

**COMMUNITY DEVELOPMENT
BLOCK GRANT**

CITIZEN PARTICIPATION PLAN

CITY OF CLEVELAND, TENNESSEE

REVISED AUGUST 9, 2004

1.0 PURPOSE

The City of Cleveland Community Development Citizen Participation Plan represents a document and program designed to actively seek the advice and counsel of the citizens of Cleveland in the preparation, administration and implementation of the Community Development Block Grant Program. It is the express purpose of this plan to develop mechanisms that will ensure that the citizens of the City of Cleveland have the opportunity for ongoing participation. It is also intended to establish procedures through which the City of Cleveland staff and officials may solicit and receive input from citizens, non-profit organizations, and other interested parties. The intent of the plan is to provide adequate opportunity for review and comment on the Community Development program, goals, priorities and projects.

The City of Cleveland Public Information Officer will be responsible for the implementation and coordination of citizen participation activities, responses and comments.

2.0 METHOD OF APPROACH

Several approaches or techniques will be utilized to implement this plan. All retain the primary purpose of soliciting and receiving citizens input on the Community Development program, goals, priorities and projects.

3.0 PUBLIC HEARINGS

The City of Cleveland Public Information Officer will be responsible for conducting two public hearings each fiscal year. At each public hearing the citizens will be invited to participate for the purpose of obtaining their views as well as those of public agencies, and other interested parties. The public hearings will identify housing and Community Development needs of the community, review proposed use of funds, and review program performance.

One public hearing shall be conducted by the City of Cleveland Public Information Officer and City of Cleveland Community Development staff at 4:00 p.m. in the Council meeting room on the second floor of the City Municipal Building (City Hall) during the fourth quarter of each program year cycle (April, May or June). During the "start up" year a public hearing will be held during the month of March 2004.

A second public hearing shall be conducted by the City of Cleveland Public Information Officer and Community Development staff during the second quarter of the regular program year cycle (October, November or December) at a location in a neighborhood of a Community Development activity.

The citizens of Cleveland, public agencies, and other interested parties are invited to comment on the Community Development program, goals, priorities, and projects at the public hearings or within 30 days after the public hearings.

The Community Development staff will ensure that special procedures will be used to assist low- and moderate-income persons, elderly, persons with disabilities, and non-English speaking persons attending meetings have access to information and material.

The City of Cleveland encourages citizen participation in the Community Development program, emphasizing the involvement of low, very low, and poverty income residents where housing and Community Development funds may be spent. The City of Cleveland shall afford the citizens adequate and timely notification of all local meetings, public forums, and public hearings.

Notice shall be placed in the local newspaper of general circulation no less than fifteen days before the meeting, forum and hearings.

Notice will be provided to local agencies that provide services to low, very low and poverty income residents of Cleveland.

The Citizen Participation Plan guarantees the access of information for the citizens, public agencies, and other interested parties including those most affected to have the opportunity to review information, review and submit comments on any proposed submission concerning the amount of funds available, including the estimated amount proposed to benefit low, very low, and poverty income residents. Community Development information can be accessed at the Community Development office at 185 Second Street NE, Cleveland, Tennessee 37311 (Old Central Service Building) or at the Public Information Officer's Office at 160 Second Street NE (Old City Hall Building), Cleveland, Tennessee 37311, or on the City of Cleveland Web site, <http://www.cityofclevelandtn.com>.

Plans to minimize displacement and assist those displaced as a result of these activities shall be made available to all citizens, public agencies, and other interested parties.

The Community Development staff shall provide technical assistance to low, very low, and poverty income groups that request assistance concerning the Community Development program, goals, priorities, and projects.

4.0 COMMUNITY-WIDE AND PROJECT AREA ACTIVITIES

To broaden public participation in the Consolidated Planning process, the City Public Information Officer and Community Development staff will make presentations within the community to explain the Community Development program and to solicit comments. Presentations will be made during the months of March and April 2004 to introduce the program to the community at-large, CDBG eligible neighborhoods, and agencies that provide services to low and moderate-income residents of Cleveland. Surveys will be distributed to those attending to solicit input and for distributions within the organizations. The Weed and Seed Steering Committee will be a target organization for participation since this group serves a low income target area of the community. In addition to the presentations made to interested groups and organizations, media coverage will be promoted and coordinated by the City Public Information Officer (PIO). A record will be kept of each presentation, media coverage and final report will be prepared by the PIO on the level of participation, media coverage and comments received in this phase of the Citizen Participation Process.

The City of Cleveland Planning Commission will comment on the Community Development program, goals, priorities, and projects in keeping with the scope of the Community Development Block Grant Program prior to the public hearings. The Planning Commission will be requested to identify housing and Community Development needs, review proposed

use of funds, and review program performance. Planning Commission meetings are open to the public and conducted on a regular basis. The Community Development staff will ensure that special procedures will be used to assist low and moderate income persons, elderly, handicapped, and non-English speaking persons serving on or attending meetings have access to information and material.

5.0 COMPLAINTS

The City of Cleveland, Tennessee shall take appropriate and practicable measures to resolve complaints from citizens when received by correspondence or telephone calls with regard to the Consolidated Plan, amendments and Performance Report. The City shall provide a timely, substantive written response to every written citizen complaint within fifteen (15) working days.

6.0 PROGRAM CHANGES

Prior to the adoption of any substantial change, citizens shall be given reasonable notice and an opportunity to comment on substantial amendments. A change to the Consolidated Plan will not be considered as a substantial amendment unless the change results in the elimination or addition of a category of activity not included in the Consolidated Plan, the elimination or addition of a targeted area of service, a change in beneficiary or eligibility criteria for an activity, a substantial change in the method of distribution of funds (a transfer exceeding twenty percent of the annual grant) as described in the Consolidated Plan or a change in the allocation of priorities established by the Plan. Any substantial change shall be advertised in the local newspaper of general circulation. A period of time, not less than 30 days, shall be designated in which to receive comments on the substantial change before such amendment is implemented. Any comments or views of citizens, received in writing or orally, regarding a substantial amendment shall be summarized, with both positive and negative viewpoints, and such summary shall be attached to the substantial amendment of the Consolidated Plan.

The Community Development staff shall contact other City departments, local agencies, and organizations to assist in the identification of housing and Community Development needs, review proposed use of funds, and review program performance. Public agencies and other interest parties shall include, but not be limited to: Cleveland Housing Authority for public housing residents, and the Cleveland Municipal Planning Commission.

7.0 PLAN AMENDMENT

This plan may be amended from time to time in order to strengthen the process for encouraging constructive citizen participation in the Community Development program, goals, priorities, and projects. Prior to plan amendment the citizens of Cleveland, non-profit organizations, public agencies, and other interested parties shall be invited to comment on plan amendments by notification in the Cleveland Daily Banner, a newspaper of general circulation.