

CITY OF JACKSON

Citizen Participation Plan



**Adopted by the Jackson City Council on
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Introduction

The U.S. Department of Housing and Urban Development (HUD) provides the City of Jackson annual formula allocations of Community Development Block Grant (CDBG) as an entitlement community. The City of Jackson has been an entitlement community since the inception of CDBG in 1974. This Citizens Participation Plan for the City of Jackson fulfills the requirement of Section 104(a)(2) of the Housing and Community Development Act of 1974, as amended, and regulations at 24 CFR 570.486(a)(6) and 24 CFR 91.105. The Citizen Participation Plan was first adopted by the Jackson City Council in 1995 and modified from time to time over the years. This Citizen Participation Plan applies to the City of Jackson federal entitlement grant programs, which also includes annual formula allocations of HOME Investment Partnerships Program (HOME) funds as a participating jurisdiction.

This Citizen Participation Plan is developed to encourage citizens of the City of Jackson to participate in the development of the Consolidated Plan, any substantial amendment to the Consolidated Plan, Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER). The Citizen Participation Plan also includes provisions defining substantial amendments to the Consolidated Plan, Annual Action Plan, and changes to the Citizen Participation Plan.

Encouragement of Citizen Participation

The City of Jackson encourages citizens of the community to participate in the planning and utilization of CDBG and HOME funds. Participation by the low- and moderate-income residents of the City of Jackson for whom CDBG and HOME is intended to benefit will be pursued, inclusive of a person's religion, race, color, national origin, age, sex, familial status, disability, legal source of income, or other protected classes under federal law. The City of Jackson will especially encourage participation by residents living in slum and blighted areas, low- and moderate-income neighborhoods, public and assisted housing developments, and areas where CDBG/HOME funds are proposed to be used. The City of Jackson also invites active participation by local and regional institutions, the Jackson County Continuum of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations and community-based and faith-based organizations) in developing and implementing the Consolidated Plan. The ability for citizens to participate in community development goes beyond the formal processes described in this Citizen Participation Plan through day-to-day involvement and interaction with City staff, formal boards, planning committees, ad hoc advisory groups, the Mayor and City Council.

The City of Jackson will meet the citizen participation requirements under 24 CFR 91.105 by providing citizens:

- Reasonable opportunities to comment on the Consolidated Plan, substantial amendments to the Consolidated Plan, Annual Action Plan, and CAPER;
- Information regarding the amount of assistance and range of activities that may be implemented;
- A statement identifying how the information will be available for public review and comments, including timelines and response to those comments;

- Notices of public hearings to receive comments, views and proposals of citizens, either orally or in writing;
- Notice and opportunity to comment on substantial amendments to the Consolidated Plan;
- Notice and opportunity to comment on the CAPER;
- Times and locations of hearings convenient to potential and actual beneficiaries and with reasonable accommodations for persons with disabilities;
- Information about how to request technical assistance or file a complaint; and,
- Information about how low-income and protected class groups will be notified of the citizen participation processes.

Development of Consolidated Plan

January

The Jackson City Council will hold a Public Hearing at the second Council meeting in January to obtain citizen comments on housing and community development needs, including priority non-housing community development needs. Notice of the Public Hearing shall be published as display advertisements in the *Jackson Citizen Patriot* and *The Jackson Blazer* no less than 10 days prior to the Public Hearing.

March

Before the City of Jackson approves a Consolidated Plan or Annual Action Plan, it will make available to citizens, public agencies, and other interested parties information that includes the amount of assistance the City of Jackson expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income. To accomplish this, copies of the proposed Consolidated Plan or Annual Action Plan will be made available for public review and examination in various public places, including the library, nonprofit organizations that assist the low- and moderate-income community, public housing agencies, and governmental offices. Free copies of proposed plans will be made available upon request by citizens or other interested parties. Electronic copies of proposed plans will also be available on the City of Jackson's website at www.cityofjackson.org through the Department of Neighborhood & Economic Operations. Notification of when a proposed plan is available for review and comment will be provided by publishing a Public Notice as a display advertisement in the *Jackson Citizen Patriot* and *The Jackson Blazer*, or any other local publication of general circulation, which will include the locations where copies can be obtained and the time period for providing comment, either oral or written, which shall be no less than 30 days.

April

The Jackson City Council shall receive citizen comments regarding the Consolidated Plan or Annual Action Plan through the period defined to receive said comments. At the second Council meeting in April, the Jackson City Council will prescribe final allocations for the upcoming fiscal year. All comments received from the public, either orally or in writing, will be considered and a summary of any comments or views, and reasons a comment or view is not accepted, shall be made part of the Consolidated Plan or Annual Action Plan.

May

The Jackson City Council shall approve the Consolidated Plan or Annual Action Plan in its final form at the first Council meeting in May and authorize its submission and required certifications to HUD. The Department of Neighborhood & Economic Operations will submit all required documentation to HUD at least 45 days (May 17) before the start of its program year (July 1).

Substantial Amendments to the Consolidated Plan

Once a Consolidated Plan or Annual Action Plan has been approved by HUD, it may become necessary to make amendments during the course of a program year to meet community needs. The City of Jackson shall amend its HUD-approved Consolidated Plan whenever it makes one of the following decisions:

- To make a change in its allocation priorities or a change in the method of distribution of funds;
- To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Action Plan; or,
- To change the purpose, scope, location, or beneficiaries of an activity.

The criteria used to determine whether a change in the Consolidated Plan constitutes a Substantial Amendment, which is subject to a citizen participation process, will be:

- 1) The City of Jackson proposes to undertake a new activity not identified in the Consolidated Plan or Annual Action Plan.
- 2) The City of Jackson proposes to reallocate more than twenty (20%) percent of the entitlement amount approved for the current program year between existing approved activities or undertake a new activity;
- 3) The City proposes to change the original purpose, location, or class of beneficiaries of a previously-approved activity whose cost exceeds twenty (20%) percent of the entitlement amount for the current program year.

Budget amendments which re-program funds between program years, provided the 20% threshold is not crossed and the re-programming involves previously-approved activities, will not be considered a substantial amendment.

Changes arising from an urgent community need will not be considered a substantial amendment. To be classified as an urgent community need, the activity must be designed to alleviate existing conditions which the City of Jackson certifies:

- Pose a serious and immediate threat to the health or welfare of the community;
- Are of recent origin* or recently became urgent;
- The City of Jackson is unable to finance the activity on its own; and
- Other resources of funding are not available to carry out the activity.

**A condition will generally be considered to be of recent origin if it is developed or became critical within 18 months preceding the City of Jackson's certification.*

Should a substantial amendment to the Consolidated Plan become necessary, the following procedures must be followed:

- 1) Citizens will be provided reasonable notice and an opportunity to comment on substantial amendments. Notice will be published as a display advertisement in the *Jackson Citizen Patriot* and *The Jackson Blazer*, or any other local publication of general circulation, which will include the locations where copies can be obtained and the time period for providing comment, either oral or written, which shall be no less than 30 days. Copies of proposed substantial amendments will be made available at the same locations as the proposed Consolidated Plan or Annual Action Plan as described above.
- 2) City Council may hold a Public Hearing at the conclusion of the 30-day comment period to receive citizen comments and views. The City of Jackson will consider any comments or views of citizen received in writing or orally during the 30-day comment period, if any, in preparing the Substantial Amendment to Consolidated Plan. All comments received from the public, either orally or in writing, will be considered and a summary of any comments or views, and reasons a comment or view is not accepted, shall be made part of the substantial amendment.
- 3) The City of Jackson will notify HUD that a substantial amendment has been made. The City of Jackson may either submit a copy of each amendment to HUD as it occurs, or at the end of the program year. Letters transmitting copies of substantial amendments must be signed by the official representative of the City of Jackson authorized to take such action.

Anti-Displacement Policy

To the greatest extent feasible, the City of Jackson will avoid the involuntary permanent displacement of persons as a result of federally-assisted projects. While no permanent displacement is anticipated to result from projected community development or housing activities to be undertaken by the City of Jackson with federal funds, it is prepared to assist any resident found to be displaced. Relocation benefits, including payment for replacement housing and reasonable moving expenses, would be offered to residents who are displaced. Benefits and procedures for displacement would be carried out in conformance with the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Consolidated Annual Performance and Evaluation Report (CAPER)

City Council shall receive a proposed CAPER by the first Council meeting in September. A Public Notice shall be published as a display advertisement in the *Jackson Citizen Patriot* and *The Jackson Blazer*, or any other local publication of general circulation, by the first Saturday in September announcing the 15-day comment period and locations of the proposed CAPER for review. Copies of the proposed CAPER shall be made available for public review and examination in various public places, including the library, nonprofit organizations that assist the

low- and moderate-income community, public housing agencies, and governmental offices. Electronic copies of the proposed CAPER will also be available on the City of Jackson's website at www.cityofjackson.org through the Department of Neighborhood & Economic Operations.

City Council shall hold a Public Hearing at the second Council meeting in September to receive citizen comments regarding program performance. At the closing of the Public Hearing, City Council shall authorize submission of the CAPER to HUD by no later than September 29. Notice of the Public Hearing shall be published as a display advertisement in the *Jackson Citizen Patriot* and *The Jackson Blazer*, or any other local publication of general circulation, no less than 10 days prior to the Public Hearing. All comments received from the public, either orally or in writing, will be considered and a summary of any comments or views, and reasons a comment or view is not accepted, shall be made part of the CAPER.

Public Hearings

The Jackson City Council will conduct no less than two (2) Public Hearings, and more as it deems necessary. The Public Hearings will be designed to obtain citizens' views and to respond to proposals and questions, and will be conducted at a minimum of two different stages of the program year:

- 1) To obtain the views of citizens on housing and community development needs, including priority non-housing community development needs, the first required hearing will take place before the proposed Consolidated Plan or Annual Action Plan is published for comment (annually in January).
- 2) To obtain the views and comments of citizens in relation to the City of Jackson's prior-year program performance (annually in September).

Generally, Public Hearings will be scheduled to coincide with regular evening meetings of the Jackson City Council and will be held on the second floor of City Hall, which is accessible to persons with disabilities. Notice of Public Hearings will be publicized by display advertisement in the *Jackson Citizen Patriot* and *The Jackson Blazer*, or any other local publication of general circulation, in the non-legal section. Non-English speaking residents of the City of Jackson who wish to participate in a Public Hearing may contact the City of Jackson with sufficient advance notice to arrange for translation services.

Meetings

Hearings and meetings will be publicized by display advertisement in the *Jackson Citizen Patriot* and *The Jackson Blazer*, or any other local publication of general circulation, in the non-legal section. No less than ten (10) days notice will be given prior to an established Public Hearing or Public Meeting. Other media will be utilized when deemed necessary.

Upon reasonable advance notice, City staff will participate in meetings called by neighborhood groups, project area residents, local and regional institutions, the Jackson County Continuum of Care, and such other organizations to discuss or present information regarding the Consolidated

Plan, Annual Action Plan, substantial amendment to the Consolidated Plan, or CAPER at a time and location designated by the requesting entity.

Availability to the Public

Copies of the Consolidated Plan, Annual Action Plan, substantial amendment to the Consolidated Plan (if any), and CAPER will be available to the public through the Department of Neighborhood & Economic Operations or on the City of Jackson's website at www.cityofjackson.org through the Department of Neighborhood & Economic Operations.

Access to Records

Records relating to the City of Jackson's Consolidated Plan, Annual Action Plan, Environmental Review Record, substantial amendment to the Consolidated Plan (if any), and CAPER will be provided upon request from citizens, public agencies, and other interested parties in a reasonable and timely fashion.

Technical Assistance

Technical assistance to facilitate citizen participation is available through the Department of Neighborhood & Economic Operations. This assistance is available to neighborhood or project area residents to adequately participate in planning, implementing, monitoring, and evaluating the CDBG and HOME programs. Guidance is also available to groups of low- and moderate-income persons and groups of residents of blighted neighborhoods who have questions developing proposals and statements of views. City staff, however, cannot write the application or offer comments on drafts.

Citizen Participation Plan

The Citizen Participation Plan will be reviewed and updated as needed. Changes in the language of the Citizen Participation Plan are subject to a 15-day public comment period. A Public Notice will be publicized by display advertisement in the *Jackson Citizen Patriot* and *The Jackson Blazer*, or any other local publication of general circulation, in the non-legal section. The proposed Citizen Participation Plan will be available for public review in the Department of Neighborhood & Economic Operations and on the City of Jackson's website at www.cityofjackson.org through the Department of Neighborhood & Economic Operations.

Complaints

Citizens may file formal complaints about the Consolidated Plan, the Annual Action Plan, any amendments thereto, and the CAPER by submitting the complaint in writing and mailed, emailed, or delivered to the Department of Neighborhood & Economic Operations, 161 West

Michigan Avenue, Jackson, MMI 49201. Written responses to such complaints will be provided within 15 working days, where practicable.

Objections to a release of funds or certifications may be directed to the US Department of Housing and Urban Development, Patrick V. McNamara Federal Building, 477 Michigan Avenue, Detroit, MI 48227, as defined in federal regulations. Potential objectors should contact HUD to verify the actual last day of the objection period.

Use of Citizen Participation Plan

The City of Jackson must follow the guidelines in this Citizen Participation Plan.

Jurisdiction Responsibility

The requirements for citizen participation do not restrict the responsibility or authority of the City of Jackson for the development and execution of its Consolidated Plan.