

## CITIZEN PARTICIPATION PLAN

*The City of Parma*

**CDBG Activities**

Updated April 2020

The purpose of this plan is to ensure active citizen participation in CDBG programming and be in accordance with the Housing and Community Development Act of 1974, as amended, and 24 CFR 91.105.

The purpose of the citizen participation plan is to provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income and persons who reside in low and moderate income Census tracts in which proposals are to be made for the use of federal funds.

### City Council

Parma City Council is responsible for the final allocation of CDBG funds. The Mayor and Director of Community Development present Council with their recommendations. All meetings of Council are open to the public and the public is invited to address Council prior to any final act on proposed legislation and again after legislation in a designated public comment period.

### Meetings

City Council meets the first of third Monday of each month at 7 p.m. If a meeting is to be canceled, moved to a later date, or be part of a Council recess, notice shall be given to the public on the city's webpage and the webpage calendar. Council meetings consist of all elected Ward councilpeople, the Mayor, Service Director, Safety Director, Auditor, Treasurer, Law Director, Building Commissioner, Senior Center Director, H.R. Director, Recreation Director and the Community Development Director. In times of public health concerns and for safety, the use of virtual meetings may be needed either by Council or by individual Department Heads to communicate with residents. Reasonable notice of time and place for Council meetings, Department Head meetings, or Public Hearings shall be given a minimum of twenty-four hours before each meeting. Reasonable notice may include publication in a local newspaper, use of social media, and/or posting on the City website.

### Public Hearings

At least two Public Hearings are held each year. The first is held after the city receives its annual CDBG Award letter and the second takes place two weeks after the first hearing. Both hearings are for intake of public comment, ideas and suggestions to formulate the city's budgetary priorities for CDBG programming of that Fiscal Year. All CDBG related Public Notices are advertised in a local newspaper and/or on the city website and calendar. In times of public health concerns and for safety, the use of virtual public hearings may be needed and shall be posted in the same manner as normal Public Hearings.

### Substantial Changes

Should the Mayor, Community Development Director and Council find it necessary to increase or decrease an activity's funding by more than 10% of its budget or \$10,000 (whichever is greater) for that



year, accept additional funding allocations, create or terminate an activity, or propose an activity which will displace persons, a substantial change to that Consolidated Plan shall be deemed necessary.

#### Performance Reports

The city of Parma reports the annual performance of CDBG activities in the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER will be available for a period of fifteen (15) days for comments. Comments received, as well as the responses, will be summarized in the CAPER.

#### Needs of Non-English Speaking Residents

The city of Parma will provide a translator at any public hearing if the city anticipates that five (5) or more non-English speaking residents understanding the same language will attend a meeting or if written request by an organization representing non-English speaking residents is received five (5) working days prior to the meeting. All meetings shall be held in facilities that are handicapped accessible. In the case of virtual meetings, reasonable accommodations will be made upon written request five (5) days prior to the meeting.

#### Technical Assistance

The city of Parma will provide technical assistance to groups representative of persons of low- and moderate-income that request such assistance in commenting on the plan, and/or in developing proposals for funding assistance under the CDBG program. The City of Parma will determine the level and type of assistance. The assistance need not include the provision of funds to the groups.