

**City of Waterloo, Iowa  
Community Development Board**



**Citizen Participation Plan**

**CITIZEN PARTICIPATION PLAN**

The City of Waterloo, Iowa, Community Development Board, on this 15th day of October, 1996, hereby adopts the following Citizen Participation Plan in accordance with 24 CFR section 91.105, as amended.

This plan is developed to encourage citizen participation in the development of the consolidated plan, any substantial amendments to the consolidated plan and the performance report. It is designed especially to encourage participation by low and moderate income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and by residents of predominantly low and moderate income neighborhoods, as defined by the jurisdiction.

The City will provide citizens with a reasonable opportunity to comment on the original citizen participation plan and on substantial amendments to the citizen participation plan and will make the plan available for public review. Upon request, the plan will be made available in an accessible format to persons with disabilities.

The City will encourage participation by residents of public and assisted housing developments in the process of developing and implementing the consolidated plan, along with other low income residents of targeted revitalization areas in which the developments are located by providing information to the Waterloo Housing Authority.

The University of Northern Iowa's Language Department will be called upon to provide the necessary assistance if the City expects a significant number of non-English speaking citizens to attend Community Development public meetings.

**CONSOLIDATED PLAN DEVELOPMENT**

1. The City will furnish citizens with information concerning the amount of Community Development Block Grant (CDBG) and HOME funds expected to be available (including the annual grant, program income, surplus from urban renewal settlement, and proceeds from HUD guaranteed loans) for community development and housing activities, and the range of activities that may be undertaken with those funds. The City will also make available the estimated amount that will benefit persons of low and moderate income at the public hearing on the one year action plan.
2. The City will make every reasonable effort to minimize the number of persons displaced by CDBG funded activities. In the event that a person is displaced by a CDBG undertaking, relocation assistance will be offered in accordance with the Uniform Relocation Assistance Act.

3. The City will publish a summary of the consolidated plan in the local newspaper in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and to submit comments. The City will also make copies of the proposed plan available at the Community Development office, the City Clerk's office and the Waterloo Public Library for review during public hours. Ten free copies of the proposed plan will be made available. One free copy will be provided to each individual or organization requesting said copy until the supply is exhausted.
4. The City will hold at least one public hearing during the development of the consolidated plan. Notice of the public hearing will be published in the local newspaper not less than four days or more than twenty days before the public hearing.
5. There will be a 30 day comment period on the proposed consolidated plan. The City will consider any comments or views of citizens received in writing or orally at the 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.

#### **AMENDMENTS**

1. The City will amend its approved plan whenever it makes a decision to: make a change in its allocation priorities or a change in the method of distribution of funds; 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.
2. The City will use the following criteria to determine what changes in the planned or actual activities constitute a substantial amendment to the consolidated plan, any of the following will require a substantial amendment following this citizen participation plan:
  - a. Changes in the use of CDBG funds from one eligible activity to another that exceed \$100,000.
  - b. Carrying out a new CDBG eligible activity in an amount greater than \$100,000  
A change in the entity responsible for carrying out an activity or a change in the location of a proposed project will not constitute a substantial amendment.
3. The City will publish a summary of the proposed substantial amendment in the local newspaper in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and to submit comments. The City will also make copies of the proposed substantial amendment available at the Community Development office and the Waterloo Public Library for review during public hours. Ten copies of the proposed substantial amendment will be made available to the public. One free copy will be provided to each individual or organization requesting said copy until the supply is exhausted.

The Community Development Board will hold at least one public hearing on the proposed substantial amendment to the consolidated plan. Notice of the public hearing will be published in the local newspaper not less than four days or more than twenty days before the public hearing. There will be a 30 day comment period on the proposed substantial amendment to the consolidated plan.

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

### **PERFORMANCE REPORTS**

1. The City will publish notice of the availability of the annual grantee performance report in the local newspaper and will allow a 15 day comment period on the report.
2. The City will consider any comments or views of citizens received in writing, or orally at any public hearings that may be held. A summary of any comments received will be attached to the performance report.

### **PUBLIC HEARINGS**

1. A minimum of two public hearings will be held per year to obtain citizens views and to respond to proposals and questions. These hearings will be held at different stages in the program year. Together the hearings will address housing and community development needs, development of proposed activities and review of program performance. At least one of these hearings will be held prior to the proposed consolidated plan being published for comment.
2. Notice will be published in the local newspaper at least four days but not more than twenty days before the public hearings including sufficient information about the subject of the hearing to permit informed comment.
3. The public hearings will be held at Waterloo City Hall at times that provide for maximum citizen participation. The building is handicap accessible.
4. The University of Northern Iowa's Language Department will be called upon to provide the necessary assistance if the City expects a significant number of non-English speaking citizens to attend Community Development public meetings.

### **MEETINGS**

Meetings will be scheduled to provide for as much citizen involvement and attendance as possible. Times may be adjusted from time to time based on changing needs.

### **AVAILABILITY TO THE PUBLIC**

1. The consolidated plan as adopted will be available for review in the Community Development Office and at the Waterloo Public Library during public hours.
2. Any substantial amendments to the consolidated plan as adopted will be available for review in the Community Development Office and at the Waterloo Public Library during public hours.
3. The grantee performance report will be available for review in the Community Development Office and at the Waterloo Public Library during public hours. Upon request, the documents listed above will be made available in an accessible format to persons with disabilities.

**ACCESS TO RECORDS**

Information and records relating to the jurisdiction’s consolidated plan and the jurisdiction’s use of assistance under the programs covered by 24 CFR section 91.105 during the preceding five years will be available to citizens, public agencies and other interested parties. The City will reply to the written request for such information within 15 working days, where practical. The information may not be removed from the Community Development office. If copies of information are requested the normal copy charge will apply.

**TECHNICAL ASSISTANCE**

The Community Development Board will offer technical assistance to groups representative of persons of low and moderate income that provide a written request for such assistance in developing proposals for funding assistance under any of the programs covered by the consolidated plan. The nature and extent of such assistance will be at the discretion of the Community Development Board and Community Development staff.

**COMPLAINTS**

The City will respond to written citizen complaints regarding the consolidated plan, amendments and the performance report. The reply will be made within 15 working days, where practical.

**USE OF CITIZEN PARTICIPATION PLAN**

The City will follow the citizen participation plan from the date of its adoption until it is amended or repealed.

**CITY RESPONSIBILITY**

The requirements for citizen participation do not restrict the responsibility or authority of the City for the development and execution of its consolidated plan.

As amended June 16, 1998

**COMMUNITY DEVELOPMENT BOARD**

Eric Johnson, Chairperson

ATTEST:

Richard W. Earles, Program Manager