

CITY OF DAYTON

PUBLIC PARTICIPATION PLAN

I. PURPOSE & INTENT

- A. The purpose of this Public Participation Plan is to provide for and encourage residents to participate in the development of the Consolidated Plan, Annual Action Plan, any substantial amendment to the Consolidated or Action Plan, and the Consolidated Annual Performance and Evaluation Report.
- B. The City of Dayton intends to encourage participation of all residents, including:
 - 1. Low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where HUD funds are proposed to be used;
 - 2. Minorities and non-English speaking persons;
 - 3. Persons with disabilities;
 - 4. Local and regional institutions;
 - 5. Continuum of Care and other organizations that assist in the implementation of the Consolidated Plan;
 - 6. Public housing agencies and residents of public and assisted housing developments.
- C. The City of Dayton recognizes the importance of public participation and fully endorses a philosophy that maximizes public involvement through continual exploration of alternative techniques for optimal engagement.
- D. This Public Participation Plan meets the Citizen Participation and Consultation requirements for local jurisdictions and HOME consortia as defined in the Code of Federal Regulations in Sections 24 CFR Part 91.105, 24 CFR Part 91.401, and 24 CFR Part 91.100.

II. PROGRAM POLICY

It shall be the general policy under this plan to:

- A. Provide for and encourage public participation, with particular emphasis on participation by persons of low and moderate income;
- B. Provide residents with reasonable opportunity to comment on the Public Participation Plan, Consolidated Plan, Action Plan, any substantial amendment to such plans, and the Consolidated Annual Performance and Evaluation Report and to consider all comments and views received;
- C. Minimize the displacement of persons. In the unlikely event of any such displacement, the City of Dayton will adhere to the requirements set forth in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and implementing regulations at 49 CFR Part 24;
- D. Provide for public hearings to obtain resident views and to respond to proposals and questions at all stages of the community development program, including the review of proposed activities and review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for those with disabilities;

- E. Provide residents, public agencies, and other interested parties with reasonable and timely access to local meetings, information, and records relating to the proposed use of funds;
- F. Provide for technical assistance to groups representative of persons of low- and moderate-income who request such assistance in developing proposals; and
- G. Provide for a timely written answer to written complaints and grievances.

III. TERMS & DEFINITIONS

Action Plan (AP)

The annual application that describes how the City will use its anticipated CDBG, HOME and ESG resources to implement the CP in a one-year time frame. The Action Plan also describes other actions that the City, its subrecipients, and other community partners will take to implement its Consolidated Plan.

Citizen Participation Plan (CPP)

The required plan that sets forth the City's policies and procedures for public participation in HUD programs. The adopted plan must be used when developing the Consolidated Plan, substantial amendment to the plan, and the Consolidated Annual Performance and Evaluation Report. The City of Dayton's required plan is referred to as the Public Participation Plan.

Community & Neighborhood Development Advisory Board (CNDAB)

An advisory board to the City Manager made up of residents, staff and community agencies. It is the official body for reviewing and making recommendations for the CDBG, ESG, and HOME programs.

Community Development Block Grant (CDBG)

A federally funded program administered by HUD whose primary objective is to principally benefit persons of low- and moderate-income by providing decent housing, a suitable living environment, and through expanding economic opportunities.

Consolidated Annual Performance and Evaluation Report (CAPER)

Reports the one-year progress and performance of the CDBG, HOME and ESG programs administered by the City and its Subrecipients.

Consolidated Plan (CP)

A three- or five-year comprehensive plan that describes the City's housing and community development needs and sets forth local strategies to address them. The Consolidated Plan must be submitted to HUD in order for the City to receive CDBG, HOME and ESG funds.

Emergency Solutions Grant (ESG)

A federally funded program administered by HUD whose objectives are to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

HOME Investment Partnership (HOME)

A federally funded program administered by HUD whose objectives are to provide decent, safe and affordable housing, alleviating the problems of excessive rent burdens, homelessness and deteriorating housing stock nationwide.

Low- to Moderate-Income (LMI)

Low- to moderate-income represents those whose income are at 80% or below the area median family income, as determined by HUD Section 8 limits, published annually.

U.S. Department of Housing and Urban Development (HUD)

The federal agency that oversees the use of CDBG, HOME, and ESG funds, approves the City's Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), and any amendments to the aforementioned items. HUD also is the agency that monitors the City for compliance with all applicable regulations.

IV. COMMUNITY & NEIGHBORHOOD DEVELOPMENT ADVISORY BOARD (CNDAB)

The CNDAB is established by the City Manager as an advisory board and public participation mechanism for HUD programs. The CNDAB participates in developing and reviewing proposals and suggestions for projects and activities for each program year. It provides a public voice to the process and assists the City in assuring that program information is made available to all concerned residents.

The primary purpose of CNDAB is to:

- A. Review and recommend priorities for the City's use of federal funds from HUD, for both operating and capital programs/projects. These HUD funds include, but are not limited to, CDBG, HOME and ESG.
- B. Review and recommend, based on the City's adopted Consolidated Plan, allocations and/or amendments of the City's CDBG, HOME and ESG federal entitlement dollars to the City Manager.
- C. The CNDAB is the focal point for the development and implementation of the Consolidated Plan and the Annual Action Plan. The board serves as a public review process providing guidance, reviewing and recommending policies and/or processes, making recommendations and advocating for the use of community resources.

The membership is made up of eighteen (18) members. There are ten (10) at-large members, two (2) of which must be of low- and moderate-income or represent agencies that serve low- and moderate-income populations; one (1) representative of Greater Dayton Premier Management; one (1) public or assisted housing resident; one (1) bilingual member who represents a non-English speaking minority population. There are four (4) City representatives, one member from each of the following offices: Department of Management and Budget; City Manager's Office; Planning and Community Development; and Public Works. There is one (1) Chairperson who serves as a non-voting member, with the exception of voting in the event of a tie. There are four (4) alternate representatives, three (3) of which are at-large alternates and one (1) must be an LMI alternate.

Nominations for board representatives are made by the Director of the Department of Planning and Community Development. The City Manager appoints members to the board for two- or three-year staggered terms.

All information and processes related to the Consolidated Plan, Action Plan, CAPER, allocation processes, and general policy and program issues concerning HUD's programs are brought before the CNDAB. Residents and stakeholders are welcome and encouraged to attend the CNDAB meetings, which are public meetings held in the evenings on the 2nd Monday of every month.

V. PUBLIC COMMENT

- A. The City of Dayton will provide a minimum of thirty (30) days to receive comments from the public on proposed consolidated plans, annual action plans, and substantial amendments to the Consolidated and Annual Action Plans.

- B. The City of Dayton will provide a minimum of fifteen (15) days to receive comments from the public on the Consolidated Annual Performance and Evaluation Report (CAPER).
- C. All comments shall be submitted to:
 - City of Dayton
 - Department of Planning & Community Development
 - 101 West Third Street, 6th Floor
 - Dayton, OH 45402
- D. All written comments received will be reviewed and maintained in the City's Public Participation File.

VI. PUBLIC HEARINGS

- A. The City of Dayton will hold a minimum of two (2) public hearings per year to obtain residents' views and to respond to proposals and questions. The hearings will address housing and community development needs, development of proposed activities, and review of program performance.
- B. Public Hearing #1 will be held during the development of the Consolidated Plan or Annual Action Plan, prior to or during the public comment period. Information will include an overview of HUD programs, anticipated resources for the upcoming program year, proposed activities to be undertaken, including the estimated amount that will benefit persons of low- and moderate-income and other actions the City will be involved in to achieve the goals identified in the Consolidated Plan. All comments received will be summarized and included in the Consolidated and Annual Action Plans.
- C. Public Hearing #2 will be held during the development of the Consolidated Annual Performance and Evaluation Report, prior to or during the public comment period. Information will include program evaluation and performance, accomplishments and expenditures during the program year. All comments received will be summarized and included in the CAPER.
- D. The City will hold an additional public hearing for development of the Consolidated Plan outside City Hall in a community facility that is convenient and accessible for all residents. The public hearing will be held to obtain views of residents, public agencies, and other interested parties on identifying local housing and community development needs, issues and priorities. Further, comments and suggestions about strategies and activities to address needs will be encouraged, summarized and included in the Consolidated Plan.
- E. All public hearings will be advertised in a local newspaper of general circulation, through social media including the City's website, and notice given to the CNDAB. All notices shall be published, delivered or posted at least fifteen (15) calendar days prior to the date of the public hearing.
- F. All public hearings will be held at times and locations convenient to potential and actual beneficiaries, with suitable accommodation for persons with disabilities. The City of Dayton will also make every effort to accommodate non-English speaking residents who wish to participate in the public hearing. The City of Dayton will attempt, when contacted in advance, to locate and secure translators. In those instances when non-English speaking residents attend a meeting where no translator is present, the City is responsible for holding an additional meeting for the same purpose, with a translator present.

VII. CONSOLIDATED PLAN AND ANNUAL ACTION PLANS

- A. The City of Dayton will make available to residents, public agencies, and other interested parties information regarding the amount of assistance the City expects to receive (including HUD entitlement grant funds and program income), range of activities that may be

undertaken, including the estimated amount that will benefit persons of low- and moderate-income, the City's plan to minimize the displacement of persons and to assist any persons displaced by housing activities, and any other relevant data that will assist in helping the public understand and participate in the program processes.

- B. The City will publish and otherwise make available the Consolidated Plan and Annual Action Plan in a manner that allows residents, public agencies and other interested parties a reasonable opportunity to examine its contents and submit comments. The publication and availability efforts will include publishing a notice of availability and summary of the applicable document in a newspaper of general circulation; placing the summary document on the City's website and other social media; sending electronic copies (by request via e-mail); and providing a reasonable number of free copies to requesting agencies or individuals.
- C. The City will allow for a minimum 30-day review and comment period for the Consolidated Plan and Annual Action Plan. All comments received and views expressed will be considered, summarized, and included in the final Consolidated Plan and Annual Action Plan.

VIII. AMENDMENTS

- A. An amendment to the Consolidated Plan and/or Annual Action Plan caused by substantial changes in planned or actual activities will be determined by the following criteria:
 - 1. Any NEW or CANCELLED project;
 - 2. Any change which results in a CHANGE IN THE USE OF FUNDS from one eligible activity to another;
 - 3. 50% DECREASE OF IMPACT in the scope of a project, thereby reducing the amount of beneficiaries by 50% or more;
 - 4. A \$100,000 OR 10% INCREASE OR DECREASE IN FUNDING, whichever is greater, for a previously approved activity.
- B. The City will publish and otherwise make available the Amendment to the Consolidated Plan and Annual Action Plan in a manner that allows residents, public agencies and other interested parties a reasonable opportunity to review and submit comments. Amendments will be advertised in a local newspaper of general circulation, through social media including the City's website, and with notice given to the CNDAB.
- C. The City will allow for at least a 30-day review and comment period for Amendments to the Consolidated Plan and Annual Action Plan. All comments received and views expressed will be considered, summarized, and included in the Substantial Amendment to the Consolidated Plan and Annual Action Plan.

IX. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

- A. The City will publish and otherwise make available the Consolidated Annual Performance and Evaluation Report (CAPER) in a manner that allows residents, public agencies and other interested parties a reasonable opportunity to review and submit comments. Public notices regarding the opportunity to review and comment on the CAPER will be advertised in a local newspaper of general circulation, through social media including the City's website, and notice given to the CNDAB.
- B. The City will allow for at least a 15-day review and comment period for the Consolidated Annual Performance and Evaluation Report (CAPER). All comments received and views expressed will be considered, summarized and included in the CAPER.

X. AVAILABILITY AND ACCESS TO RECORDS

A. The City will provide residents, public agencies, and other interested parties with reasonable and timely access to information and records relating to the HUD programs. The CAPER, adopted Consolidated Plan, Annual Action Plan, and any amendments will be made available to all interested residents. These documents will also be made available in a form accessible to persons with disabilities, upon request.

B. Documents will be available at the following:

City of Dayton
Department of Planning & Community Development
101 West Third Street, 6th Floor
Dayton, OH 45402

C. The City of Dayton will maintain records for five (5) years following the close of the program year.

XI. COMPLAINT PROCEDURE

A. Complaints or concerns regarding the City's program plans, policies, procedures, processes, documents or related questions may be written or phoned to:

City of Dayton
Department of Planning & Community Development
Division of Community Development
101 West Third Street, 6th Floor
Dayton, Ohio 45402
(937) 333-3670

A written response or acknowledgment of written complaints or concerns will be provided, as practical, within fifteen (15) working days.

B. Persons wishing to object to the approval of the Consolidated Plan and/or Action Plan to HUD may make such objections known to the appropriate HUD area office. The HUD area office serving the City of Dayton is:

Community Planning and Development Division
U.S. Department of Housing and Urban Development, Ohio State Office
200 North High Street
Columbus, OH 43215-2499

Adopted: November 4, 2015 (Resolution No. 6148-15).

This document supersedes and replaces in its entirety the "Citizen Participation Plan for the Department of Housing & Urban Development (HUD) Programs" adopted November 5, 2003, per Resolution Number 5297-03.