

CITIZEN PARTICIPATION PLAN

CITY OF OREM, UTAH

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**PREPARED BY:
CITY OF OREM CITY MANAGER'S OFFICE**

CITIZEN PARTICIPATION PLAN OVERVIEW

The City of Orem (the “City”) is a Community Development Block Grant (CDBG) Entitlement jurisdiction. As an entitlement jurisdiction, every five years the City of Orem is required to prepare and submit a comprehensive Consolidated Plan to the federal Department of Housing and Urban Development (HUD). Each Consolidated Plan contains updated market analyses, an inventory of housing and housing services, as well as a review of available resources to address identified priorities and objectives. In each interim year, the City submits an Action Plan to HUD, which identifies specific resources and activities to be implemented during the following year to achieve the objectives contained in the Consolidated Plan.

The City’s Consolidated Plan represents the means by which the City meets the submission requirements for the Community Development Block Grant (CDBG) as well as other sources of HUD funding that could be available to the City, either directly from HUD or as a sub recipient to another agency. The Consolidated Plan is required to include and result from an effective citizen participation process. Currently, the City is preparing the next five-year Consolidated Plan for the period of 2015-2019, and as such, is presenting the Citizen Participation Plan for review and adoption.

The Orem City Council’s authorization to submit the Consolidated Plan to HUD will constitute the adoption of this Citizen Participation plan.

CITIZEN PARTICIPATION PLAN

The City of Orem’s City Manager’s Office is the department responsible for the administration of the HUD CDBG Program. This document shall establish a guide for the City of Orem to coordinate public participation in the planning of CDBG goals and policies; give timely notice of public comment periods; and reasonable access to public hearings, information, and records relating to the grantee's proposed and actual use of CDBG funds. This Citizen Participation Plan outlines specific steps the City will take to assure for public comment; public hearings and the public availability of HUD required reports such as the Five-Year Consolidated Plan (the Con Plan); the Annual Action Plan; the Consolidated Annual Performance Evaluation Report (CAPER); program performance reviews; and any substantial amendments to the aforementioned.

For further information on the aforementioned CDBG documentation, please visit the City Manager’s Office, 56 N. State Street, Orem, UT, or their website www.orem.org, or by email communications@orem.org, or by phone (801) 229-7115.

The City’s Citizen Participation Plan seeks to involve all City residents including low and moderate-income persons, persons living in blighted areas, members of minority groups, members of non-English speaking groups, residents of areas where a significant amount of federally- funded activity is proposed or ongoing, the elderly, the disabled, the business community, and civic groups interested in any of the programs funded directly or indirectly by HUD.

In addition to citizen participation, the City of Orem will consult with other city departments, a variety of organizations and agencies whose programs serve a wide range of individuals including low to moderate-income persons and special needs citizens, and adjacent governmental entities.

The City shall periodically review its Citizen Participation Plan and shall notice any proposed changes to the Citizen Participation Plan with a fifteen (15) day public comment period. The City shall make copies of its amended Citizen Participation Plan available for comment and viewing in the Recorder's Office located at 56 N. State Street. The amended Citizen Participation Plan will also be available on the City's website, www.orem.org. Any person with a disability or a non-English speaking individual who needs assistance to review this Citizen Participation Plan should contact the City Manager's Office.

Furthermore, the aforementioned records, documents and information related to the CDBG program, and public participation schedule, are available for review throughout the year in the City Recorder's Office and/or on the City of Orem website www.orem.org.

PUBLIC COMMENT & REVIEW PROCESS

To solicit community involvement, the City Manager's Office will publish a notice for public comment, a public hearing or a public review prior to its subsequent submittal of reports, substantial amendment or Plan(s) to HUD.

Prior to any public comment period, the City Manager's Office will publish said notice in a local newspaper and/or on the City of Orem website www.orem.org. A public comment period will begin two weeks following the date of publication and the notice will state the time period for which the public can submit written comments. The City will consider all written comments and views of citizens and attach a summary of said comments with its submittal to HUD including those comments not accepted and the reason for rejection. Written comments will be accepted in the City of Orem City Manager's Office, 56 N. State Street, Orem, UT 84057, or through an email to communications@orem.org.

The City of Orem will continually look at its methods of collecting citizen feedback and adjust its outreach to gather additional feedback. This includes, but is not limited to, email, social media, and website comment forms.

PUBLIC HEARINGS

The City will hold public hearings at City Hall during the evening as a convenience to the public. City Hall is physically accessible to disabled persons and convenient to those seeking information or wanting to make comments. Those needing a translator should contact the City prior to the public hearing.

The City Manager's Office will conduct at least two (2) public hearings at two different stages of the planning and development of the Consolidated Plan and/or the Annual Action Plan. The first hearing will take place prior to the time that any formal adoption is considered. A second hearing will be held to solicit additional comments on the Plan prior to its adoption by the Orem City Council.

The notice of a public hearing will be published at least fourteen (14) days in advance of the scheduled hearing, and shall contain the purpose, the time and location of the hearing, and describe how to request accommodations for persons with disabilities and non-English-speaking persons and with sufficient prior notice will make accommodations for persons with disabilities or non-English speaking persons. Any verbal comments expressed during a public hearing will be reflected in meeting minutes of the hearing as appendices to its Plan to HUD.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVISORY COMMISSION

To help assure full and active citizen involvement in the Community Development Program, the Mayor will appoint seven persons to a CDBG Advisory Commission (CAC), each to serve a two-year term. The terms are staggered and are filled throughout the year as they become open. One member of the commission will be selected, by their peers, to be the Chair..

The Commission will have three main purposes:

1. To hear presentations from all CDBG applicants make recommendations for the allocation of CDBG funds.
2. To assist the City in assessing the needs of its neighborhoods and its residents.
3. To reflect on the past performance of CDBG projects and programs and to make suggestions for their improvements.

In making appointments to the Advisory Committee, the Mayor and City Council will do their best to have representation from various groups throughout the community. This includes low- to moderate-income neighborhoods, those with disabilities, minorities, and others.

CONSOLIDATED PLAN AND ANNUAL ACTION PLAN

The City Manager's Office will hold at least two (2) public hearings at different stages of the planning and development of the Consolidated Plan and/or Annual Action Plan ("the Plan"). The City Manager's Office and the CAC will review all comments, overall priorities, projects, and funding requests.

Planning for a new program year begins with the first public hearing and is designed to encourage low and moderate-income persons, members of minority groups, members of non-English speaking groups, and residents of targeted neighborhoods to express their views and ideas regarding community development and housing needs. The CAC and the City Manager's Office staff presents the following information:

- Amount of federal funds anticipated to be available for eligible activities;
- The range of activities which may be undertaken with these funds;
- Local and federal requirements and the annual application processes;
- Examples of projects funded during prior program years.

The City Manager's Office facilitates a proposal evaluation process to guide a fair and open process for evaluating, prioritizing and selecting activities to receive funding. The following are examples of criteria considered during the proposal evaluation process, although additional factors may also be considered (e.g. Common Council Priorities, unexpected or urgent local needs, etc.):

- Activity eligibility (with regard to HUD funded program requirements)
- Activity meets a CDBG national objective
- Reasonableness of proposed cost
- Sub recipient capacity to carry out the project (including review of past performance, and fiscal/administrative controls and capacity)
- Priority of need to be addressed

The City Manager's Office will notice a thirty (30) day public comment period, at which time a copy of the proposed Plan will be available for public review and comment in the City Recorder's Office. It will also be available on the City's website, www.orem.org. Upon completion of a thirty (30) day comment period, the City Manager's Office will submit the proposed Plan, with comments, for approval by the Orem City Council.

CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT (CAPER)

The City is required to report annually on project accomplishments and the progress that it has made in carrying out the goals outlined in the Consolidated and Annual Action Plans. This report is known as the Consolidated Annual Performance & Evaluation Report (CAPER). The City shall provide a fifteen (15) day comment period in which anyone may comment on the performance report prior to its submission to HUD. The City shall provide notice in a local newspaper and/or on the City of Orem website. Also, contained in the notice is a general description of the purpose of the report, where copies of the report may be reviewed, how to submit comments on the report and the date by which those comments must be received. The City shall consider all comments expressed either verbally or in writing and received within the public comment period. The City shall append a summary of these comments to the CAPER in its submission to HUD.

SUBSTANTIAL AMENDMENTS

The U.S. Department of Housing and Urban Development requires jurisdictions to define what constitutes a substantial amendment. When a substantial amendment is proposed, HUD further requires certain standards be met, such as comment periods and public hearings. The City defines a substantial amendment to the Consolidated Plan or annual Action Plan as a change in the use of funds from one eligible activity to another that is greater than 20% of the CDBG program funds. Substantial amendments to the Plan must be authorized by the Orem City Council and submitted to HUD by the City Manager. The public will also be notified by publishing the amendment in the local newspaper fourteen days prior to the start of a 30-day citizen review and comment period. The City will consider any

comments or views of citizens received in writing or orally during the comment period. 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 substantial amendment of the consolidated plan. The amendment will then be submitted to HUD and made available at the City of Orem Recorder's City's website. The City Manager, will submit a letter to HUD authorizing the amendment after the 30-day comment period and will implement the amendment at that time.

TECHNICAL ASSISTANCE

City staff is available to provide information or technical assistance to local groups with an interest in receiving CDBG funds. If a community group, non-profit organization or housing sponsor desires more intensive information, counseling, or technical assistance, the City Manager's Office is available for a reasonable amount of time. The City will determine the level and type of assistance to be provided based on the specific needs of the group requesting such assistance.

RESPONSE TO QUESTIONS/COMPLAINTS

In the event that a resident has a question or complaint about the CDBG Program or about a specific project, the matter will be referred to the proper department or individual for a response. The standard time for a response will be fifteen (15) business days or less.