

Citizen Participation Plan

City of Butler/Redevelopment Authority of the City of Butler

Community Development Block Grant/HOME Programs



1. Encouragement of Citizen Participation

Since the City of Butler and the Redevelopment Authority of the City of Butler (RACB), as its administrator, began receiving Community Development Block Grant (CDBG) and HOME Partnership for Investment (HOME) Programs, the City has incorporated full opportunities for citizens to participate in planning, development, and review of proposals for funding from these entitlement programs. As required by federal regulations from the U.S. Department of Housing and Urban Development (HUD), citizens must be provided with a reasonable opportunity to participate in an advisory role in planning, implementing and assessing those programs and proposals.

This Citizen Participation Plan (CPP) sets forth policies and procedures to provide for and encourage participation by the residents of Butler in the development of the City's CDBG and HOME applications.

Interested groups and individuals are encouraged to provide input into all aspects of the City's consolidated planning activities – from assessing needs and setting priorities through performance evaluation. This CPP offers numerous opportunities for citizens to contribute information, ideas, and opinions about ways to provide decent housing, establishing and maintaining a suitable living environment, and expanding economic opportunities, particularly for low-and moderate-income persons.

In developing any applications for grants, the City will take appropriate actions to encourage the participation of all of its citizens including:

- Low-and moderate-income persons, particularly those living in areas where federal funds are proposed to be used;
- Residents of predominantly low-and moderate-income neighborhoods;
- Minorities;
- People with Limited English Proficiency;
- People with Disabilities; Residents of public and other assisted housing developments; and
- Local and regional institutions and other organizations (including businesses, developers, nonprofit organizations, and community-based & faith-based organizations)

Opportunities to comment on or participate in planning community development and affordable housing activities and projects will be publicized and disseminated as widely as possible in Butler.

2. Public Hearings

In developing applications for CDBG and HOME funds, the City of Butler/RACB will conduct at least two public hearings to obtain citizens' views and to respond to questions. Hearings take place at different stages of the CDBG/HOME application process and together address:

- housing and community development needs;
- the proposed use of program funds, and
- program performance during the past year.

The first hearing will explain the City's responsibility to replace all occupied and vacant occupiable low and moderate income dwelling units that may be demolished or converted to another use. The explanation will include the following:

- replacement within three years of demolition/conversion;
- replacement units must be located within the applicant's jurisdiction/municipality;
- replacement unit will be of sufficient size to house at least the same number of occupants that could have been housed in the units demolished/converted;
- replacement unit must be provided in standard condition;
- replacement unit must be designed to remain low and moderate income unit for at least ten years from the date initial occupancy;

Prior to obligating or expending funds that will result in the demolition or conversion of low and moderate income housing units; the City/RACB will publicize and provide opportunity for citizen comment on:

- Proposed demolition/conversion activity;
- General location and number of units by size that will be demolished/converted;
- Time schedule for the start and completion of demolition/conversion;
- General location and number of units by size that will be provided as replacement units; the source of funding, and a time schedule for the provision of replacement units; and
- The basis for concluding that the replacement units will remain low/mod for at least 10 years from initial occupancy.

The second hearing, held before City Council, solicits comments on the draft application, which includes the proposed use of the CDBG funds. The information provided to the public on or before the public hearing will include:

- the amount of assistance the local government expects to receive (including grant funds and program income);
- the range of activities that may be undertaken;
- the estimated amount of funding that will benefit persons of low-and moderate-incomes; and
- the City's plan to minimize displacement of persons and to assist any person displaced², specifying the types and levels of assistance the City will make available (or require others to make available) to persons displaced, even if no displacement is expected to occur.

² In making anti-displacement and relocation information available to affected persons, the City shall follow the procedures identified for the federal Uniform Relocation Act (42 U.S.C. 4601 *et seq.*, 42 U.S.C. 4621 *et seq.*, and 42 U.S.C. 4651 *et seq.*).

3. Public Hearing Notices and Outreach

Information about the time, location, and subject of each hearing will be provided to citizens at least ten (10) days in advance by publication in a local newspaper and via publication on the RACB website, www.RedevlopmentAuthorityCityofButler.net Targeted outreach developed specifically for informing low-and moderate-income persons, particularly those residing in the NSA, minorities, residents of public and other affordable housing, and persons with disabilities will take place via distribution of notices to providers of services to these populations, including the Butler County Housing Authority, and the City Building. Outreach to local businesses, nonprofit organizations, and other community-based and faith-based organizations, will take place via notices sent to these organizations via email and/or regular mail.

Every effort will be made to ensure that public hearings are inclusive. Hearings will be held at convenient times and locations, preferably in the evening and in places where people most affected by proposed activities can attend. If notice is given at least seven days before a hearing date, the City/RACB will provide interpreting services to facilitate the participation of non-English speaking people and people with visual and/or hearing impairments. Interpreters will be provided at public hearings where non-English speaking residents can be reasonably expected to participate.

Internet sites will be utilized to translate written materials, when needed. Additionally, translators will be utilized to provide oral translation services at public meetings and during conversations with Limited English Proficiency (LEP) residents during the implementation of the proposed project. Many of the common forms used in the implementation of a CDBG program or activity are available in multiple languages on the HUD website and will be utilized as needed.

The City of Butler is not required to develop a Language Access Plan; however, the City of Butler will make all reasonable attempts to accommodate language access needs of residents requesting oral translation during the Citizen Participation and/or direct assistance intake activities including but not limited to public hearings and public notices.

4. Publication of the Proposed Application

The City/RACB will publish proposed grant applications in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and submit comments.

The proposed application (or "public comment draft") shall include:

- the amount of assistance the City 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-incomes.

A complete copy of the application will be available for review at the RACB office, 129 West Cunningham Street, Butler, Pennsylvania

5. Public Comments on the Proposed Application(s)

The City/RACB will receive comments from citizens on its proposed application(s) from the date of publication up to the date of the hearing. All comments or views of citizens received in writing or orally at public hearings will be considered in preparing the final Plan(s). 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 application(s). Oral comments outside of the public hearing will not be considered, unless they are also provided directly to staff via email, letter, or other legible written form at the address provided in Section 4, above.

6. Program Modifications

When it is necessary to modify approved projects/activities, the City of Butler/RACB will perform the following:

- Provide a public notice at least once in a newspaper of general circulation, of the proposed modification and provide the deadline by which public comments must be received;
- Consider all comments received as a result of the public hearing, and if appropriate, modify the proposed modification. In cases where any citizens' views are not accepted, provide reasons for the decision. This documentation will be attached to the modification, which will be available to the public and submitted with the grant; and
- Upon approval of the modification by the City, the modification will be made available for public inspection

7. Citizen Complaints

The City of Butler/RACB shall accept written comments, complaints, or grievances on Exhibit A, Citizens Participation Complaint/Grievance form. A written response will be provided to any written citizen complaint within a reasonable period of time, not to exceed 15 working days.

Complaint, comments and questions should be directed to:

City of Butler
Attn: Veronica M Walker
140 West North Street
Butler, PA 16001
724-285-4124 x 200
www.cityofbutler.org

Veronica M Walker, Acting Executive Director
Redevelopment Authority of the City of Butler
129 West Cunningham Street
Butler, PA 16001
724-283-0116
www.RedevelopmentAuthorityCityofButler.net



City of Butler Mayor

RACB Chairman

Adopted: April 23, 2015

Adopted: May 4, 2015

Readopted: JANUARY 31, 2019

Readopted:

EXHIBIT A
City of Butler/Redevelopment Authority of the City of Butler
Community Development Block Grant/HOME Programs
Citizen Participation Complaint/Grievance Form

Complainant: _____

Address: _____

Telephone: _____ Email: _____

1. Please describe below the nature of your complaint as it relates to the City's CDBG / HOME Program. (Please explain if your objection relates to any phase of planning, development, or approval of the application for CDBG funds, or to the implementation of any CDBG program).

2. Please provide any solution(s) you believe may remedy the problem.

Signature: _____

Date: _____

Return form to:

Veronica M Walker, Acting Executive Director
Redevelopment Authority of the City of Butler
129 West Cunningham Street
Butler, PA 16001

724-283-0116
724-283-2522 fax

racb@zoominternet.net