

City of Lewiston, Idaho

Citizen Participation Plan

Community Development Block Grant Program

1. Opportunity for Participation

- a) This citizen participation plan provides for and encourages citizens to participate in the development of the consolidated plan, any substantial amendments to the consolidated plan, and the performance report.
- b) Participation by low- and moderate-income persons is strongly encouraged, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and by residents of predominantly low- and moderate-income neighborhoods, as defined by the jurisdiction.
- c) Public hearings and other opportunities for participation will be designed to encourage participation by persons with disabilities through the use of handicap accessible meeting locations and material available in alternative forms as appropriate. Public hearings before the Lewiston City Council are held at a facility accessible to the handicapped and are broadcast on cable television.
- d) The City of Lewiston shall encourage the participation of minority and non-English speaking persons in this program. This shall be accomplished in conjunction with consultation with representative organizations, housing groups and other forms of communications as appropriate to include such persons in the program.
- e) The City of Lewiston shall encourage, in conjunction with consultation with public housing authorities, the participation of residents of public and assisted housing developments, in the process of developing and implementing the consolidated plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The City of Lewiston shall make an effort to provide information to the housing agency about consolidated plan activities related to its developments and surrounding communities so that the housing agency can make this information available at the annual public hearing required under the Comprehensive Grant program.
- f) The City of Lewiston will provide reasonable opportunity to comment on the original citizen participation plan and on any substantial amendments to it through consultation, public hearings, public meetings or other forums to which the public is specifically invited. The citizen participation plan and substantial amendments will be provided in a format accessible to persons with disabilities provided a minimum of five (5) days notice is given by those seeking such access.

2. Accessibility Assistance

The City of Lewiston is committed to providing access to all persons of our community to the information, programs and resources provided under this assistance. Any person or persons requiring a language interpreter or accessibility assistance shall contact the City of Lewiston Community Development Department at least five (5) days in advance of an advertised hearing to request reasonable accommodation.

3. Assistance Available

The City of Lewiston, Idaho, expects to community development block grant assistance of approximately \$320,000 annually, of which approximately twenty percent (20%) or \$64,000, may be used for program administration and planning and up to fifteen percent (15%) or \$48,000, may

be used for public service funds, with the balance of approximately \$208,000 available for other HUD eligible activities.

4. Access to Information

The Community Development Department of the City of Lewiston will be open during normal office hours in order to allow residents the opportunity to inspect public files and records related to the activities receiving CDBG and/or HOME program funding. In addition, program information will be made available at the Lewiston City Library and, to the extent possible, published on the City of Lewiston web site.

5. Anti-Displacement

The City of Lewiston, Idaho has adopted a residential anti-displacement plan. The protocols and requirements of this plan shall be required of all sub-recipients and monitored by the City of Lewiston. The City will actively seek programs and projects that minimize the displacement of persons.

6. Public Hearings

The City of Lewiston, Idaho shall hold at least two (2) public hearings per year at different stages of the program year. It is the intent of these public hearings to solicit citizen views, proposals and questions. The public hearings will also address housing and community development needs, development of proposed activities and to review program performance. At least one of these public hearings shall be held before the proposed consolidated plan is published for comment.

7. Publishing the Plan

The City of Lewiston will publish a summary of the consolidated plan in a newspaper of general circulation. Said summary will describe the contents and purpose of the plan and identify locations where the full plan may be examined. In general, the Plan will be made available at Lewiston City Hall at 1134 F Street, the Community Development Services Building at 215 D Street and the Lewiston City Library at 428 Thain Road as well as other public locations. The City of Lewiston will also publish the Plan on its web site at www.cityoflewiston.org. The City of Lewiston will provide a free copy to each group or interested individual requesting one, or the plan may be downloaded from the City's website. The Lewiston City Library has internet access available to the public.

8. Notice of Hearings

The City of Lewiston will publish notice of public hearings in a newspaper of general circulation at least two weeks in advance of the hearing. The notice will be a display advertisement containing sufficient information on the nature of the public hearing and contact information in order to allow interested persons or organizations the right of informed comment. The City of Lewiston will also provide direct mailing to those groups or individuals requesting such service and will notify by mail service providers.

9. Access to Meetings

Public hearings will be held at the Telecommunications Classroom at Lewis Clark State College, Lewiston City Hall or other public facility which provides adequate access to individuals with mobility impairments, at a time which is convenient to potential and actual beneficiaries of the CDBG programs.

In the event that a significant number of non-English speaking residents are expected to participate in a public hearing, the City of Lewiston will provide for an interpreter to accommodate the needs of those participants if notified at least five (5) days in advance of the advertised public hearing.

10. Comments

Following publishing of the draft consolidated plan the City of Lewiston shall provide no less than thirty (30) calendar days to receive comments from citizens on the Plan. The City of Lewiston shall consider any comments or views of citizens received in writing, or orally at the public hearings, in preparing the final consolidated plan. 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 final consolidated plan. The City of Lewiston will respond in writing to comments or complaints within fifteen (15) working days.

11. Substantial Amendments

The following are the criteria under which amendments to the consolidated plan will be made:

- a) The City of Lewiston shall amend its consolidated plan whenever it decides to eliminate an activity, to carry out an activity not previously described, or to substantially change the purpose, scope, location or beneficiaries of an activity described in the consolidated plan. Rescheduling an activity within the five (5) year planning period shall not require a plan amendment.
- b) For the purposes of this requirement, a substantial amendment shall be defined as: (a) an increase or decrease of at least fifteen (15) percent in the budgeted amount for an activity; and (b) any significant deviation from the program or project activities described in the annual work program or consolidated plan.
- c) Upon the City's determination that an amendment to the consolidated plan or one year action plan is necessary, the City shall publish community-wide, a summary of the proposed amendment and provide an opportunity of not less than thirty (30) calendar days for affected individuals to comment on the proposed amendment.

The City of Lewiston shall consider any comments received in writing or orally at public hearings provided in response to substantial amendments to the consolidated plan. A summary of these comments and views shall be attached to the substantial amendment to the consolidated plan along with a summary of any comments or views not accepted and the reasons therefore.

12. Performance Reports

The City of Lewiston will publish a summary of performance reports in a newspaper of general circulation. Said summary will describe the contents of the performance report and identify locations where the full report may be examined. The City of Lewiston shall provide a period, not less than 15 days, to receive comments on the performance report that is to be submitted to HUD before its submission.

The City of Lewiston shall consider any comments or views of citizens received in writing, or orally at public hearings in preparing the performance report. A summary of these comments or views shall be attached to the performance report.

13. Availability to the Public

The adopted consolidated plan, substantial amendment documentation and performance reports will be made available to the public for review. The material will be made available in a form accessible to persons with disabilities upon request. Materials will be made available at Lewiston City Hall, 1134 F Street, the Community Development Services Building at 215 D Street, the Lewiston City Library at 428 Thain Road, and other public venues as appropriate and available. The material will also be posted on the City of Lewiston's website at www.cityoflewiston.org. For individuals without computer access, the Lewiston City Library provides Internet access.

14. Access to Records

The City of Lewiston will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the jurisdiction's consolidated plan and the jurisdiction's use of assistance under the programs covered by this part during the

preceding five years. The material will be available at the Community Development Services Building at 215 D Street during normal working hours. To the extent possible, material will also be posted on the City of Lewiston's website at www.cityoflewiston.org. For individuals without computer access, the Lewiston City Library provides Internet access.

15. Technical Assistance

The City of Lewiston will provide technical assistance to groups representing low and moderate income persons that request assistance in developing proposals in accordance procedures developed by the City of Lewiston. Such assistance may include, but will not obligate the city to include, providing funds to such groups

16. Complaints

The City of Lewiston, through the Community Development Department, will provide a timely written response to written complaints and grievances related to the CDBG program within fifteen (15) working days.

17. Use of the Citizens Participation Plan

The City of Lewiston, Idaho commits to complying with this Citizens Participation Plan in the development and use of the Consolidated Plan and Action Plans and other related activities.

18. Amendments

The City of Lewiston shall comply with the requirements of Section 8 of this Citizens Participation Plan when considering amendments to the consolidated plan or action plan.

19. Jurisdiction Responsibility

The requirements for public participation do not restrict the responsibility or authority of the City of Lewiston for the development and execution of its consolidated plan.