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# Citizen Participation Plan



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*Prepared for the U.S. Department of Housing and Urban Development  
by the City of Lansing, Michigan  
Department of Planning and Neighborhood Development  
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## INTRODUCTION

The City of Lansing Citizen Participation Plan for the Community Development Block Grant (CDBG) Program for the City was adopted by the Lansing City Council in 1984 and amended in 1995 due to changes in Federal legislation in housing and community development programs to reflect statutory requirements regarding citizen participation in what is now the City's Community Development Program. In addition to CDBG, the Community Development Program includes the HOME and Emergency Solutions Grants (formerly Emergency) Programs. This document includes the required revisions mandated by the U. S. Congress as well as amendments. The Citizen Participation process in the Community Development Program is intended to assure that the citizens of the community, and organizations concerned with housing and community development, will have every opportunity to participate in the planning and utilization of community development funds. Citizen participation is mandated as part of the City's Annual Consolidated Strategy and Plan Submission application submitted to the Department of Housing and Urban Development in May; substantial amendments to that plan and Annual Performance Reports. This document clarifies procedures which have been simplified to allow citizens easier access to the planning and application process. The plan attempts to maintain the cooperative effort already established between citizens and the City by providing the forum for more frequent interaction, review and comment. The plan also recognizes the need for both City-wide representation and target area representation in the community development process. It should be noted that opportunity for citizens to participate in community development goes beyond the formal process described in the Citizen Participation Plan. Input through involvement with City staff, formal boards, planning committees, and through interaction with the Mayor and City Council will continue to provide day-to-day citizen involvement.

## **GENERAL CITIZEN PARTICIPATION PROCESS**

The City of Lansing will meet the citizen participation requirements of the Consolidated Strategy and Plan Submission (CSPS) under Section 91.105 of the Federal regulations and in accordance with the legislative changes to the CDBG Entitlement Program under the Housing and Urban-Rural Recovery Act of 1983, through the following by providing citizens:

- a. a reasonable opportunity to comment on the Annual Consolidated Plan, substantial amendments to that plan and the Annual Performance Reports.
- b. information that includes the amount of assistance and the range of activities that may be undertaken
- c. with a statement identifying how the information will be available for public review and comments, including time lines and response to those comments
- d. at least a minimum of two public hearings for the Annual Consolidated Plan to respond to proposals and questions or an opportunity to comment on substantial amendments and the performance reports
- e. with times and locations of hearings convenient to potential and actual beneficiaries and with accommodations for persons with disabilities
- f. with technical assistance and complaint processes
- g. with information pertaining to how low-income and minority groups will be notified of the citizen participation processes

## **CONSOLIDATED STRATEGY AND PLAN SUBMISSION (CSPS)**

The City will hold community meetings during the months of August and September. Notices of those community meetings will be disseminate several groups and organizations including: Lansing Neighborhood Council, Neighborhood watch groups and associations, other local jurisdictions, State agencies, other City departments, special needs groups and organizations and groups concerned with housing and related supportive services and other community development activities. In addition, the City will focus on encouraging participation of minority groups, low and moderate income persons, particularly those residing

### **PUBLIC PARTICIPATION/HEARING PROCESS - CSPS**

An initial public hearing will be conducted before the Lansing Planning Board to provide citizens an opportunity to present their views on community development and housing needs. The Needs Hearing shall be held in September - December prior to the development of a proposed statement of CD objectives and use of funds Notices of the hearing will be published in the Lansing State Journal or the Lansing City Pulse, mailed to known citizen groups and other organizations concerned with housing and community development issues, and will appear on the City of Lansing's cable TV information channel and other media outlets as well as posted on the City's website. Information received at the public hearing will be utilized to prepare the Proposed Statement of Community Development Objectives and Projected Use of Funds

The City of Lansing Department of Planning and Neighborhood Development shall next prepare and publish a Proposed Statement of Community Development Objectives and Projected Use of Funds and the Planning Board shall conduct a second public hearing in January/February on the proposed statement which will include the projected use of funds. Notices of the hearing will be published in the Lansing State Journal or the Lansing City Pulse, mailed to known citizen groups and other organizations concerned with housing and community development issues, and will appear on the City of Lansing's cable TV information channel and other media outlets as well as posted on the City's website.

After considering citizen comments, the Planning Board shall make modifications to the statement as appropriate, approve the statement and forward the document to the Mayor with the recommendation that it be incorporated into the CSPS and considered for adoption by the Lansing City Council.

The draft version of the Consolidated Strategy and Plan Submission (CSPS) shall be prepared by the City and made available for review and comment by the public prior to submission of the plan in May to the Department of Housing and Urban Development. A summary of the plan shall be published in February/March. Notices of the availability of the document will be published in the Lansing State Journal or the Lansing City Pulse, mailed to known citizen groups and other organizations concerned with housing and community development issues, and will appear on the City of Lansing's cable TV information channel and other media outlets as well as posted on the City's website.

Citizens will be furnished with information concerning the amount of Community Development Block Grant (CDBG), HOME and Emergency Solutions Grant (ESG) funds expected to be available for community development and housing activities, and the range of activities that may be undertaken with these funding sources. This information will be published in the Lansing State Journal, mailed to known citizen neighborhood organizations and other organizations concerned with housing and community development, and will appear on the City of Lansing's cable TV information channel.

The published notice will also include information that a summary and complete copy of the plan will be on file and available in the office of the Lansing City Clerk, at the Capitol Area District Library, at the Department of Planning and Neighborhood Development and with the Lansing Neighborhood Council. A summary of the plan will be mailed to organizations, groups and agencies concerned with or affected by the use of Housing and Community Development Resources in the community. Notices of the hearing will be published in the Lansing State Journal or the Lansing City Pulse, mailed to known citizen groups and other organizations concerned with housing and community development issues, and will appear on the City of Lansing's cable TV information channel and other media outlets as well as posted on the City's website. Copies of the document will also be made available upon request.

The final public hearing will be held before City Council in April/May. Notices of the hearing will be published in the Lansing State Journal or the Lansing City Pulse, mailed to known citizen groups and other organizations concerned with housing and community development issues, and will appear on the City of Lansing's cable TV information channel and other media outlets as well as posted on the City's website.

The City will allow citizens and organizations thirty (30) days to comment on the proposed CSPS. The comment period shall commence from the date of publication of the summary in the Lansing State Journal in February. The Proposed Statement shall contain sufficient detail including locations of activities where appropriate, to allow citizens to determine the degree to which they may be affected. In addition, citizens will be furnished information on:

- a. How the City has used Community Development funds in previous years. Citizens will be provided reasonable access to records showing past use of CDBG, HOME, and ESG funds.
- b. Plans to minimize displacement of low and moderate income persons as a result of CDBG assisted activities and to assist persons that are so displaced. Information relative to displacement and relocation procedures are included in the City's **Residential Antidisplacement and Relocation** Assistance Plan, prepared pursuant to Section 104 (D) of the Housing and Community Development Act of 1974 as Amended, which is attached to this document by reference. Copies are available upon request from the Development Office of the Department of Planning and Neighborhood Development.
- c. Estimated amounts that will be used for activities that benefit low and moderate income persons.

The City will respond in writing within fifteen (15) days to any written or oral comments or views of citizens submitted during the thirty (30) day comment period or submitted at the public hearing. A summary of comments or views, written and oral, and the response of the City will be included in the final CSPS document.

The City shall hold all public hearings related to the CSPS at Fire Station #1, 120 E. Shiawassee or designated location (with prior notice) in Lansing, MI. The meetings will be held during the evening hours to better afford citizens an opportunity to attend and participate in the process. The facility is barrier free to accommodate persons with disabilities. In the event it is anticipated that a significant number of non-English speaking residents may attend a public hearing, the City will provide a resource person for translation purposes. The City will work in a partnership with the Lansing Housing Commission (LHC) on an ongoing basis to develop the CSPS. The LHC will facilitate the participation of public housing residents in the process.

## **CONSOLIDATED PLAN AMENDMENTS**

The City of Lansing will follow its CSPS for the community unless or until an amendment is required based on the following:

If the City elects not to carry out an activity contained in its approved CSPS; or

If the City elects to carry out activities other than those described in the approved CSPS; or

If the City wishes to delete or add an activity to those activities described in CSPS; or

If the City proposes to make any substantial change\* in their use of CDBG, HOME, and/or ESG funds from one eligible activity to another;

The citizen participation requirements described above shall apply to applications or submissions to the Department of Housing and Urban Development, unless otherwise specified by HUD, including the Section 108 Loan Guarantee Program.

Unless substantial change is otherwise defined by HUD regulations or current legislation, it shall include any change in which:

- a. the City proposes to use more than fifteen (15) percent of the entitlement amount approved for the affected program year, other than that amount for local option activities, to undertake one or more new activities;
- b. the City proposes to alter the stated purpose, location or class of beneficiaries of previously approved activities whose cost exceeds fifteen (15) percent of the entitlement amount for the affected program year;
- c. the combination of proposed new activities, other than local option activities, and changes in the purpose, location or class of beneficiaries of previously approved activities involves more than fifteen (15) percent of the entitlement amount approved for the affected program year;
- d. the cumulative effect of a number of smaller changes involving new activities, other than local option activities, or changes in the purposes, location, or class of beneficiaries of approved activities exceeds fifteen (15) percent of the entitlement amount approved for the affected program year.
- e. the City proposes to utilize funds for an eligible activity that is not consistent with the goals and objectives stated in the Five Year or Annual CSPS, or

## **PUBLIC PARTICIPATION/HEARING PROCESS - CONSOLIDATED PLAN AMENDMENTS**

The City shall make available to the public and shall submit to the Department of Housing and Urban Development (HUD) a description of any changes adopted. The Citizen Participation process utilized in consideration of an amended use of funds shall be that part of the process which includes public notification of the proposed change in the Lansing State Journal or Lansing City Pulse mailed to known citizen groups and other organizations concerned with housing and community development issues, and will appear on the City of Lansing's cable TV information channel and other media outlets as well as posted on the City's website. The City will respond in writing within fifteen (15) days to any written or oral comments or views of citizens submitted during the thirty (30) day comment period or submitted at the public hearing. A summary of comments or views, written and oral, and the response of the City will be included in the final CSPA document.

## **CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORTS (CAPER)**

The City of Lansing shall in September of each year make available to citizens a grantee performance report (CAPER), or an equivalent report as may be required by the Department of Housing and Urban Development, which shall contain an evaluation of the City's accomplishments for the previous fiscal year based on objectives and the amount of funds projected to be used to benefit low and moderate income persons as stated in the annual CSPA. A summary of citizens' comments shall be incorporated into the report before its submission to HUD.

## **PUBLIC PARTICIPATION/HEARING PROCESS -CAPER**

Notice of the availability of the grantee performance report shall be published in the Lansing State Journal or Lansing City Pulse, mailed to known citizen groups and other organizations concerned with housing and urban development, and will appear on the City of Lansing's cable TV public access information channel or other media outlets as well as posted on the City of Lansing's website. Citizen's shall be given a period of fifteen (15) days to comment on the report. The comment period shall commence on the date of publication notifying the public of the availability of the document.

## **TECHNICAL ASSISTANCE**

Technical Assistance shall be provided as much as practicable by the Department of Planning and Neighborhood Development to individuals, organizations, agencies and groups interested in developing proposals for funding through the CSPA planning and budget process. Requests for such assistance shall be required to be submitted in writing. Reasonable levels of assistance shall include informational and training meetings, provision of printed informational material, provision of statistical data and reference and referral service.

The amount of technical assistance to be provided to any one group or organization shall be at a level determined by the City. The City shall take into consideration the total demand for assistance in determining the amount of assistance able to be provided to any one entity.

## **ACCESSIBILITY OF INFORMATION**

All documents and information related to the CSPS process and programs including CDBG, HOME and ESG, except that legally considered confidential such as family income, relocation matters, etc., are to be made available for citizen review through the Department of Planning and Neighborhood Development.

Whenever possible information shall be disseminated to members of appropriate advisory organizations at least twenty (20) days before action is expected to be taken by the advisory organizations. When this is not possible, staff shall make every effort to provide information to citizens in a timely manner.

## **COMPLAINT PROCESS**

It is clearly recognized that good communications are necessary if the CDBG program is to be effectively implemented. The following process is a guide to resolving differences.

When citizens disagree with policies or actions of the City regarding CSPS matters and those disagreements are not able to be resolved with the City support staff most directly involved, citizens should express the complaint in writing to support staff persons with recourse to supervisory staff. If it is necessary to pursue the complaint further, it should be submitted to the Director of the Planning and Neighborhood Development Department in the same written form. If the matter remains unresolved, the written complaint should be submitted to the Mayor for consideration, then to the City Council, if necessary, and finally to the HUD Area Office in Detroit. Formal complaint forms are available from the Department of Planning, and Neighborhood Development.

A written response to all complaints received shall, if at all possible and practicable, be prepared and mailed to citizens within fifteen (15) days of the receipt of the complaint in the Development Office of the Department of Planning and Neighborhood Development.