

City of Moorhead
Community Development Block Grant
Citizen Participation Plan

Purpose

The City of Moorhead encourages citizen participation in all aspects of government, and particularly through its Community Development Block Grant process. The purpose of the Citizen Participation Plan is to set forth the City of Moorhead's procedure for citizen participation. This Plan applies to the City's use of U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds. The Citizen Participation Plan provides the steps to be taken to assure that citizens have an opportunity to participate and contribute ideas in the development of CDBG related-items/publication. The Citizen Participation Plan was drafted in accordance with Sections 91.100, 91.105, and 91.505.

What is Community Development?

Community Development is a practice involving research, evaluation, collaboration, and strategic planning, mostly associated with affordable housing, homelessness, employment, transportation, and community resources and assets (e.g., social, environmental/natural, political, cultural, financial, built, and human capitals etc.). The City of Moorhead employs a Community Development Program Administrator who is responsible for plan development of its Department of Housing and Urban Development (HUD) grant. The City Council maintains final approval of annual and consolidated plans and budgets.

Community Development Block Grant (CDBG).

The goal of the CDBG program is to develop viable urban communities by providing decent housing and suitable living environments, as well as expanding economic opportunities for low-and moderate-income persons. It is a program designed to be flexible and tailored to community development needs and priorities. At least 70% of CDBG funds over a period of three years must be used to benefit people with low and moderate incomes. This does not include planning and administrative costs, but does include program income. Eligible activities under CDBG include, but are not limited to:

- Acquisition of real property
- Demolition
- Rehabilitation of residential and non-residential structures
- Public services
- Activities relating to energy conservation and renewable energy resources

Economic development and job creation/retention activities

Accessibility

Meetings and Public Hearings . All public hearings are advertised and published in the official newspaper of the City at least ten days prior to the hearing date. Meetings are held in fully accessible locations and special services and auxiliary aids are offered to those with mobility, vision, or hearing impairments. Translator services are also available upon request by non-English speaking persons. Moorhead City Council meetings are public meetings held on regularly scheduled dates each month. CDBG hearing notices are also posted to the City's website, sent to eNotification subscribers, and forwarded to the Moorhead Public Housing Agency and Moorhead Public Library for posting on bulletin boards and in elevators of public housing facilities.

In an effort to reach out to low- and moderate-income households and neighborhoods, the City of Moorhead invites participation by local housing and supportive service providers within the City to participate in and provide information for the Consolidated Plan by direct mailings to these agencies and interested constituents.

All publications invite review and comments by interested persons by phone, in writing, or at public hearings and meetings.

Information Availability to the Public. Upon request, non-privacy protected information with regard to CDBG programs and other City activities are provided at no cost to any person requesting the information. Files are maintained for a minimum of five years regarding CDBG projects and expenditures and are available for review in the Department of Governmental Affairs office at Moorhead City Hall during regular business hours.

Technical Assistance The City of Moorhead Department of Governmental Affairs' staff is willing to provide information and technical assistance to persons or entities wishing to develop proposals for housing and community development grant funding to HUD, Minnesota Housing Finance Agency, City of Moorhead program offerings, and others as would benefit the community.

Public hearings regarding CDBG funding will be held at the following points during the program year:

- Development of the Consolidated Annual Performance and Evaluation Report
- Prior to developing the Consolidated Plan
- During the public comment period prior to submission of the Consolidated Plan
- Substantial Amendments to the Consolidated Plan or Annual Action Plan

The meetings are held at the Hjemkomst Center or other community locations, which are fully accessible to persons with disabilities and are published in the official newspaper of the City, printed on the Moorhead City Council meeting agenda, posted on the City of Moorhead website, sent to e-Notification subscribers, listed on Moorhead Cable Access Television meeting announcements, and forwarded to the Moorhead Public Housing Agency and Moorhead Public Library for posting on bulletin boards and in elevators of public housing facilities. Meetings are scheduled at a variety of times to be convenient to the public. Interpreter services will be provided by the City of Moorhead when a significant number of limited English speaking residents are anticipated to attend.

Publication of the Consolidated and Annual Action Plan

The City of Moorhead publishes a summary of its Consolidated Plan, including the anticipated amount of assistance expected to be available, activities to be undertaken, and the amount of funds that will benefit low and moderate income persons, so that citizens have an opportunity to review the plan and provide comments for at least 30 days prior to City Council approval. Copies of the Consolidated Plan are posted to the City's website, available for review at the Moorhead Public Library and the Moorhead Department of Governmental Affairs' office, and mailed to all citizens who request them at no cost. Alternative formats of the Consolidated Plan, this Citizen Participation Plan, and related publications will be made accessible to persons with disabilities upon request.

Consolidated Annual Performance and Evaluation Report (CAPER)

The CAPER will be completed by the City of Moorhead each program year and an opportunity for review will be made known through newspaper publication of a 15-day comment period. A community meeting will be held during the comment period. Copies of the Performance Report will be available for review at the Moorhead Public Library and the Moorhead Department of Governmental Affairs' office and mailed, at no cost, to all citizens who request them.

Amendments to the Consolidated Plan or Annual Action Plan

Substantial Amendment

An amendment is considered substantial when:

- Changes in the use of CDBG funds from one eligible activity to another are made
- Changes to the greater of \$20,000 or 25% of the activity budget
- A deletion of an activity or project described in the ConPlan or AAP occurs

- An addition of an activity or project not described in the ConPlan or AAP occurs
- Major changes in the purpose, scope, location, or beneficiaries of an activity are made

Public Comment: The proposed substantial amendment shall be made publicly available for a public comment period of no less than thirty (30) days unless otherwise prescribed by HUD.

Public Notice: In the event of a substantial amendment, citizens will be notified through publication of a description of the amendment in the official newspaper of the City and e-Notification to subscribers 30 days prior to enacting the change. The notification will encourage citizen participation through a public hearing prior to submission of the amendment to HUD.

Response to Citizen Comments

Comments regarding the Consolidated Plan, amendments to the Plan, and performance reports are forwarded to the Moorhead City Council and subsequently to HUD. The City of Moorhead responds to written citizen complaints and grievances within 15 days of receipt. A summary of citizen comments is provided to HUD with submissions of plans, reports, and amendments.

Displacement

The City of Moorhead will minimize displacement of all persons resulting from its CDBG program activities and will follow the Uniform Relocation Act standards in the event of displacement resulting from its CDBG program activities. Details of any project that requires displacement will be published for comment at least 10 days prior to project approval.

Minor Amendment

Any changes to the Consolidated Plan or the Annual Action Plan not meeting the criteria described in the Substantial Amendment section above will be considered a minor amendment or revision. Such changes will not be published or subject to public participation process nor will it require approval from the City Council.