

# **Layton City**

## **Community Development Block Grant**

### **Citizen Participation Plan**

The objectives and procedures of the City of Layton for meeting the Citizen Participation Plan requirements of the U.S. Department of Housing and Urban Development (HUD) for the Consolidated Plan are set forth below.

I. It is the policy of the City of Layton to give citizens timely notice of local meetings and reasonable and timely access to local meetings, information, performance reports, and records relating to the City's proposed and actual use of Community Development Block Grant Procedures

A. Notification of the public hearings will be by publication of a Notice of Public Hearing at least five days prior to each date.

B. Notice of public hearings will be published in the Standard Examiner prior to hearing dates.

C. Information that may be reviewed includes, but is not limited to:

i. Amount of grant funding and program income anticipated in the coming year.

ii. Range of activities that may be undertaken.

iii. Estimated amount of grant funding and program income proposed to be used for activities that will benefit low and moderate-income persons.

iv. Any proposed activities likely to result in displacement and Layton City's plans for minimizing displacement.

II. It is the policy of the City of Layton to take reasonable steps to provide technical assistance to groups representative of persons of low and moderate-income that request assistance in developing proposals.

A. Groups representing persons of low and moderate income who are interested in receiving technical assistance may write or call the City of Layton, Department of Community and Economic Development, (801) 336-3770.

B. An assessment of the type and extent of technical assistance needed by the representative group will be made by City Staff upon request and in a timely manner.

C. The City will make a good faith effort to see that reasonable requests for technical assistance are responded to in a timely manner.

III. It is the policy of the City of Layton to hold public hearings for the purpose of obtaining the views of citizens and responding to proposals and questions.

A. One public hearing to obtain the views of citizens on community development and housing needs will be held by the Layton City Council prior to publication of the Consolidated Plan for public comment.

B. One public hearing to obtain the views of citizens on the proposed Consolidated Plan and proposed use of grant funding will be held by the Layton City Council after the citizen comment period is complete and prior to submission of the Consolidated Plan to HUD.

C. Other public meetings may be held as necessary.

D. Together, the hearings will address community development and housing needs, development of proposed activities, and review of program performance.

E. Reasonable accommodation for the physically challenged will be provided at public hearing sites. At least 48 hours (two complete business days) advance notice is required.

F. The first public hearing will be held in the Layton City Council Chambers. This site is equally accessible to all sections of the City and it is anticipated that these factors will enhance citizen participation.

G. The second public hearing will be held in the Layton City Council Chambers. This site is equally accessible to all sections of the City and is the normal place for the City Council public hearings. It is anticipated that these factors will enhance citizen participation.

H. Comments received during the public comment period and at public hearings will be incorporated into the Consolidated Plan.

IV. It is the policy of the City of Layton to take reasonable steps to assist non-English speaking residents to be able to understand and participate in discussions that take place at public hearings, when a significant number of non-English speaking residents can reasonably be expected to attend.

A. Anyone anticipating that the effectiveness of the public hearing will be significantly reduced because of English language limitations should contact the City of Layton, Department of Community Development as far in advance of the public hearing as possible.

B. At least 48 hours (two complete business days) advance notice is required.

V. It is the policy of the City of Layton to provide citizens with reasonable advance notice of and opportunity to comment on proposed activities not previously included in the Consolidated Plan and any proposed deletion or other substantial change to the activities.

A. If the proposed Consolidated Plan is approved and it subsequently becomes necessary to substantially change the program content, a formal amendment process will be followed:

- i. An additional public hearing will be held.
- ii. Reasonable advance notice of the date, time, and place of the public hearing will be made available to the public.
- iii. The nature of the proposed change(s) will be described in sufficient detail to allow citizens to determine if they are affected and desire to comment on the proposed change.

B. Substantial Change is defined by the City of Layton to be:

- i. A proposed new activity which cannot reasonably be construed to have been included within the programmatic intent of the adopted application or in the commitment of funds to a specific project; or
- ii. An activity that was identified in the adopted application, but which subsequently is proposed to be deleted; or
- iii. An activity that is proposed to be altered in terms of its purpose, scope location, or beneficiaries to such an extent that it can no longer reasonably be construed as the activity reviewed by the public and approved by the Layton City Council.

C. The criteria to be used in determining if an activity is at risk of becoming substantially changed from its originally intended purpose will be based upon further Layton City Council actions to modify/amend the Consolidated Plan proposed activities.

D. City Staff shall proactively monitor each funded project for compliance with its respective performance criteria and provide periodic progress reports to the City Council.

E. Any activity that is judged to be at risk of substantially changing from its originally intended purpose, scope, location, or beneficiaries will be reviewed by the City Council prior to a decision by the City Council as to whether the performance objectives of the project shall be amended.

VI. It is the policy of the City of Layton to take reasonable steps to address concerns expressed by citizens and to respond to any formal complaints or grievances in a timely manner.

A. Citizens are urged to bring any concerns they may have regarding the Consolidated Plan to the attention of the City of Layton, Department of Community and Economic Development, by calling (801) 336-3770. It is anticipated that most concerns can be quickly and successfully addressed through direct conversation.

B. Unresolved issues, complaints, or grievances may be formally submitted to the following address: City of Layton, Department of Community and Economic Development, 437 North Wasatch Drive, Layton, UT. 84041, Attention: CDBG Administrator.

C. In order for the City to be able to respond effectively, any formal complaint or grievance must be in writing and follow the procedures shown below:

- i. It must be legible – typed correspondence is strongly urged.
- ii. It must be signed, dated, and indicate if the correspondent is representing his/her personal concerns or those of a larger group, in which case, the name and description of the group must be stated.
- iii. It must clearly identify the specific complaint or grievance and should state what corrective action is being sought.

D. The City will provide timely written answers to written complaints and grievances. The time required to respond may vary depending upon the nature and complexity of the specific complaint. Where practicable, written answers will be provided within 15 working days of the receipt of the written complaint.

VII. It is the policy of the City of Layton to encourage citizen participation, particularly by low and moderate-income persons who reside in the areas for which grant funding is proposed to be used.

A. Reasonable notice will be given to the general public at appropriate times as the details of the proposed use of grant funding is identified.

B. After specific proposals are received and evaluated by the Community Development Administrator and authorization is given by the City Council for City Administration to negotiate the final funding decision, additional citizen participation procedures will be implemented. The final funding decisions will be contained in the Annual Action Plan.

The general process will be as follows:

- i. The Annual Action Plan will be made available for Public Comment for 30 days prior to the final adoption of the Annual Action Plan by the City Council.
- ii. A Public Notice will be published in the Standard Examiner stating when the Annual Action Plan will be available and when the Public Hearing will be held for the Annual Action Plan adoption.
- iii. The City Staff will be available for all citizens to ask questions and receive answers regarding how they might be affected by the proposed use of grant funding.

This City of Layton Citizen Participation Plan approved on the 3rd day of May 2007, by the Layton City Council. The plan may be amended as necessary.