximum extent possible] to those who request such accommodations at least four business days prior to such a meeting. Such formats may include an audio loop and/or signer.**
 - 4) Where necessary C.D.A. shall utilize its existing staff capacity to meet the needs of non-English speaking residents [e.g. Spanish-speaking]. **If appropriate, the bi-lingual ability of other City Employees will be requested.** In the absence of adequate staff resources, professional translators will be employed for public hearing[s] where a significant number of non-English speaking residents can be reasonably expected to participate.
 - 5) The City, C.D.A. and C.A.C. shall consider and review any and all such comments as may arise from public hearings, meetings, etc. and if appropriate, modify its proposed Consolidated Plan; a summary of such comments and an explanation of any comments not accepted shall accompany the Consolidated Plan.
2. The C.D.A. on behalf of the City and the C.A.C. shall maintain such records and information relating to the grantee's proposed use of funds, plans to minimize displacement and assist those who are displaced as a result of such activities. Such records shall be maintained for no less than five [5] years, so to provide citizens reasonable and timely access to the same, in conformity with H.U.D. regulations and Connecticut Freedom of Information Statutes. Copies of such ConPlans, Displacement Plans, Substantial Amendments, Proposed Use of Funds, etc. shall be available at the CDA office.
 3. The C.D.A. shall provide technical assistance for developing proposals to such groups representing low, very low, and extremely low income persons as may request same. Such level and type of assistance shall be determined by the grantee.
 4. **a) The City and C.D.A. has established a Grievance Committee. This Committee will include 3 Members of the Citizen Advisory Committee, and the Office Staff of CDA. This Committee will hear any complaints, grievances and/or inquiries that cannot be settled by The CDA Manager.**

- b) Written complaints, grievances and inquiries may be presented to the office of the C.D.A. where the CDA Manager will cause a written response to be prepared within fifteen [15] working days [where practical] of receipt of such complaint, grievance or inquiry.
- c) If the grievant is not satisfied with the decision of the CDA Manager, he/she may request, by submitting a letter to the CDA Office, a hearing of the CAC Grievance Committee
5. A summary of the Proposed Consolidated Plan and/or Annual Action Plan shall be published in one or more newspapers of general circulation to provide the opportunity for citizens to review and comment on the Plan.
- A. The publication date of the summary shall be chosen to allow a minimum of thirty [30] calendar days prior to submission for such comments.
- B. During this 30 day period copies of the proposed Consolidated Plan/Annual Action Plan shall be available for inspection during normal business hours at, but not limited to, the following locations:
- The Community Development Administration office
 - The City Clerk's Office
6. A. A draft copy of the C.A.P.E.R. shall be made available via notice to the general public at least fifteen [15] calendar days prior to its submission of HUD to provide an opportunity for citizens to comment on the performance report.
- B. Such notice shall consist of publication in one [or more] local newspaper[s] of general circulation at the beginning of the fifteen [15] day comment period. The day of publication shall constitute day one of the period.

SECTION III – Amendments

1. A. Any proposed amendment to the C.D.B.G. Five Year ConPlan, the Annual Action Plan [aka Budget, Final Statement, Use of Funds] or the C.A.P.E.R. shall be subject to the procedures outlined below wherever said proposed Amendment:
 - 1) deletes an activity previously described and/or funded in the applicable ConPlan or Annual Action Plan, or
 - 2) funds an activity not previously described or funded in the applicable ConPlan or Annual Action Plan
 - 3) substantially changes the purpose, scope, location of beneficiaries of a described and/or funded activity.
 - (a) “substantially changes” shall be defined as a change in the funding level greater than 25% of the current budget amount a change in the subrecipient, a change in the objective of the activity, a 50% change in the size of the target area or population, or any change that materially affects the original purpose, scope or beneficiaries of the activity.
 - 4) Changes the allocation priorities or the method of distribution of funds contained in the ConPlan.
- B. For all amendments, subject to Section III paragraph 1A of this Plan, the following procedures will be used:
 - 1) the C.A.C. will consider any requests for amendment[s] at any of its regularly scheduled meetings or at a special meeting called for that purpose.
 - 2) Following C.A.C. approval, the C.D.A. will publish a legal notice announcing such proposed amendments and inviting either written or oral comment and opinion on same. Such public comment period shall be for a period of not less than thirty [30] calendar days, including the day of publication.
 - 3) At the conclusion of the public comment period, the C.A.C. [or its designee the C.D.A.] will consider such comments. If appropriate, the proposed amendments will be modified and resubmitted to the C.A.C. for further action.
 - 4) After the C.A.C. recommendation for approval, such recommended amendments shall be presented to the Mayor for approval.

- 5) Following such mayoral approval, the recommended amendment shall be submitted to the City Council for final approval.
- 6) A copy of the approved amendment shall be submitted to HUD as it occurs, or at the End of the program year, whichever is deemed more appropriate by C.D.A.
- 7) a) Proposed Amendments not meeting the threshold requirements of Section III(I)(A) above shall be Implemented via administrative action of the C.D.A. Manager, [e.g. written notice to the Finance Director, a dated written amendment to the ConPlan, etc.]
 - b) All administrative amendments shall be submitted to HUD per Section III(1)(B)(6) above.

Mark J. Bisaccia, MPA
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