

## **CITIZEN PARTICIPATION PLAN**

**Goal:** As a new entitlement Metropolitan City, our initial goal is to educate the community on the Community Development Block Grant (CDBG) program and to encourage citizen participation in the local consolidated planning process. Our long-term goal is to keep the public involved in our community and to provide opportunities to participate in the consolidated planning process on an annual basis.

**Input Strategy:** At this time, the city is in the process of also developing a City Comprehensive Plan. For this first year, it makes sense to combine these two input processes and hold joint public participation meetings. A Public Hearing will be held at City Hall. O'Fallon will hold concurrent meetings with the public to get input on overall community planning and on the consolidated plan for CDBG programs. These public hearings will take place at City Hall. A minimum of two weeks notice will be given regarding the times and dates of the public hearings. The public hearings will take place at times that are convenient to the public such as evenings to maximize the opportunity for citizens to participate.

After the initial year, the city will hold at least two public forums per year to obtain citizens' views and to respond to proposals and questions, to be conducted at 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. The city will hold at least one public hearing annually for citizen input before the consolidated plan is published for comment. A minimum of two weeks notice will be given regarding the time and date of any public hearing.

The City of O'Fallon has always been proactive in its communications with residents and we have many mechanisms for public input already in place. We publish and mail a monthly newsletter directly to residents. We also produce our own cable television channel. Notices for these hearings will be posted in all local newspapers, in our city newsletter, and on our local cable television station. Nonprofit organizations and other agencies will also be requested to provide input. The city plans to also utilize local media to assist in the educating of residents on the CDBG program and encouraging participation. The Board of Alderman will also be encouraged to discuss the CDBG program whenever they attend a Ward or neighborhood meeting within targeted areas.

An interdepartmental city staff team has been identified to work with the BOA and the public to ensure active participation in the plan. This will ensure consistency with other planning and policy documents, in particular with the City Comprehensive Plan. The team will make a recommendation to the BOA regarding the Consolidated Plan.

Technical assistance will be provided by city staff to any persons, including groups representative of persons of low- and moderate- income, that requests such assistance in developing proposals for funding assistance.

**Review of proposed activities:** Through our monthly newsletter, our cable TV channel, local media, and direct mail, notice of the availability of the draft consolidated plan will be published. The city will also publish a summary of the draft plan in local newspapers of general circulation. Copies will be available at city facilities, at libraries and possibly via the Internet from the city's web page. The summary will describe the contents of the plan and a list of the locations where copies of the entire proposed consolidated plan may be examined. The city will provide a reasonable number of free copies of the plan to citizens and groups that request it a copy in writing. The draft-consolidated plan will be made available to persons with disabilities, in a format that is readily accessible, upon request.

The city will provide at least 30 days for citizens, public agencies and other interested parties to examine the plan and submit comments. Written comments will also be accepted and comments can be emailed directly to the city.

The City of O'Fallon will consider any comments or views of citizens received in writing, or orally at public hearings, in preparing the final consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefor, shall be attached to the final consolidated plan.

**Complaints:** Citizens that contact the city regarding a complaint will be directed to submit their complaint in writing. The city will provide a timely, substantive written response to every written citizen complaint received within 15 working days, where practicable. Any complaint should be submitted in writing to the following address:

City of O'Fallon  
CDBG Program  
100 North Main Street  
O'Fallon, MO 63366

**Amendments:** The city shall amend its approved plan whenever it makes one of the following decisions: (1) To make a change in its allocation priorities or a change in the method of distribution of funds; (2) 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; (3) To change the purpose, scope, location, or beneficiaries of an activity.

An amendment is deemed to be substantial if it is a change of 10% or more in the use of CDBG funds from one eligible activity to another. Citizens will be provided a reasonable notice and an opportunity to comment on the substantial amendment before the amendment is implemented. The comment period will be not less than 30 days. Notice of the substantial amendment will be posted in all local newspapers, in our city newsletter, and on our local cable television station.

If an amendment is a change of 50% or more in the use of CDBG funds from one eligible activity to another, a public hearing will be held to provide for citizen input. Notices for

these public hearings will be posted in all local newspapers, in our city newsletter, and on our local cable television station.

The City of O'Fallon will consider any comments or views of citizens received in writing, or orally at public hearings, if any, in preparing the substantial amendment of the consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefor, shall be attached to the substantial amendment of the consolidated plan.

Upon completion of an amendment, the city will make the amendment public and will notify HUD that an amendment has been made. The City will submit a copy of each amendment to HUD.

**Performance Reports:** The City of O'Fallon shall annually review and report, in a form prescribed by HUD, on the progress it has made in carrying out its consolidated plan. This performance report shall be submitted to HUD within 90 days after the close of the jurisdiction's program year. The reports shall include an evaluation of the city's progress in meeting its specific objective of providing affordable housing, including the number and types of families served. The report shall also include a description of the use of CDBG funds during the program year and an assessment of the relationship of that use to the priorities and specific objectives identified in the plan.

Citizens will be provided at least two weeks notice of the draft performance report. At least 15 working days will be provided to receive comments on the performance report that is to be submitted to HUD before its submission. Notices for this comment period will be posted in all local newspapers, in our city newsletter, and on our local cable television station.

The City of O'Fallon will consider any comments or views of citizens received in writing, or orally at public hearings, if any, in preparing the performance report. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefor, shall be attached to the performance report.

**Public Hearings:** The City will provide a least two weeks notice to citizens of any public hearing, with sufficient information published about the subject of the hearing to permit informed comment. Notices for public hearings will be posted in The St. Charles County Post, in our city newsletter, and on our local cable television station.

Hearings will be held at times and locations convenient to potential and actual beneficiaries. Daytime and nighttime hours for hearings will be offered to allow for maximum public input. Appropriate actions will be taken to encourage the participation of all its citizens including minorities and non-English speaking persons, as well as persons with disabilities. Locations for public hearings will be handicapped accessible. Handicapped citizens needing assistance or auxiliary aids will be advised to contact the City sufficiently in advance (no less than 24 hours) to assure that accommodations may be made.

**Availability to 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. Copies will be available at city hall and the local public libraries.