

CITIZEN PARTICIPATION PLAN



Version: Updated/Adopted October 12, 2023
IV. Public Hearings-Emergency/Disaster Procedures
V. Clarification of Public Notices, Comment Periods, and all
CDBG Materials Free to Citizens

Community Development Block Grant Program

THE CITY OF ENID
COMMUNITY DEVELOPMENT DEPARTMENT
CITIZEN PARTICIPATION PLAN

I. INTRODUCTION

The U.S. Department of Housing and Urban Development (HUD) requires a five-year Consolidated Plan for Housing and Community Development. This process satisfies the minimum statutory requirements for four CPD formula programs (Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grants (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) with a single submission.

The statutes for the grant programs set forth three basic goals, which are closely related to HUD's major commitments and priorities. *Each of these goals must give maximum priority to the benefit of low and very-low income persons.*

- 1) Programs are to provide decent housing
- 2) Provide suitable living environment
- 3) Expand economic opportunities

The City of Enid Citizen Participation Plan outlines ways in which the citizens of Enid can participate in its CDBG, HOME, ESG and HOPWA programs. Its purpose is to encourage public participation in the planning process, as well as to meet the requirements of the U.S. Department of Housing and Urban Development. The City of Enid receives CDBG funding and does not receive HOME, ESG or HOPWA funding at this time.

The City of Enid Citizen Participation Plan is available for public review at any time. Copies of the plan may be obtained through the City of Enid CDBG Department or on the city's website (www.enid.org) or by requesting a copy from the CDBG Director. This April 2006 Citizen Participation Plan amends the City of Enid's October 1994 Citizen Participation Plan to update the actions that the City of Enid's CDBG Department will take to encourage the participation of all residents.

II. STANDARDS FOR PARTICIPATION

With the City of Enid's population expected to exceed 50,000, it is required by Federal Regulations that the citizen participation process be provided at the community wide level as well as the neighborhood level in areas where a significant amount of activity is proposed or ongoing. These levels of participation shall meet the following standards:

There shall be involvement both at the (1) neighborhood level by scheduling meetings at times and places convenient to the residents of the neighborhood and

at the (2) community-wide level through meetings to be held in the City Commission Chambers of the City of Enid, Administration Building, 401 W. Owen K. Garriott, in the program processes.

The Consolidated Plan is the planning document that outlines the partnerships between housing providers, human service agencies, neighborhoods and the business community for addressing specific community needs. The Consolidated Plan will document housing and community development needs and identify strategies to meet those needs in the City of Enid. There is a five-year Consolidated Plan and a yearly Annual Action Plan – these will both be referred to as the “Consolidated Plan” for the remainder of this document. Citizens, non-profits and other interested parties are invited and encouraged to become involved throughout all stages of the CDBG program. Areas of involvement include:

1. Development of the Citizen Participation Plan
2. Development of the Consolidated Plan (5-yr plan and Annual Action Plan)
3. Assessment of Performance (Consolidated Annual Performance Evaluation Report – CAPER)
4. Substantial Amendments

III. ACCESS TO ADEQUATE AND TIMELY INFORMATION

Citizens, public agencies, and other interested parties, including those most affected, will have the opportunity to receive information, review and submit comments on any proposed submission concerning the proposed activities, including the estimated amount proposed to benefit low to extremely low-income residents.

All areas of citizen participation shall be conducted in an open manner with freedom of access to all interested persons, non-profit organizations and other interested parties.

Citizens shall be provided adequate and timely information, so as to enable them to be meaningfully involved in important decisions at various stages of the programs. Information may include but is not limited to federal regulations and other issues to have an understanding of the programs.

The City of Enid will provide full public access to program records and information, particularly to those of low and moderate income and to those residing in lower-income and blighted neighborhoods. Such disclosures will be consistent with the laws regarding personal privacy and obligations of confidentiality. Any such request for access to records should be made so in writing to the City of Enid, CDBG Department, P.O. Box 1768; Enid, OK 73702. The telephone number is (580) 234-0400 extension 7211. Documents relevant to the program shall also be made available for review at the City of Enid Office of Community Development during the hours of 8 a.m. to 5 p.m. Monday through Friday. Such documents include:

1. The total amount of grant funds (CDBG and others received) planned to be available for eligible activities including planning and administration,
2. The range of activities that may be undertaken with the funds and the kinds of activities that have been previously funded in the City of Enid.
3. The process that is to be followed in preparing and approving the Consolidated Plan and the proposed schedule of meetings and hearings,
4. All mailings and promotional material,
5. Record of hearings and CDBG Funding Committee meetings,
6. All key documents, including all prior applications, letters of approval, grant agreements, the citizen participation plan, performance reports, evaluation reports, and other reports required by HUD,
7. Documents regarding other important program requirements, such as contracting procedures, environmental review policies, fair housing and other equal opportunity requirements and relocation provisions, and
8. Average scores by CDBG Funding Committee for each funding request (CDBG application) and once approved the minutes from the meeting in which the funding recommendations were determined.

Additionally, copies of the Citizen Participation Plan, Consolidated Plan, Annual Action Plan and the Annual Performance Report will be made available at locations convenient to persons affected by the program and to handicapped persons:

- Enid Public Library
- City of Enid website: www.enid.org/cdbg.htm.

The current Citizen Participation Plan and Annual Action Plan will be available on the City of Enid website at www.enid.org.

IV. PUBLIC HEARINGS

The City of Enid shall conduct public hearings to obtain views of citizens, particularly those persons affected by the programs, i.e., low and very low-income persons, and those residents of blighted neighborhoods, public agencies and to hear interested parties to respond to proposals and comment at all stages of the Consolidated Plan submission process. Topics of interest at the public hearings will include but not be limited to: 1.) identifying housing and community development needs, 2.) reviewing proposed uses of funds and, 3.) reviewing previous program performance.

The City of Enid will hold at least two public hearings during each program year cycle, with one held before the proposed consolidated plan is published for comment and at least one after the proposed plan is available for review. The hearings will be held in the City Commission Chambers located at the Dr. Martin Luther King, Jr. Municipal Complex, 401 W. Owen K. Garriott on a day selected in the normal workweek. If for some reason, in-person social gatherings are not possible the public hearings will be held by virtual means.

Notices of the hearings will be posted and published in the non-legal section of the local daily news and/or posted following local procedures for formal noticing at least **fourteen (14)** calendar days prior to each hearing. Disaster and emergency situations will alter the procedures for public meetings/hearings including the prior notice and comment period requirements. The notices will also be sent to the following local public service agencies for posting:

- Enid Public Library
- City of Enid website: www.enid.org/CDBG

Additionally, the City will provide news releases to aid in informing the public. Accessibility to the handicapped will be provided at the location of each public hearing.

Disaster and emergency procedures for public hearings and meetings will include alternative ways to gather public input that does not include in person meetings. The City of Enid will determine a method to protect public health and safety while adhering to the federal regulations. Staff will determine methodology on a case-by-case basis. In order for the City to respond swiftly during a crisis, disaster or emergency, an expedited process will be implemented. Staff will determine the criteria necessary to address the critical needs to prevent, prepare for and respond to local needs. The City will post reasonable notice encouraging alternative ways to participate in the process. Staff will collaborate with local service providers to assess community needs. The notice will include instructions outlining how citizens are able to participate in the process and how to provide input. When deemed necessary to protect public health, the City of Enid will gather public input by virtual or electronic means. *(Adopted February 18, 2021 after publication and citizen participation period provided).*

V. NON-ENGLISH SPEAKING OR DISABLED RESIDENTS

In the event that a significant number of non-English speaking residents can reasonably be expected to participate, the City of Enid will provide accommodations for non-English speaking residents in the case of public hearings.

Upon notification of hearing or vision disabilities, every effort will be made by the City of Enid to provide adaptive equipment or interpreter as needed.

VI. OBTAINING CITIZEN VIEWS

The City of Enid encourages all citizens; particularly those persons affected by the programs, i.e., low- and moderate-income persons, and those residents of blighted neighborhoods, to submit their views and proposals concerning the programs. Comment period is fifteen (15) days.

Citizens may submit their views and proposals in one of the following manners:

1. Contact the CDBG Department located in the Dr. Martin Luther King, Jr. Municipal Complex, 401 W. Owen K. Garriott Road any time throughout the program. However, to be truly meaningful, such input is encouraged at the earliest possible stage of planning before decisions are made through the public hearing process.
2. During formal public hearings (see section on public hearings).
3. Contact a representative of a project area or any community-wide citizen organization.
4. Contact the City Commissioner representing your Ward.
5. At neighborhood meetings or any other meeting that is held in conjunction with the program(s).

Once a proposal is received regarding any phase of the programs, the appropriate City department will respond. Written proposals will receive a written response stating the reasons the action was taken, regardless of whether the action is positive or negative. An oral request requires only an oral response, but in some cases a written response may be offered. Most oral proposals can and will be responded to during the hearings. Every effort will be made to respond to views and proposals prior to the final hearing where practicable or within fifteen (15) working days of receipt.

VII. PERFORMANCE REPORTS

Prior to the submission to HUD of the Consolidated Annual Performance Evaluation Report (CAPER), notice of availability of the report draft copy will be published with a fourteen (14) day comment period provided. Following the comment period, the CAPER will be submitted.

VIII. CONSIDERATION OF OBJECTIONS TO APPLICATIONS

Citizens, particularly those persons affected by the programs, i.e., low- and very-low income persons, and those residents of blighted neighborhoods, public agencies and other interested parties will be given a period of not less than 30 calendar days, prior to the submission of the consolidated plan to comment. The City of Enid will consider the views of all citizens, public agencies, and other interested parties in preparing the final Consolidated Plan and attach a summary of such comments to the final submission. The summary of citizen comments will include a written explanation of comments not accepted and the reasons these comments were not accepted.

Any person wishing to object to the approval of the Consolidated Plan is encouraged to do so in writing to the appropriate HUD Area Office. HUD will consider objections made on the following terms:

1. The stated needs and objectives are inconsistent with available facts and data.

2. Activities scheduled to be undertaken are inappropriate in meeting the needs and objectives the City has identified.
3. The Consolidated Plan does not comply with the overall requirements of citizen participation.
4. The City proposes ineligible program activities.

HUD will consider objections anytime during the duration of the program. However, objections should, if possible, be submitted within 30 days of the Notice of Publication that the application has been submitted to HUD. Objections may be sent to:

U.S. Department of Housing and Urban Development
Community Planning and Development
301 NW 6th Street, Suite 200
Oklahoma City, OK 73102-2807

IX. COMPLAINTS

Complaints regarding program activities affected by the Consolidated Plan may be directed to the City of Enid, CDBG Coordinator, located on the second floor of the City Administrative Building, 401 W. Owen K. Garriott, (580) 234-0400.

Basic information will be recorded including: the date, name, address, and telephone number of the complainant, convenient hour to be contacted, and nature of the complaint. Records will also be maintained regarding: whom the complaint was referred, a due date for response and the ultimate disposition.

Every reasonable effort will be made to provide a written response to all written complaints received concerning the program within fifteen (15) working days. When it appears that it will take longer than fifteen (15) working days to produce a suitable response, an interim oral response will be made to assure the complainant that their complaint has been received and a response is forthcoming.

The complaint log will be reviewed annually to determine the number and types of complaints. This analysis will provide an opportunity for overall program improvements and corrective actions.

Any person who feels they have received an unsatisfactory response or otherwise remains dissatisfied, may direct the complaint to:

U.S. Department of Housing and Urban Development
Community Planning and Development
301 NW 6th Street, Suite 200
Oklahoma City, OK 73102-2807

X. TECHNICAL ASSISTANCE

To further citizen participation, particularly from those persons affected by the programs, i.e., low and very-low income persons, and those residents of blighted neighborhoods, the City of Enid will provide technical assistance to groups and individuals requesting assistance in the development of proposals (applications) and views. Technical assistance shall be provided to:

- a. Citizen organizations, so they may adequately participate in planning, implementing and assessing program performance.
- b. Groups and individuals of low- and moderate-income as well as groups and individual residents of blighted neighborhoods.
- c. Citizens that are organizing and operating activities directed toward the accomplishment of one of the community development goals and objectives.

Such assistance will include at least one annual applicant workshop where staff will provide information and assistance on funding applications. Additional technical assistance will be available by individual appointments with CDBG staff.

XI. PUBLISHING THE PLAN

To assure that all affected citizens have sufficient opportunity to review and provide comment, the City of Enid will publish, prior to its submission, a summary of the proposed Consolidated Plan in a non-legal section of the Enid News and Eagle newspaper. The summary will list the activities that were awarded funding as well as the amount of funding awarded. The summary will also include a list of the locations where a copy of the entire plan may be examined. A copy of the proposed plan will be available for review at:

- Community Development Block Grant Department (City of Enid Admin Building)
- Enid Public Library
- City of Enid's website: www.enid.org/cdbg.htm

XII. PROGRAM AMENDMENTS

Prior to the submission to HUD of a ¹substantial change in the use of funds proposed in the program activities, the City of Enid will provide reasonable notice (fourteen (14) days) of, and 30 calendar days opportunity to comment on, the proposed substantial change. If HUD approval is needed prior to adopting the amendment, the City of Enid shall hold a public hearing concerning the adjustment. The public hearing will follow the guidelines established herein. Disaster and emergency procedures for public hearings and meetings will include alternative ways to gather public input that does not include in person meetings. The City will determine on a case by case basis the most efficient and effective method to encourage

public participation while prepare for and respond to emergency situations while protecting public health and safety. The City will post reasonable notice encouraging alternative ways to participate in the process. The notice will include instructions outlining how citizens are able to participate and provide input. When deemed necessary to protect public health, the City of Enid will gather public input by virtual or electronic means.

¹ Substantial Change - (a) Change in Purpose- if an activity changes with respect to the objectives as originally described in the Consolidated Plan; (b) 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 program funds expended, or if changes/revisions within the original budget allocation exceed the greater of \$25,000 or 25% of the original budget for all projects approved within the Annual Action Plan; (c) Change in Location – if the originally approved project is neighborhood specific and the project location is changed to an area outside of its census tract; and (d) Change in Beneficiaries – if the percentage of low-income persons receiving service/assistance decreases 25% or more.

XIII. CONTINGENCY AND LOCAL OPTION ACTIVITIES

Should any of the activities in the Consolidated Plan received disapproval from HUD, funds may be set aside by the City of Enid for any unforeseen contingencies. Activities that will replace those that have been disapproved are required to be selected through the same citizen participation process as stated herein.