



**CITIZEN PARTICIPATION PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT
CITY OF XENIA, OHIO
REVISED AND ADOPTED JUNE 12, 2014**

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, this **Citizen Participation Plan** is hereby adopted to ensure that the citizens of Xenia, Ohio (hereinafter referred to as the “City,”) particularly persons of low and moderate income and/or residing in areas of slum and blight in which Community Development Block Grant (hereinafter referred to as CDBG) funds are proposed to be used, are encouraged to participate in the planning and implementation of CDBG-funded activities.

The purpose of Citizen Participation is to assure that the CDBG program in the City addresses the needs of those whom it is primarily intended to benefit, namely: low- and moderate-income persons. This plan meets the requirements for Ohio's CDBG through the Ohio Development Services Agency and is designed to provide Xenians with an opportunity to participate in the planning, implementation and assessment of our community's CDBG program. The City will encourage Citizen Participation through the means outlined below.

Public Hearing

A public hearing will be the primary means of obtaining citizen views and responding to proposals and questions related to community development, downtown development, and housing needs, including the needs of very low and low income persons, as well as other needs in the community that might be addressed through CDBG programs. The City will continue to seek other mediums for soliciting public input as a complement to formal public hearings such as online engagement tools and special surveys, but will primarily rely on the public hearing.

As required by CDBG regulations the City will hold, at a minimum, two public hearings for each application; the first at the initial stage of application preparation before the application and activities are fully identified, and the second after the application is developed but prior to its submission to the Ohio Development Services Agency (ODSA). Citizens will be invited to address the City through written and oral comments.

Formal notification of these public hearings will be advertised in a local newspaper, and posted on the city website. Sometimes when applicable, invitations will be placed on appropriate social media channels such as Facebook or Twitter particularly for hearings relating to Downtown development where such media is readily usable and available. Hearings will be held at times and locations convenient to potential and actual beneficiaries and with accommodations for persons with disabilities. In the case of a public hearing where a significant number of non-English speaking residents can be reasonably expected to participate, (the City of Xenia does not have a sizable non-English-speaking population) arrangements will be made to have an interpreter present.

While the majority of Public Hearings will be held in the City Council Chambers during regular Commission sessions, some will be held in targeted locations such as the downtown or at public gathering places conducive to targeted citizen participation.

All public hearings will be advertised no less than ten (10) days before the actual meeting.

Public Hearing #1

At the first public hearing, the City will convey the following information at their first public hearing:

- National and state program objectives;
- Amount of money available to the locality;
- Range of eligible activities;
- Date application is due to the City from potential grantees;
- Date Application is due from the City to ODSA; and
- Citizen views and comments.

Between Public Hearing #1 and Public Hearing #2, the City will solicit block grant proposals from organizations, individuals or other governmental units. An example of a CDBG recipient application form is provided as Attachment C. Citizens and organizations are urged to contact the Development Department and will be given technical assistance and guidance from the Community Development Coordinator and/or additional City staff where requested and where staff see a need even if the citizen does not formally request an activity. Applications and due dates of applications will be publicized at City Council meetings, on the City website at www.ci.xenia.oh.us and on other City media outlets as available and appropriate such as Facebook, public access channels, blogs, and Twitter. The City Development Department will accept proposals for a minimum of thirty (30) days from the final public hearing.

Public Hearing # 2

Ten (10) or more working days after the first public hearing, the City will hold Public Hearing #2 in order to give citizens an opportunity to review and comment on the locality's proposed applications to ODSA prior to its submission.

A summary of the proposals will be advertised in a local newspaper and on the City website and a copy of the final application will be made available for public viewing in the Development office. The format for Public Hearing 2 (Two) will include the following information and areas for discussion:

- A presentation by a representatives(s) of the locality on the City's proposed CDBG program including the activity or activities to be undertaken;
- the amount of CDBG and other funds allocated for each activity;
- the objective of each activity;
- the timetable for starting through completions of each activity; and
- the national objective(s) each activity will meet.

At the second hearing, the City of Xenia will have available for citizens a written summary of the proposed CDBG program. Copies of the newspaper notice that advertised the second public hearing, which includes a summary of the locality's proposed CDBG program, will be available at the Public Hearing.

Citizen views and comments

Throughout the year, the City will bring potential CDBG projects to appropriate citizen's advisory committees when the project is likely to affect the constituents served by that committee or group including groups such as the Board for Recreation, Arts and Cultural Activities, the Downtown Xenia Now Committee, nonprofits serving Xenia populations and places, Friends of the Xenia Station, and specific Neighborhood Associations.

From the City's year-round outreach, the City Development Department will maintain lists of suggestions for CDBG projects throughout the year, and internally review suggestions using locally adopted plans such as the X-Plan, the Downtown Strategic Plan, and the Housing Advisory Committee (HAC) prioritization, to gauge and prioritize funding project suggestions prior to submitting the selected projects to Council for final approval. In addition, whenever feasible, the City will employ surveys throughout the year on items such as park and recreation planning, downtown needs, employment, trails usage, housing needs, and others. Whenever possible, surveys will be available to all citizens via such tools as Survey Monkey, Constant Contact, or at City-sponsored events such as First Fridays, on utility bills, and through social media such as facebook and websites to help the City determine goals and needs for low-moderate income citizens and to those living in and using areas of slum and blight.

The City will post pertinent information regarding the CDBG Process on the Xenia website and will post this Citizen Participation Plan to the City of Xenia website at www.ci.xenia.oh.us in the Neighborhood Services Section.

Complaints

The City Development Department will maintain a file of citizens' complaints regarding CDBG funding, and will provide a timely written answer to written complaints and grievances, within 15 working days where practicable. The response will include any remedial action(s) that the grantee will undertake.

Program documents will be made available for public inspection and copying during regular business hours at the offices of the grantee, upon written or oral request.

The City of Xenia is committed to assuring that the Xenia CDBG program addresses the needs of those whom it is primarily intended to benefit, namely: low- and moderate-income persons.

Supporting Materials:

- Sample Notice of Public Hearing #1 (A)
- Sample Notice of Public Hearing #2 (B)
- Sample Notice of Recipient CDBG Application Form (C)

SAMPLE A
NOTICE OF PUBLIC HEARING #1

**CITY OF XENIA
NOTICE OF PUBLIC HEARING #1
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

Date of Publication

The City of Xenia intends to apply to the Ohio Department of Development for funding under the Community Development Block Grant (CDBG) Small Cities Program, a federally-funded program administered by the State of Ohio. The City is eligible for \$ _____ of Fiscal Year _____ CDBG funding, providing the City meets applicable program requirements.

The first of two (or more) public hearings will be held _____(specify date) at _____ (location) at _____(time) to provide citizens with pertinent information about the CDBG program including an explanation of eligible activities and program requirements. The CDBG program can fund a broad range of activities, including economic development projects, streets, water supply, drainage and sanitary sewer improvements, park acquisition and improvements, demolition of unsafe structures, housing construction, rehabilitation of housing and neighborhood facilities, and downtown business revitalization. The activities must be designed to primarily benefit low- and moderate-income persons or aid in the prevention or elimination of slums and blight.

The following CDBG programs **approximate amounts** that may be available to the City of Xenia:

<u>PROGRAMS</u>	<u>APPROXIMATE AVAILABLE FUNDS</u>
Community Development Program	\$ 80,000
Community Housing Improvement Program	\$ 400,000
Residential Public Infrastructure Grant Program	\$ 600,000
Economic Development Loan and Infrastructure Grant	\$ 500,000
Neighborhood Revitalization Program	\$ 300,000
Critical Infrastructure Grant Program	\$ 300,000
Downtown Revitalization Grant	\$ 300,000
CDBG Discretionary Fund	\$1,000,000
Micro-enterprise Business Dev. Program	\$ 60,000

The primary focus of this first public hearing is to inform citizens about the City of Xenia's FY 2014 Programs. A brief explanation of the programs using CDBG program income will also be provided. A second public hearing will be held at a future announced date prior to the City's submittal of any grant applications for the above listed programs.

Citizens are encouraged to attend this meeting on _____ (date) to provide their input on the city's CDBG program.

_____ Name of City Manager or CD Director

Date of Publication: _____

SAMPLE B
NOICE OF PUBLIC HEARING #2

**CITY OF XENIA
NOTICE OF PUBLIC HEARING #2
COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

Date of Publication

The City of Xenia intends to apply to the Ohio Department of Development for funding under the Community Development Block Grant (CDBG) Small Cities Community Development Program, a federally-funded program administered by the State. The City is eligible for \$_____ of Fiscal Year _____ CDBG Formula Allocation funding providing it meets applicable program requirements. On _____ (date of 1st public hearing) , the City conducted its first public hearing to inform citizens about the CDBG program, how it may be used, what activities are eligible, and other important program requirements.

Based on input from social service agencies, planning department input and local officials' assessment of the City's needs, the City may propose to undertake the following CDBG activities in _____(Formula Fiscal Year)

Project 1: ACTIVITY NAME – to provide _____(explanation of activity.) The estimated cost for the activity is \$_____. The National Objective would be _____.

Project 2: ACTIVITY NAME – **Project 1: ACTIVITY NAME** – to provide _____(explanation of activity.) The estimated cost for the activity is \$_____. The National Objective that will be met by these activities is an area benefit to low- and moderate-residents and to address slum and blight.

The remaining \$_____ of the Formula Allocation will be used for Fair Housing and General Administration expenses.

A second public hearing will be held on _____ (date and year) at _____(time) at _____(location.) Xenia, Ohio. This is to give citizens an opportunity to review and comment on the City's proposed CDBG application, including the proposed activities summarized above, before the application is submitted to the Ohio Department of Development on _____(date application due to State.)

Citizens are encouraged to attend this meeting on _____date of public hearing.

_____ name of City Manager or CD Director

Date of Publication: _____

SAMPLE C
APPLICATION FOR RECIPIENT CDBG FORM



**CDBG FORMULA PROGRAM
APPLICATION TO CITY OF XENIA
FOR CONSIDERATION
DUE _____**

1. Total proposed activities must be such that they can be completed between **January _____ and December _____**
2. All non-residential construction and improvements must **meet or exceed State Building Codes.**
3. Cost estimates must be itemized, signed, and provided by a qualified source (i.e., engineer, architect, contractor, vendor, etc.)
4. All cost estimates for construction projects with an estimated cost of \$2,000 or more **must include** federal prevailing wages.
5. If you are committing other funds to the project and/or if other sources of funds are included in this project, copies of letters, resolutions, ordinances, etc., committing these funds must be submitted at the time of this application to the City.
6. Attach letter(s) from agency(s) requiring improvements, if applicable.
7. Organizations must submit a copy of their Articles of Incorporation and By-laws.
8. Application Deadline: _____

PLEASE COMPLETE THE FOLLOWING

9. **APPLICANT INFORMATION:**

- a. Name of Applicant: _____ Phone No. _____
Address: _____
- b. Contact Person: _____ Phone No. _____
Address: _____

Note: Are you a public service group or non-profit entity?

Check One: _____ Yes _____ No

If yes, attach a copy of Articles of Incorporation and By-laws. (See item 7 above.)

10. **APPLICANT ELIGIBILITY INFORMATION**

How does your proposed project meet the national objectives of the U.S. Department of Housing and Urban Development? (Check below)

___ The project will benefit low-moderate income persons (if this is checked, you must complete #12)

Or

___ The project benefits a specific limited clientele directly (if this is checked, list the client group your organization will serve)

Limited Clientele Group: _____

11. **PROJECT INFORMATION**

a. Describe project activity and measurements **in detail:** (attach additional sheets and photographs if necessary)

Describe if project is necessary to meet state or local requirements or mandates - see item (6) above.

b. Will you need to acquire easements or property to complete this project?

_____ Yes _____ No

If yes, explain: _____

Is this property occupied? _____ Yes _____ No

c. Who provided the project cost estimate?

Name: _____

Address: _____

Phone No: _____

Labor (use federal prevailing wages) \$ _____

Materials \$ _____

Engineering \$ _____

Total Cost of Project \$ _____

Note: Attach a copy of the cost estimate: (See items (3) & (4) above)

d. How much CDBG money is being requested? \$ _____
If you are not applying for the total cost of the project, where will the other funds come from?

	<u>Source</u>	<u>Amount</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

(List others if necessary)

Note: a) Attach commitment letters from the sources listed above (See item (5) above.)
b) Proposed project must meet State Building Code. (See item (2) above.)

e. Will volunteers perform any work? ____ Yes ____ No

Describe the work to be performed by volunteers.

12. **PROJECT BENEFIT INFORMATION**

a. Where is the exact location of the project? _____

Note: Provide a map that shows the **location** of the activity.

b. What is the project service area? _____

Note: Provide a map of the **boundaries of the service area**.

c. Who will benefit from this project? _____

d. How many households are in the service area? _____

13. SITE INFORMATION

a. Does your project affect an historical property or does your project occur in an historical district? _____ Yes _____ No

If yes, explain:

b. Is your project located in a flood plain? _____ Yes _____ No

If yes, explain: _____

14. **ACCESS FEES:** Will any access fees be charged? (i.e. sewer or water line hook-up, membership fees, entrance fees, etc.) _____ Yes _____ No

If yes, explain: _____

Signature

Typed/Printed Name

Title

Date

IF YOU HAVE ANY QUESTIONS CONTACT:

CDBG COORDINATOR
DEVELOPMENT DEPARTMENT
XENIA CITY SERVICE CENTER
966 TOWLER RD., XENIA
PHONE 937-376-7286 FAX 937-372-8151
mcrockett@ci.xenia.oh.us
web: www.ci.xenia.oh.us

APPLICATIONS SHOULD BE MAILED TO:

CITY OF XENIA
DEVELOPMENT DEPARTMENT
101 N. DETROIT STREET
XENIA, OH 45385