

***CITIZEN PARTICIPATION PLAN***

***FOR THE***

***CITY OF RAPID CITY***

***COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM***

***LEAD AGENCY:***     ***City of Rapid City***  
***300 Sixth Street***  
***Rapid City, SD 57701-2724***  
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# CITIZEN PARTICIPATION PLAN FOR THE CITY OF RAPID CITY

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## **I. THE CITIZEN PARTICIPATION PLAN**

### *What is the Citizen Participation Plan?*

The City of Rapid City utilizes the programs of various Federal and State agencies, including the U.S. Department of Housing and Urban Development to implement housing and community development related activities.

Rapid City recognizes the obligation to provide adequate information to citizens regarding those programs through which it may seek funding. Therefore, the City will insure that adequate information is provided to local citizens to evaluate various proposals. The City will create and maintain a proper forum to obtain citizen views on housing and community development related issues.

The City receives an annual CDBG grant from the U.S. Department of Housing and Urban Development, resulting from its classification as an "entitlement" community. The City is also eligible to apply for supplemental funds under the Section 108 Loan Guarantee Program. The City may exercise its option to apply for Section 108 Loan Guarantee funding, and in so doing, will follow the procedures outlined in this Citizen Participation Plan. From time to time, the City may also apply for other forms of financial assistance in support of housing and community development initiatives, including federal HOME funds. In these circumstances, the City will follow the procedures outlined in this document.

The City recognizes that persons affected by public action should have a voice in policy formulation. Although the various housing and community development related activities are designed to have a long term beneficial effect on the community, these activities may also have an adverse impact on some individuals. Therefore, it is important that citizens know what is being planned and given an opportunity to present their views.

The City recognizes the need to consult and coordinate with appropriate public, nonprofit, and private agencies, such as the state and local jurisdictions, local public housing agencies participating in an approved Capital Fund Program, and among its own departments, to assure that its programs and plans are comprehensive and address all statutory requirements. It will also confer with social service agencies regarding the housing needs of children, elderly persons, persons with disabilities, homeless persons, and other categories of residents. The City will consult with state and local health and child welfare agencies, and examine existing data on hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead poisoned.

In order to comply with the spirit of program requirements relative to citizen participation, the City has developed this Citizen Participation Plan. Generally, the plan is designed to insure the involvement of affected persons and other concerned citizens, the openness and freedom of access to information, the adequate and timely presentation of pertinent data, the submission of views and proposals, and the continuity of citizen participation through each stage of the planning and execution of CDBG activities.

## II. ADEQUATE INFORMATION

*What kind of information does it provide?*

The City shall provide for full public access of information pertaining to the CDBG program to citizens, public agencies, and other interested parties, including those most affected by proposed activities. Affirmative efforts will be made to make adequate information available to citizens, especially to those of low, very low, and extremely low income and to those residing in slum and blighted areas and in areas where funds from federal or state programs are proposed to be used. At the time the City initiates the process to seek specific funding, the following program information shall be provided:

- A. The total amount of funds expected to be available to the City for housing and community development activities;
- B. The range of eligible activities that may be undertaken with these funds;
- C. The estimated amount of funds proposed to be used for activities that will benefit low, very low, and extremely low income persons;
- D. The possibility of residential and/or commercial displacement resulting from program implementation and the plans for minimizing such displacement, and;
- E. The types and levels of assistance to be made available to persons displaced by contemplated activities.

Upon completion of an application for funding and submission of the application to the appropriate agency, the City shall publish a notice in a newspaper of general circulation if program regulations so require. The notice shall appear in both the *Rapid City Journal* and the *Lakota Journal*. The notice will indicate that the application has been submitted and is available to interested parties upon request. The City shall make copies

of the appropriate documentation available at City Hall, 300 Sixth Street, Rapid City, SD 57701-2724.

### **III. SUBMISSION OF VIEWS AND PROPOSALS**

*Who may comment on the information?*

The City shall provide for and encourage the submission of citizens' views and proposals regarding the Community Development Program; particularly low and moderate income persons, residents of identified blighted areas, and residents of public housing. This includes submission of such views:

- A. directly to the City during the planning period, and
- B. at other informal meetings if scheduled by the City prior to formal public hearings; and
- C. at formal public hearings.

The City shall provide timely responses to all written proposals stating the reasons for the actions taken by the City on the proposal.

Whenever possible, the City will respond within fifteen (15) working days and, whenever practical, responses will be made prior to the consideration and action on the Community Development Program by the City Council of the City of Rapid City.

### **IV. THE CONSOLIDATED PLAN AND STRATEGY**

*What is the Consolidated Plan?*

The Consolidated Plan and Strategy will address affordable housing, economic and community development needs, conservation of neighborhoods, economic stimulation, provision of public improvements and facilities, public services and related issues. The planning process will provide an opportunity for citizen participation in identifying and prioritizing needs and the development of an overall strategy in addressing said needs. Specific projects and activities designed to address needs will be incorporated in an annual plan for use of entitlement CDBG funds.

### **V. PLANNING PROCESS**

*What is the CP Planning Process?*

The planning and preparation of the City's Consolidated Plan, along with the proposed use of annual entitlement funds, shall be carried out in accordance with applicable HUD requirements and will include the following:

- A. The assembly of affordable housing and community development information will be carried out as an on-going process to identify and prioritize City needs.
- B. Conduct a minimum of two (2) public hearings during each consolidated program year to obtain the views of citizens and organizations prior to the commencement date of the City's consolidated program year. The first hearing shall be conducted to solicit citizen input for development of the proposed consolidated plan. The second hearing shall afford citizens an opportunity to comment and offer suggestions on the proposed consolidated plan prior to the action of the City Council and subsequent submission to HUD.

The hearings will be conducted at locations and times that provide ease of access for citizen attendance. Information presented by those in attendance will be used to identify and prioritize housing and community development needs and plan proposed projects and activities to address said needs.

- C. Conduct public meetings with local citizens and local agencies to review housing and community development needs.
- D. Meet with and/or communicate with public, nonprofit, and private agencies which may offer input on needs and/or projects and activities to address said needs.
- E. Provide a 30 day review period on the proposed consolidated plan and strategy which include projects and activities to be undertaken with CDBG funds. The public notice shall identify locations where the proposed consolidated plan will be available for citizen review. During the review period, citizens may provide comments in writing to the City of Rapid City, 300 Sixth Street, Rapid City, SD 57701-2724.
- F. A public hearing shall be conducted on the proposed consolidated plan and strategy (including the use of annual entitlement CDBG funds) during or following the 30 day review period and shall contain a summary of the Proposed Consolidated Plan and annual entitlement submission. The notice shall also provide the expected date for action by the Rapid City

governing body. All citizen comments shall be presented in writing prior to the public hearing or during the public hearing. Adequate time will be reserved to modify the proposed consolidated plan based on citizen comment prior to action of the City Council and submittal of the consolidated plan to HUD.

- G. The City may act on the consolidated plan and use of entitlement funds at any time following the 30 day review period and after the second public hearing and prior to submittal of the consolidated plan and strategy to HUD.
- H. It is the policy of the City of Rapid City to carry out its Community Development Block Grant Program in a manner that minimizes the displacement of residents and businesses. However, in instances where displacement is unavoidable, information on the types and levels of assistance to be made available to persons displaced will be made available at City Hall.

## **VI. NOTICE OF HEARING AND MEETING**

### *What opportunities are there for citizen's comments?*

An initial hearing will be held to obtain the views of interested citizens and organizations regarding overall community development and housing needs, development of proposed activities, and a review of program performance. The second hearing will be held to obtain the views of interested citizens and organizations on the proposed use of CDBG funds and other elements of the consolidated plan.

Generally, hearings shall be held at the City/School Administration Building. However, the City has the option of conducting hearings in local neighborhood meeting places, such as local churches. Such hearings will be duly advertised. All public hearings will be held in facilities that afford accessibility for persons with disabilities. At least fourteen (14) calendar days prior to any hearing, a notice shall be published in the non-legal section of a paper of general circulation. The notice will give the date, time, place and topics to be considered at the hearing.

Notices will also be sent to social service agencies and other public and semi-public groups which may have particular interest in or be affected by the proposed program. The City will work through these agencies and groups to encourage participation in the hearing process on the part of low, very low, and extremely low income persons who reside in areas where funds will be spent.

The City will also work with these agencies and groups to involve persons who reside in low, very low, or extremely low income neighborhoods. All notices of the second hearing will also contain a detailed description of the area or areas affected by the project activities in an effort to alert the residents of these areas of such proposals and to encourage their participation in the hearing process.

If any organizations or groups representing affected residents wish to become involved in the citizen participation process, the City shall place such group on its mailing list of representative groups and organizations. The City shall be responsible for maintaining a list of representative groups and organizations. This list shall be updated at the beginning of each program year. Additions to the list may be made by written request to the City stating the nature of the organizations services and why it should be included on the City's list of representative groups.

The City shall have the responsibility for calling meetings and hearings with citizens likely to be affected by activities undertaken by the City. The City shall also develop procedures for meetings and hearings and for moderating such meetings.

## **VII. NON-ENGLISH SPEAKING AND PHYSICALLY DISABLED RESIDENTS**

*What is the City doing for non-English speaking residents and physically disabled residents?*

The City will take such measures as are appropriate to accommodate the needs of non-English speaking and hearing impaired residents in the case of public hearings where a majority of the participants at the hearing are expected to be non-English speaking or hearing impaired residents. At a minimum, all handout material prepared for such hearings will be bi-lingual to accommodate the needs of attendees. Secondly, the City may engage the services of a bi-lingual person to assist in presenting relevant information at the hearing, if such services are requested. In addition, the City will publish the Telephone Device for the Deaf (TDD) number so hearing impaired residents may have access to information.

All meeting locations will be accessible to persons with disabilities. Persons requiring assistance should contact the City at least five days prior to the meeting date.



**VIII. TECHNICAL ASSISTANCE**

*Is technical assistance available?*

Technical assistance from the City or third party contractors to the City or its agencies will be provided to citizen participants, low, very low, and extremely low income groups or persons in order to enable them to understand the federal requirements associated with the CDBG program, such as Davis-Bacon Federal Labor Standards provisions, environmental policies, equal opportunity requirements, relocation provisions, etc. Technical assistance will also be provided to groups representative of persons of low, very low, and extremely low income that request assistance in developing proposals. Such assistance will be made available upon request by interested citizens or organizations to the City. In addition, the City, through the public hearings, will review such program requirements and will have available for interested parties handout material dealing with technical program requirements so as to assure understanding. Furthermore, the City will provide interpretation services to any non-speaking person or hearing impaired persons who may require such assistance in understanding a particular program being planned or administered by the City.

**IX. RESPONSE TO PROPOSALS SUBMITTED**

*How will The City respond to proposals submitted?*

The City of Rapid City will respond in writing to all proposals submitted verbally or in writing at public hearings or meetings. The City's response to a request for activities or projects shall be made within fifteen (15) days from the date of the hearing or meeting, or prior to the meeting of the City Council to consider approval of the use of annual entitlement funds.

**X. RESPONSIBILITY FOR CONDUCTING HEARINGS OR MEETINGS**

*Who is responsible for conducting hearings?*

The City shall have the responsibility for conducting meetings and hearings relative to the Community Development Block Grant program. The City shall also develop procedures for meetings and hearings.

**XI. RESPONSE TO COMPLAINTS SUBMITTED BY CITIZENS**

*How will the City respond to complaints by citizens?*

The City of Rapid City will respond in writing to written citizen complaints related to the Community Development Program within fifteen (15) working days from receipt of such complaint.

All correspondence should be directed to:

City of Rapid City  
300 Sixth Street  
Rapid City, SD 57701-2724

## XII. AMENDMENT PROCESS

*Can the City amend its programs?*

The City must amend its approved program based upon one of the following decisions:

- A. To make substantial change in its allocation priorities;
  - P A substantial change in allocation priorities is defined as:
    - § A 50% change in the project if the project is funded at \$25,000 or less.
    - § A 25% change in the project if the project is funded at \$25,001 or more.
- B. To undertake an activity, using program funds (including program income), which was not previously described in an action plan or funding application.
- C. To not carry out an activity for which funding is approved; or
- D. To substantially change the purpose, scope, location, or beneficiaries of an activity.

A substantial change is defined as the increase or decrease of more than 25% in the service area and/or class of beneficiaries.

In such instance, the City of Rapid City shall provide citizens with reasonable notice of, and opportunity to comment on, such proposed changes in its use of funds. The City will publish a notice in the non-legal section of a paper of general circulation of the proposed program change and give interested or

affected citizens at least thirty (30) calendar days to submit comments on the amendment, prior to taking such amendment action. The City will notify the appropriate funding agency of the proposal and provide a description of any changes.

### **XIII. EMERGENCY PROJECTS**

For emergency activities, it is the policy of the City Council of the City of Rapid City to grant a temporary waiver for the 30 day "Citizen Review and Comment Period". The City will advertise the project for citizen comment concurrent with the start of the project.

In keeping with federal regulations, an emergency project can be defined as an emergency activity of recent origin in which existing conditions pose a serious and immediate threat to the health, safety, or welfare of the community. A subrecipient must submit certification from a qualified official stating the nature of the emergency and that it poses a serious threat to the community.

### **XIV. MONITORING AND EVALUATION OF COMMUNITY DEVELOPMENT PERFORMANCE**

*How will the Community Development Program be evaluated?*

The City shall publish a notice of completion of the Consolidated Annual Performance Report (CAPER) and there will be a fifteen (15) day public comment period before the CAPER is submitted to the Department of Housing and Urban Development.

Annually, at least one (1) public hearing shall be held, at which time the performance of the program will be discussed, to provide any resident an opportunity to comment on the Community Development Program. This hearing may be combined with another scheduled hearing.

### **XV. AVAILABILITY OF PROGRAM AND RELATED INFORMATION**

*Will Program information be made available?*

The City will provide full public access to program information. The City shall maintain the following data:

- A. Mailing and promotional material related to the Citizen Participation Process.

- B. Record of Hearing.
- C. Key documents including prior statements, consolidated plan and strategy, approval letters, performance report, evaluation reports, and other documents required by the Department of Housing and Urban Development.
- D. Copies of regulations and policy statements issued by the Department of Housing and Urban Development. All of the above data is available for inspection at City Hall.

## **XVI. MODIFICATION OF PLAN**

### *Can this Plan be modified?*

The citizen participation plan may be modified from time to time by the City provided such revisions are consistent with federal and state law, HUD's CDBG regulations, and administrative requirements covering citizen participation. Prior to any modification of the citizen participation plan, the City will publish a notice of modification of the plan in sufficient time to permit citizens to comment prior to approval by the City Council. The notice shall be published in local newspapers of general circulation at least fourteen (14) calendar days prior to the adoption of the modification by the City Council.

Any questions or comments on this plan or request for information should be directed to: City of Rapid City, 300 Sixth Street, Rapid City, SD 57701-2724, telephone (605) 394-4181.

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