



**City of Muncie
Community Development Block Grant
HOME Investment Partnership**

**CITIZEN
PARTICIPATION
PLAN**

Adopted September 6, 2022

TABLE OF CONTENTS

<u>Page</u>	<u>Content</u>
2	Abbreviations Used in this Document
3	Program Goals
3	Statement of Citizen Participation Policy
4	Lead Agency
4	Citizen Participation Procedure
4	Public Hearings
5	Public Notice
6	Where to Access Documents Available for Public Comment
6	How to Submit Comments
6	Technical Assistance
6	Criteria for Amendment of Consolidated Plan or Annual Action Plan
7	Amendment or Modification of Citizen Participation Plan (CPP)
7	Consolidated Annual Performance and Evaluation Report (CAPER)
7	National, State, or Local Emergencies
8	Access to Records
8	Displacement Policy
8	Citizen Complaints
8	Grievance Policy
9/10	Table Illustrating Notice Requirements for Five Components of Consolidated Planning Process
11	Legal Notice

ABBREVIATIONS USED IN THIS DOCUMENT

5CCPP	Five Components of the Consolidated Planning Process
5YCP	Five Year Consolidated Plan
AFFH	Affirmatively Furthering Fair Housing
AI	Analysis of Impediments to Fair Housing
CD	City of Muncie Department of Community Development
CDBG	Community Development Block Grant
City	City of Muncie
CPP	Citizen Participation Plan
HOME	HOME Investment Partnership
HUD	U.S. Department of Housing & Urban Development

Legal Notice "Notice of Change" published Friday 8/5/22
Comments due 8:00 AM on Monday 9/5/22, no comments received
Public Hearing @ Maring-Hunt Library Community Room, Monday 8/15/22, 6 PM
Plan adopted 9/6/22

PROGRAM GOALS

To obtain citizen input on the programs listed below and the actions taken to accomplish the goals of the programs, the City of Muncie (City) collects community data, holds public hearings and solicits comments from citizens.

CDBG (Community Development Block Grant)

Provide decent housing, provide a suitable living environment, and expand economic opportunities principally for low and moderate-income people.

HOME (HOME Investment Partnership)

Program expands the supply of decent, affordable housing for low to moderate income families with emphasis on creation of affordable rental and homeownership units.

Other Grants

From time to time, other grants are awarded to the City of Muncie (City) for housing and community development purposes, principally by HUD (US Department of Housing & Urban Development.) These programs, including **HOME ARP**, are covered by this Citizen Participation Plan (CPP.)

Pursuant to the citizen participation requirements of 24 CFR Section 91.105, the City sets forth the following CPP as it relates to the consolidated planning process for housing and community development programs funded by HUD. The CPP presents the City's plan for providing and encouraging all citizens, particularly low- and moderate-income citizens, to participate in the development and adoption of the Five Components of the Consolidated Planning Process (5CCPP):

- Citizen Participation Plan (CPP)
- Five-Year Consolidated Plan (5YCP)
- Annual Action Plan (AAP)
- Analysis of Impediments to Fair Housing (AI)/Affirmatively Furthering Fair Housing (AFFH)
- Consolidated Annual Performance and Evaluation Report (CAPER)

The approved CPP will be kept on file by the City of Muncie and be available online at: www.cityofmuncie.com. This plan is available at no cost from the City of Muncie, Community Development Department, 300 N. High St., Muncie, IN 47305. To request a copy of the plan, call 765-747-4825 or email communitydev@cityofmuncie.com.

This CPP shall be effective until it is amended or otherwise replaced.

STATEMENT OF CITIZEN PARTICIPATION POLICY

It is the policy of the City of Muncie (City) to encourage and seek the advice of its citizens in planning, implementing, and assessing the 5CCPP as they are developed throughout the program year.

Participation by the following groups is encouraged: low- and moderate-income persons, members of minority groups, residents of areas where a significant amount of activity is proposed or ongoing, the elderly, the disabled, and business and civic groups concerned about the program.

All aspects of citizen participation are conducted in an open manner, with freedom of access for all interested persons. However, the City retains the final responsibility and authority for development of the 5CCPP and implementation of the program.

LEAD AGENCY

CD Department is the lead city agency responsible for administering the programs covered by the 5CCPP, or any other HUD related documents. The Department administers CDBG and HOME funds provided to other City Departments and non-profit organizations to carry out the plan.

CITIZEN PARTICIPATION PROCEDURES

PUBLIC HEARINGS

Verbal and Written Comments

Any citizen is welcome to make comments or suggestions about and thus participate in the development and adoption of the 5CCPP, either in person at the Community Development Office (CD), by phone or in writing including by email correspondence.

Residents of neighborhoods where a significant amount of activity is proposed or ongoing may also bring comments or questions to the meetings of their neighborhood association and request the neighborhood leader to forward those comments to the City.

Public Hearings

In addition to ongoing access to information, citizens and interested organizations have an opportunity to participate in the development of the 5CCPP by attendance at public hearings. A minimum of two public hearings will be held annually at different stages of the planning process. When feasible, public hearings will be livestreamed via social media. A livestreamed public hearing must allow for public input via a comment/question and answer outlet.

Public hearings will be held at times and locations convenient to potential and actual beneficiaries of CDBG and/or HOME funding. Public Hearings will be held in facilities accessible to persons with mobility impairments. Legal Notices shall be published at least seven days prior to the date of the hearing.

Reasonable accommodations will be made for persons with disabilities when requested at least 48 hours in advance of the meeting. If the City receives less notice than 48 hours prior to the event, the City will make reasonable efforts to make accommodations to meet the needs of attendees. Materials provided at the meeting will be available in a format accessible to persons with disabilities upon request.

The City will endeavor to provide translators upon request or when it can be reasonably expected that a significant number of non-English persons will participate in the meeting. The City asks that translation services are requested 48 hours prior to the meeting date and time.

Hearing One

To solicit citizen views on community needs

The first public hearing and thirty-day comment period is usually held late in the calendar year. The public hearing may be held any time during the 30-day comment period. The purpose of this hearing is to provide a

formal opportunity to educate citizens about the range of activities that can be undertaken with CDBG and HOME funds and to obtain citizen views and responses concerning:

- Assessment of housing
- Long-range unmet non-housing community development needs
- Proposed activities to be undertaken with CDBG funds
- Proposed activities to be undertaken with HOME funds
- Program performance of the City and subrecipients

At this hearing an overview of the CDBG and HOME programs, prior year activities of each program, and the current planning process are presented. Citizens' views are solicited concerning housing and non-housing community development needs. Community groups are encouraged to present programs to meet specific community needs. While all comments and proposals may be voiced orally at a hearing, to be formally considered for funding, an application must be submitted as described at the public hearing and in the legal notice announcing funding availability.

Hearing Two

To solicit comments on the Draft Consolidated (five year) Plan and/or Draft Annual (one year) Action Plan

The second public hearing and 30-day comment period is usually scheduled in the spring. The public hearing may be held any time during the 30-day comment period. The purpose of this hearing is to solicit comments on a draft of the Consolidated Plan and/or Annual Action Plan. This comment period is provided to give citizens a final opportunity to comment on the Consolidated and/or Annual Action Plan before the plan is submitted to HUD for a 45-day review period.

The legal notice and other postings announcing public hearings and comment periods includes a brief summary of the proposed plan and information on where the full text of the plan can be reviewed. Hearings are held at a convenient time at a handicapped-accessible location, with accommodation for persons with a disability and non-English speaking residents where appropriate.

PUBLIC NOTICES

Legal Notice

Announcements related to the 5CCPP including funding availability, notification of change, documents available for review, public hearings and comment periods will be published as Legal Notices, in the newspaper of general circulation (The Star Press at time of this publication.) Legal notices shall be posted /published at least seven days prior to the date of the hearing. Legal notices are published one time.

The legal notice will include:

- Description of the subject matter of the hearing
- Name of entity conducting the hearing;
- Amount and source of funds;
- Where and how information may be obtained, including social media if applicable;
- The date, time and location of the public meeting(s);
- Deadline for submission of public comments;
- How and in what format comments will be accepted;
- Contact person for additional information.

Social Media

Due to wide-spread usage of social media, legal notices will also be published **on CD's social media platform(s)**. Legal notices shall be posted on social media at least seven days prior the date of the hearing.

WHERE TO ACCESS DOCUMENTS AVAILABLE FOR PUBLIC COMMENT

Documents that require a Public Comment period will be available for review at the following locations:

- CD Department, City Hall, 300 N. High St., Muncie, IN
- cityofmuncie.com (CD Department page)
- By requesting a copy of the document (in print or digital format) by phone 765-747-4825 or by email to communitydev@cityofmuncie.com

HOW TO SUBMIT COMMENTS

Oral Submission: Comments may be submitted orally at a public hearing. Comments may also be submitted by calling the CD Office (765-747-4825) between the hours of 8 AM and 4 PM. If submitted by phone, caller must disclose that the purpose of the call is to submit a comment and reference the document or program on which they are commenting.

Written submission: Comments may be submitted in writing via

- US Mail or
- Personal Delivery to: Community Development Director, 300 N. High St., Muncie, IN 47305
- Email to: communitydev@cityofmuncie.com

If a comment was not accepted an explanation must be included. All comments shall be attached to the final document which the comment addressed.

TECHNICAL ASSISTANCE

Help will be provided to groups representative of low- and moderate-income persons who request assistance in developing proposals/applications for the use of CDBG funds, HOME funds or for other activities related to planning, assessing, and implementing the 5CCPP. Call or email the CD Director to request assistance. Receipt of the request will be acknowledged in writing to the requestor and a technical assistance plan will be developed. The level of assistance will depend on timeliness of the request, the eligibility of the requested activity, and the availability of funds and staff time.

CRITERIA FOR AMENDMENT OF CONSOLIDATED PLAN OR ANNUAL ACTION PLAN

The City will amend its approved Consolidated Plan or Annual Action Plan whenever one of the following occurs:

- a change in allocation priorities or method of distributing funds;
- establishing a new goal or amending an existing goal in the Action Plan;
- establishing a new activity which has not been previously described in the Action Plan;
- a *substantial change* in funding amounts.

“Substantial Change” means a change in funding that is more than 20% of the total annual grant award.

Any amendment to the Consolidated Plan or One-Year Action Plan meeting the “substantial change” threshold will be made available to the public for comment through a Notification of Change disseminated by public notice as described above and will include a 30-day public comment period regarding the proposed amendment.

AMENDMENT OR MODIFICATION OF CITIZEN PARTICIPATION PLAN (CPP)

The CPP sets forth the City of Muncie’s policies and procedures for citizen participation. All Muncie residents are encouraged to participate in the development of this plan, especially, low and moderate-income households and those receiving federal rental assistance. The plan must address the availability of materials and documents.

Any substantial amendments to or modification of the City’s CPP will be made available to the public for comment through a Notification of Change disseminated by public notice as described above and will include a 30-day public comment period regarding the proposed amendment. This notice may be included with other Consolidated Plan/Annual Action Plan notices.

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

The Consolidated Annual Performance and Evaluation Report (CAPER) is a detailed report of the CDBG activities during the prior fiscal year. This report includes information on the activities conducted, the populations served and an analysis of the expected outcomes and the results.

Notice that the CAPER is available for public review and comment will be disseminated through the public notice procedure described above and will be made available for public comment for 15 days. (A public hearing is required if for some reason Hearing One above did not occur.)

All comments received in writing or verbally will be considered when preparing the final CAPER. A summary of these comments and a summary of the comments not accepted and the reasons therefore will be attached to the document.

NATIONAL, STATE, OR LOCAL EMERGENCIES

In the event of a declared national, state, or local emergency that impacts the usual schedule for the Action Plan or necessitates an amendment to the Action Plan, and when in-person attendance at public meetings is limited, virtual public hearings or meetings may be held. The City’s emergency plan will be followed for approval of the Consolidated Plan, Annual Action Plan or substantial amendments to the Plan. Virtual hearings or meetings may be conducted in video or audio format. Public notices may be through social media, the newspaper of general circulation or another widely used outlet. Participants will be given an opportunity to provide feedback or comment. The virtual conference must allow for public input via a comment/question and answer outlet. A summary of the public hearing comments will be included in the final document.

Reasonable accommodations will be made to allow persons with a disability to participate in the virtual meetings and have opportunities to provide comment. Any individual in need of an accommodation must notify CD 24 hours prior to the public meeting so that City staff can address the individual’s need.

In response to the COVID-19 pandemic, the City of Muncie will utilize a waiver of the 30-day public review and comment period for Consolidated Plan and Annual Action Plan amendments and approvals. A shortened period of five (5) days for public review and comment has been adopted. This shortened period will enable the City to expedite funding available for community needs through the CARES Act allocation of CDBG-CV funds.

A shortened comment period of fifteen (15) days will enable the City to expedite funding available for community needs through the American Rescue Plan allocation of HOME funds (HOME-ARP).

The City recognizes shortened public comment periods may be necessary from time to time during future declared emergencies and will utilize them as allowed by HUD and as necessary to best respond to the needs of the community.

ACCESS TO RECORDS

The City will provide access to public records as related to the 5CCPP and other programs, projects or activities covered by the plans in accordance with the Access to Public Records Act IC 5-14-13. The City may charge a fee for copies in the amount of \$.10 per black and white copy and \$.25 per color copy. There will be no cost for digital copies which will be provided via a link to the files emailed to the requestor.

DISPLACEMENT POLICY

The City does not anticipate any displacement of individuals under the Consolidated Plan. In the event temporary displacement should occur, such persons will be provided with relocation assistance in accordance with 24 CFR Part 42.

CITIZEN COMPLAINTS

Complaints relative to the CDBG or HOME program may be registered with the Mayor, the City's Community Development Director, or any City official at any time. However, for a formal written response, complaints must be submitted in writing to the Community Development Director. A written response will be provided within 10 business days, if practicable.

GRIEVANCE POLICY

Community Development staff is open to review and improvement of the CDBG application and funding process. While it is important to protect the integrity of the existing procedures, it is equally important to include a fair grievance process in order for all parties to be able to address valid complaints and grievances.

Proper grounds for grievance include, but are not limited to:

- Improper or biased actions by CD staff.
- CD staff denied funding without proper grounds.

The CDBG and HOME programs use a competitive application process; therefore, the following issues are not considered grounds to file a grievance:

- Application was submitted after the deadline.
- Applicant was not allowed to add additional information to the application after the submission deadline.
- Application was not submitted as mandated in the Legal Notice.
- Application did not meet the requirements stated in the Guidelines.
- Application was incomplete (including required attachments)
- Application contained inaccurate information.

Filing a Grievance

All grievances must be received in writing within 10 business days of the alleged offense. The correspondence must state the purpose is to file a grievance. To file a grievance, the following steps must be conducted in the order listed:

1. Request in writing a meeting with the CD Director to address the problem. CD director will review the concerns and reply in writing within 10 business days of the meeting.
2. Submit a written complaint to the Community Development Director regarding the problem. CD Director will review the concerns with the Mayor and reply in writing within 10 business days of receipt of the complaint.
3. Request to address the Mayor. The Mayor will hear and review the concerns. The Mayor will make a final decision and provide it in writing within 14 business days of the meeting.

TABLE SUMMARY OF NOTICE AND HEARING REQUIREMENTS

Five Components of the Consolidated Planning Process (5CCPP):	Action	7-day notice of change	7-day notice of hearing	public hearing	7-day notice of comment period	30-day comment period	15-day comment period
The Citizen Participation Plan	Amendment/Modification	X				X	
The Five-Year Consolidated Plan One Year Annual Action Plan	Hearing One		X	X		X	
	Hearing Two		X	X		X	
	Substantial Amendment	X		X		X	
The Consolidated Annual Performance and Evaluation Report (CAPER)				*	X		X
Analysis of Impediments to Fair Housing (AI) / Affirmatively Furthering Fair Housing (AFFH)	citizen participation is conducted in conjunction with Five Year Consolidated Plan						
	* hearings are to be conducted at a minimum of two different stages of the program year, if for some reason Hearing One does not take place a hearing is required for the CAPER.						
	"day" = calendar day						
	Day of publication and day of hearing do not count as a calendar day.						
	If notice publishes on June 1, earliest hearing date is June 9						
	Hearing can occur any time during the comment period.						