

Appendix - Alternate/Local Data Sources

Citizen Participation Plan

CITY OF MIDWEST CITY

CITIZEN PARTICIPATION

IN COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS

(Part of the Consolidated Plan and Strategy 2020-2024)

The Department of Housing and Urban Development (HUD) requires citizen participation in the Consolidated Submission for Community Planning and Development Programs – Final Rule, 24 CFR Part 91, Subpart B. The rule combines into a single consolidated submission the planning and application aspects of the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons with AIDS (HOPWA) formula programs. The consolidated submission replaces the Comprehensive Housing Affordability Strategy (CHAS), the HOME program description, the Community Development Plan and CDBG final statement, and the ESG and HOPWA applications. The rule also consolidates the reporting requirements for these programs, replacing the general performance reports with one performance report.

The City of Midwest City is a formula entitlement recipient of Community Development Block Grant (CDBG) funds only. With respect to the consolidated planning process, the City of Midwest City solicits and encourages comment on all housing and community development needs within the community. The following plan provides for and encourages citizens to participate in the development of the consolidated plan/annual action plan, any substantial amendments to the consolidated plan/annual action plan, the Consolidated Annual Performance and Evaluation Report (CAPER) and the Analysis of Impediments to Fair Housing. In compliance with the above, the following represents the City of Midwest City's Citizen Participation Plan.

The Community Development Block Grant (CDBG) Program was established through the Housing and Community Development Act of 1974, as amended, to assist in the development of viable urban communities, including decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. In order to qualify for CDBG funding, a proposed activity or program must meet one of the three national objectives of the program: benefiting low- and moderate-income persons, aiding in the prevention of slums or blight, or meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Citizen participation in all stages of the consolidated planning process is essential in developing and maintaining a program that reflects the needs of the citizens, with particular emphasis on persons of low and moderate income. Participation is encouraged by local businesses, local and regional institutions, non-profit organizations, community-based and faith-based organizations, public and private organizations, broadband

internet service providers, floodplain management officials, emergency management officials, and other interested parties. In an effort to provide for and encourage the facilitation of communication, the dissemination of information, and citizen participation in the consolidated planning process to all its citizens, including minorities, non-English speaking persons, mobility-, visually-, and hearing-impaired persons, the city sets forth the following:

1. Assessment of Fair Housing. On July 16, 2015 at 80 FR 42357, HUD published in the Federal Register its Affirmatively Furthering Fair Housing final rule. This rule provided that CDBG Program participants must conduct an Assessment of Fair Housing. Deadlines to submit the assessment to HUD were based on a jurisdiction's deadline for submitting its Consolidated Plan. On October 24, 2016, HUD published at 81 FR 205, which provided an extension of the deadline for submission of the Assessment of Fair Housing for Consolidated Plan participants. Until such time as the Assessment of Fair Housing requirement is reinstated, the City of Midwest City will continue to comply with existing obligations to affirmatively further fair housing through an Analysis of Impediments to Fair Housing. Any HUD-provided data and other supplemental information that the City plans to incorporate in the development of the Consolidated Plan / Annual Action Plan and the Analysis of Impediments to Fair Housing will be made available to residents, public agencies, and other interested parties at the start of the public participation process (or as reasonably feasible).

2. Citizens' Advisory Committee on Housing and Community Development. This committee acts as an advisory body to the Midwest City Council on matters concerning housing and community development related grant programs. The committee consists of appointees by councilpersons representing all six (6) wards and one (1) mayoral appointee. Every effort will be made to provide committee representation of low- and moderate-income persons, particularly those living in areas where CDBG funds are proposed to be used or have been used, by residents of predominantly low- and moderate-income neighborhoods, minorities, non-English speaking persons, and persons with disabilities. The committee meets on call, generally on Monday evenings, at 6:30 p.m. in the Council Chambers, 100 North Midwest Boulevard, Midwest City, Oklahoma. Agendas of the meetings are posted in the lobby of city hall at least 24 hours in advance of the meetings. All meetings of the Citizens' Advisory Committee are public meetings and interested individuals are encouraged to attend. During the year, the committee shall review proposed housing and community development projects and activities to be funded with grant funds, funding allocations, the current program progress and performance, and shall seek to identify the community development and housing needs of Midwest City. Grant applications, that due to time constraints do not allow for prior review by the Citizens' Advisory Committee, will be reviewed directly by the Midwest City Council.

3. Public Hearings. A minimum of two (2) public hearings will be held, at different stages during the program year, for the purpose of obtaining the views of citizens, public agencies, and other interested parties and to respond to proposals and comments at all stages of the consolidated submission process by: 1) identifying housing and community development needs; 2) reviewing proposed uses of funds; and 3) reviewing program performance. At least 10 days prior to the hearings, notice of the public hearings will be published in a local newspaper, such as but not exclusively, the Midwest City Beacon, the Oklahoman or the Journal Record. Special efforts will be made to reach low- and moderate-income persons and other interested parties through advertisements in local newspapers, city newsletters, city web site, social media, flyers at public places, notices to neighborhood block captains, and direct notice to organizations and agencies serving the low- and moderate-income community.

The hearings are open to the public and are held early in the evenings. The hearings during a Citizens' Advisory Committee meeting and/or a Midwest City Council meeting are held in the Council Chambers, 100 North Midwest Boulevard, Midwest City, Oklahoma. The Council Chambers provides a convenient meeting facility due to its community familiarity, central location, and handicapped accommodations. It has been determined that there are not significant numbers of non-English speaking residents expected to participate in the hearings, and no special arrangements will be made unless otherwise requested one (1) week in advance of a hearing by contacting the Grants Management Department at 405-739-1216 or grantsmgmt@midwestcityok.org.

In preparing the proposed and final consolidated plan/action plan(s), the city will consider any comments or views of citizens. A summary of these comments and a summary of any comments or views not accepted and the reasons thereof shall be attached to the final consolidated plan/action plan(s).

3. **Public Information Methods.** It shall be the policy of the City of Midwest City to provide full public access to program information. Upon request, the city will provide reasonable accommodation to provide materials in a form accessible to persons with disabilities. Program information, prior year and current year Community Development Block Grant (CDBG) funding, proposed and final consolidated plan/action plan and amendments, performance reports, Analysis of Impediments to Fair Housing and the Citizen Participation Plan will be made available during normal business hours at the Grants Management Office, City Hall, 100 North Midwest Boulevard, Midwest City, Oklahoma.

In addition, proposed and final consolidated plan/action plan and amendments will be available during normal business hours at the following locations:

Midwest City Library, 8143 East Reno Avenue, Midwest City, Oklahoma
Midwest City Senior Center, 8251 East Reno Avenue, Midwest City, Oklahoma
Neighborhood Services Office, 8726 S.E. 15th St., Midwest City, Oklahoma
Neighborhoods in Action Office, 1124 N. Douglas Blvd., Midwest City, Oklahoma

Other documents relevant to the City of Midwest City's housing and community development programs shall also be available to the public at the aforementioned city hall address. Such documents may include and are not limited to the following:

- a. Mailings and promotional material;
- b. Minutes of Citizens' Advisory Committee meetings and public hearings;
- c. Evaluation reports, environmental review records, and other reports required by HUD;
- d. Copies of federal regulations covering the programs governed by the consolidated plan; and
- e. Documents regarding other program requirements.

Midwest City's latest HUD-approved Consolidated Plan/Action Plan will also be available for review on the U.S. Department of Housing and Urban Development's website at www.hud.gov and the City of Midwest City's website at www.midwestcityok.org/grants-management.

Additional public information methods include the publishing of notices and advertisements in local newspapers. The following information is provided in the public notices and advertisements:

- a. The total amount or projected amount of Community Development Block Grant funds and other housing and community development grant funds available to the city, and the amount to benefit low- and moderate-income persons;
- b. The range of eligible activities that may be undertaken with these funds and those previously funded;
- c. The time and place of the Citizens' Advisory Committee meeting(s) to be held concerning the review of projects and programs to be recommended to the Midwest City Council for the program year;
- d. A summary of the city's proposed Consolidated Plan/Action Plan published after Citizens' Advisory Committee review and a minimum of thirty (30) days prior to the Midwest City Council's review, to allow for citizen comment. The notice will give the locations at which to review the proposed plan and/or to obtain a copy.
- e. A notice that Midwest City's Consolidated Plan/Action Plan has been finalized, after citizen comments have been received and considered in response to the proposed plan. A summary of all comments received, those considered and accepted, and reasons for those not accepted will be included in the plan;
- f. Notice will be published of completion of the city's Consolidated Annual Performance and Evaluation Report that documents program progress and actual use of funds during the prior program year. The notice will give the locations at which to review the report and/or obtain a copy. A 15-day public comment period will be identified in the published notice. Any comments or views of citizens received in writing concerning the performance report will be summarized and attached to the performance report prior to submittal to HUD.
- g. Any proposed substantial amendment, under development or consideration, to the city's Consolidated Plan/Action Plan shall be published a minimum of thirty (30) days prior to the City Council's review to provide for public comment. A substantial amendment to the plan shall be made only when approved activity(ies) are to be added or substantially changed in terms of purpose, scope, or beneficiaries. A substantial amendment is necessary when CDBG funds are redirected from an existing approved activity to a new activity not identified in the current year's action plan. Upon consideration of citizen comments to the proposed amendment, the actual amendment to the Consolidated Plan/Action Plan shall be published. A summary of all comments received, those accepted, and reasons for those not accepted will be included in the plan amendment. The notice will also give the location for access/records/information relating to the plan amendment.

The City of Midwest City will minimize displacement of persons and assist those displaced as a result of assisted activities as indicated in the city's Anti-displacement Plan. The city anticipates no displacement of persons as a result of current and future assisted activities. The anti-displacement plan is available for review in the city's Grants Management office during regular office hours.

It shall be the policy of the City of Midwest City to make technical assistance available to groups representative of persons of low and moderate income and other citizen organizations that request assistance in developing

proposals. Technical assistance may include, but not be limited to, the formulation of surveys, determination of neighborhood eligibility, and proposed activity eligibility. Citizens are encouraged to submit their views and proposals regarding CDBG and other grant programs directly to the Grants Management office at any time during the year. Mailing address is City of Midwest City, 100 North Midwest Boulevard, Midwest City, Oklahoma 73110. E-mail comments can be made to grantsmgmt@midwestcityok.org. In particular, citizens are asked to provide comments during the planning period prior to the initiation of public hearings on the plan(s). Personnel of the Grants Management office will be available to discuss the Consolidated Plan/Action Plan and CDBG program with interested citizen organizations within the community.

The Grants Management office and any other appropriate city departments will respond to complaints made in regard to the consolidated planning process and/or the Community Development Block Grant Program. Every reasonable effort will be made to respond in writing to written complaints within fifteen (15) days of receipt.

The City of Midwest City will provide reasonable accommodations to make the Citizen Participation Plan in a format accessible to persons with disabilities, upon request. Request shall be made via telephone, email, in person or in writing to the City's Grants Management office, 100 North Midwest Boulevard, Midwest City, Oklahoma 73110, 405/739-1216, grantsmgmt@midwestcityok.org.

During times of emergency as dictated by an emergency declaration at the local, state and/or national levels, adherence to the Midwest City Citizen Participation Plan may be reasonably modified, to include teleconference or videoconference, as existing conditions warrant. Every effort will be made to accommodate the existing process outlined in the plan. Any deviations from the plan will be fully documented.