

CITIZEN PARTICIPATION PLAN

Introduction

The purpose of the Citizen Participation Plan is to provide information about how Nampa residents, businesses, community organizations, and agencies may participate in the development of the City's Consolidated Plan and related documents. The City considers it the right of all citizens to be informed about and have the opportunity to comment on the use of public funds. The Citizen Participation Plan applies to the City's use of U.S. Department of Housing and Urban Development (HUD), Community Development Block Grant (CDBG) funds. They are: (1) the development of a Five-Year Consolidated Plan; (2) each annual Action Plan; (3) each Consolidated Annual Performance and Evaluation Report (CAPER); (4) substantial amendments to a Consolidated Plan and/or Action Plan; and (5) amendments to the Citizen Participation Plan itself.

This plan is specifically designed to encourage participation by low and moderate-income persons, particularly those living in slum or blighted areas and in areas where CDBG funds are proposed to be used. Low and moderate-income areas are defined as areas having more than 51% of its population with incomes at less than 80% of the area median income (commonly referred to as a.m.i.) The City of Nampa would also like to encourage the participation of all of its citizens, including minorities, non-English speaking persons, and persons with disabilities by providing information in alternative languages and formats when requested.

The City of Nampa also encourages the participation of residents of public and assisted housing developments and revitalization areas. The City of Nampa will make available information regarding the consolidated plan activities to the Nampa Housing Authority and the Southwestern Idaho Cooperative Housing Authority to encourage collaboration and cooperation. A copy of the Consolidated Plan, the Annual Action Plans, the CAPER, and any substantial amendments will be provided to the Nampa Housing Authority to be made available to the public at their office location.

Public Hearings

At least two public hearings will be conducted annually for the purpose of obtaining citizens' comments on the Consolidated Plan, Annual Action Plan, and the CAPER. These hearings will provide a forum to respond to comments and questions. Citizens, public agencies, and other interested parties will have the opportunity to provide input on Nampa's primary housing and community development needs. Every five years a public hearing will be conducted on the new Consolidated Plan.

One of the public hearings will be held prior to the final adoption of the Consolidated Plan and/or annual Action Plan. This hearing, at a minimum, will include a review of: (a) how the need for the proposed activities were developed (b) how the proposed activities will be funded and sources of funds (c) date the application will be submitted to HUD (d) the requested amount of CDBG funds (e) the estimated portion of CDBG funds that will benefit low and moderate-income persons (f) where the proposed activities will be conducted (g) plans to minimize

displacement of persons and businesses as a result of funded activities (h) plans to assist persons actually displaced (i) the nature of such activities, and (j) the relevance of the proposed activities to the goals and objectives set forth in the Consolidated Plan.

One of the public hearings shall be held to review the status of funded activities and at a minimum will include a review of: (a) a general description of the accomplishments to date, (b) a summary of all expenditures to date, (c), a general description of remaining work, and (d) a general description of any changes made to the CDBG project budget, performance targets, activity schedules, project scope, location, objectives, or beneficiaries.

Notification

Notice of each hearing will be published consistent with the requirements of Idaho Code, Section 60-109. Notices for public hearings will be published at least fourteen days in advance of the public hearing date. The City will advertise through notice in the local newspaper of record, *The Idaho Press Tribune*, and place notices on its website. Efforts shall be made to publish these notices in Spanish as well as English. The notice will describe the availability of services for persons with disabilities.

Non-English speaking residents are encouraged to participate. Non-English speaking residents can request translations by calling (208) 468-5419 at least 48 hours in advance. Services for those who are hearing impaired will be provided upon request.

Location

All public hearings and public meetings will be held in locations accessible to low and moderate-income residents and people with disabilities. Hearings will be held at times and locations convenient to potential and actual beneficiaries

Comment Periods

Citizens will be provided the opportunity to comment on the Citizen Participation Plan, the Consolidated Plan, annual Action Plans, substantial amendments, and performance reports. The City will provide a period of not less than thirty days for comment on the Consolidated Plan and Annual Action Plans. A period of fifteen days will be allowed for comment on the CAPER. The Plan, Action Plan, and CAPER will be available to the public at Nampa City Hall, the Nampa Public Library, and the Nampa Housing Authority during regular business hours. The Plan or any requested documents will be provided in a format accessible to persons with disabilities upon request.

Comments or views of citizens both in writing and orally at public hearings must be considered in the preparation of the plan, annual action plan, and CAPER. A summary of the comments and a summary of any views not accepted and the reasons shall be attached to the plan or report.

Substantial Amendments

Recognizing that changes may be necessary to Consolidated and Action Plans after approval, HUD allows for amendments to these plans. The following criteria will be used in determining if the changes constitute a substantial amendment. They asked us to remove the entire b section. There has also been a recent change to the Public Request requirements. Our office will be moving downtown in January/February. Not sure what the street address is but I will find out so it can be included too.

- a) Any increase or decrease of the cost of any approved activity in an amount of 10% over the annual block grant allocations or any addition or deletion of an activity
- b) These potential activity changes must be in line with the Consolidated Plan Priorities

If an amendment is deemed necessary, the City will prepare the proposed changes and conduct a Public Hearing. As indicated in the section regarding public hearings, notification of hearing will be published fourteen days in advance of the hearing. A 30-day period will be established to receive comments on the amendment before the documentation is submitted to HUD.

Comments or views of citizens both in writing and orally at public hearings must be considered in the preparation of the substantial amendments. A summary of the comments and a summary of any views not accepted and the reasons shall be attached to the substantial amendments of the Consolidated Plan.

Meetings

Public meetings of the City Council and other boards and commissions overseeing HUD programs provide opportunities for citizen participation and comment on a continuous basis. Notice of public meetings is subject to the Open Meeting Act. Meeting dates, locations, and proposed agendas will be posted at the Office of the City Clerk three days prior to the meeting. Regular scheduled City Council meetings are the first and third Monday evenings of the month. All meetings are held in locations accessible to persons with disabilities. Translation for non-English speaking residents and/or those who are hearing impaired will be provided upon request.

Document Access

Citizens, public agencies or other interested parties will be granted timely access to information and records relating to the jurisdictions' Consolidated Plan and the jurisdictions use of assistance under the programs covered by this part during the preceding five years. Requests for public information must be presented in writing. The city of Nampa will provide a response to the request within fifteen days of receipt by the City.

Citizens will have the opportunity to review and comment on all CDBG related documents in draft form prior to submittal to HUD. These documents will be made available at City Hall, the Nampa Public Library, and Nampa Housing Authority. Upon request, these documents will be provided in a form accessible to persons with disabilities. Citizens, groups, and other interested

organizations may obtain copies of the written reports by calling the Economic / Community Development Department at (208) 468-5419 or (800) 368-6185 (TTY).

Outreach

Citizen involvement in the planning process and in the implementation of activities will be encouraged by outreach efforts. Various means can be utilized to pursue and encourage participation from low-income and minority households. The following activities will be considered and then, as deemed appropriate, one or more selections will be made to optimize citizen participation and collaboration. With more than 22 percent of the population reporting Hispanic origin in 2010, the City will foster communications by using bi-lingual speech and written materials in an attempt to enhance involvement. Participation tools range from targeting the general population to focusing on specific groups. Citizen involvement and education activities include but are not limited to: focus groups, community asset mapping, neighborhood planning, design and improvement activities, community visioning, one-on-one or key person interviews, telephone hotline, surveys, field trips, neighborhood or civic group meetings, interactive website, citizen advisory groups, open house meetings, the media, bulk mailings, advertisements, newsletters, and a speakers bureau.

Technical Assistance

The City can provide technical assistance upon request and to the extent resources are available to groups or individuals that need assistance in preparing funding proposals, provided the level of technical assistance does not constitute a violation of federal or city rules or regulations. These groups or individuals must represent CDBG-target neighborhoods or other low-income areas. The provision of technical assistance does not involve re-assignment of City staff to the proposed project or group, or the use of City equipment, nor does technical assistance guarantee an award of funds.

Complaints

The City will provide a substantive written response to every written citizen complaint relative to the CDBG program. Written complaints must clearly state the complainant's name, address, and zip code. A daytime telephone number should also be included in the event further information or clarification is needed.

If a response cannot be prepared within a 15 working day period, the complainant will be notified of the approximate date a response will be provided.

ADA/Section 504

The City of Nampa does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs and activities. The Community Development Program Manager has been designated as the City's ADA/Section 504 Coordinator located within City Hall, 411 3rd St. S. If you have any questions regarding your ADA/Section 504

rights, please call (208) 468-5419 (voice) or Idaho Relay Service (800) 368-6185 (TTY). This publication can be made available in alternative formats.

Certification

The City of Nampa certifies its intent to use this Citizen Participation Plan as outlined above. The requirements for citizen participation do not restrict the responsibility or authority of the City of Nampa for the development and execution of its Consolidated Plan.