



A COMMUNITY OF CHOICE

HOUSING & COMMUNITY DEVELOPMENT

Citizen Participation Plan

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CITIZEN PARTICIPATION PLAN

The City of Cheyenne Housing and Community Development (H&CD) office administers the Community Development Block Grant (CDBG) program in accordance with the Department of Housing and Urban Development (HUD) regulations set forth in 24 CFR Part 570.

HUD requires its CDBG recipients to prepare a Five-Year Comprehensive Consolidated Plan. The Consolidated Plan addresses the community's priority of needs that are addressed through the utilization of CDBG funds. In addition to the Consolidated Plan, the City is required to prepare an Annual Action Plan that describes the use of CDBG funds for the upcoming fiscal year and the manner in which the funded projects will assist Cheyenne in meeting its priority of needs, as set forth in the Consolidated Plan. A Consolidated Annual Performance and Evaluation Report (CAPER) is required to report on how the annual funding was utilized. An Analysis of Impediments to Fair Housing Choice (AI) is also required every five years.

The City of Cheyenne adopted its "Citizen Participation Plan" on November 14, 1994, through Resolution No. 3597. Cheyenne's Citizen Participation Plan outlines the incorporation of public input and involvement into the development of the City's Consolidated Plan and its annual Action Plan (the "Plans"), which constitute the City's formal application for CDBG funds.

This Citizen Participation Plan encourages citizens to participate in the consolidated planning process from the outset. It outlines the procedures for community approval of the Consolidated Plan, for addressing concerns, objections and complaints and for making amendments to the plan after approval. This plan meets HUD's basic requirements for citizen participation in preparing a Consolidated Plan, AI, Annual Action Plan, and CAPER.

Initially the Cheyenne Housing and Community Development 9-member Advisory Council will spearhead the citizen participation process. The Council will hold public hearings, in person or virtual, and collect comments and provide a forum for the annual review of the plan.

CITIZEN PARTICIPATION ACTIVITIES

Citizens will be made aware of and encouraged to participate in the annual activities related to the development of the Consolidated Plan, Annual Action Plan, any substantial amendments, AI and the CAPER, through the City website, e-mail, the media, LinkedIn, Facebook, other virtual media outlets and the human service agencies as appropriate. Groups serving low and moderate-income people, non-English speaking people, or people with disabilities will be asked to post or distribute information for their clientele.

Information concerning the plan will be provided to citizens, public agencies, and other interested parties through the media, general public meetings, virtual meetings, City website, e-mail, LinkedIn, and Facebook.

Before the Consolidated Plan is adopted, information will be made available, through the above-described channels, on the amount of assistance the City of Cheyenne expects to receive and the range of eligible activities that may be undertaken.

In circumstances where funding opportunities are appropriate for specific neighborhoods, neighborhood meetings will be held to provide specific information about the plan as appropriate. These meetings will be held at convenient locations and times to allow broad participation of all residents who might be affected. The meetings could also be held via a web based meeting platform. The meetings will be designed to allow citizens to give input into the development, implementation and assessment of the Consolidated Plan. Particular effort will be made to involve very low- and low-income persons, or members of minority groups and persons with mobility, visual, and hearing impairments groups in this process.

Non-English-speaking persons or persons with hearing impairments can be provided an interpreter at public hearings/meetings, if a request is made at least seven days prior to the scheduled meeting date. Wyoming Relay Service is at 711 or 1-800-877-9975.

Technical assistance will be provided by the Housing and Community Development staff to the Housing and Community Development Advisory Council, neighborhood groups and groups representative of persons of very low- and low-income that request such assistance in developing proposals for projects to be funded through any of the programs covered by the Consolidated Plan.

Notice of public hearings and meetings related to the Consolidated Plan will be published with date, time, place and topic in a newspaper(s) of general circulation at least 5 days prior to the public hearing/meeting. In addition, press releases will be sent out via the City website, e-mail, LinkedIn, and Facebook.

The Housing and Community Development Advisory Council will hold annual public meetings, in person or virtual, to provide information regarding the Consolidated/Annual Action Plan, priorities and proposed activities to citizens and to permit citizen input regarding the city's community development needs.

Following citizen input, a draft Consolidated/Annual Action Plan will be published prior to the City Council public hearing. At the time a Plan is prepared the city will notify the public as to proposed projects, organizations responsible for implementation of projects, project location (if known) and project financial information that includes the amount of local funds being requested.

If funding levels are not identified the City will use anticipated funding. The H&CD Office Advisory Council will identify two tiers of funding. Tier 1 funding will be calculated using the prior year funding amount. Tier 2 funding will only be available if additional funding is awarded. If funding comes in less than Tier 1, all public and general service sub-grantees identified will take an equal percentage cut unless otherwise determined by the Advisory Council. The Draft Annual Action Plan / Draft Consolidated Plan will go out for a 30-day comment period using anticipated dollar amounts. Once HUD has published the awarded amount, the Plan will be updated with exact numbers then submitted to HUD.

Publication will consist of a summary of the proposed Consolidated/Annual Action Plan in one or more newspapers. Copies of the proposed plan will be available at the Laramie County Library, City Clerk's Office, Mayor's Office, City website, and the Housing and Community Development office. The summary will include a list of the locations where copies of the entire plan may be examined, as well as, a link where the document can be accessed electronically.

At the appropriate time (generally in March or April of each year) the one-year Action Plan detailing the proposed activities and their sources of funding for the program year will be available for public comment. A City Council public hearing will be held, in person or virtual, to obtain citizen comments on the draft Consolidated/Annual Action Plan at the end of the 30-day comment period.

Citizens, public agencies and other interested parties will be notified of the availability of the proposed Amended Consolidated/Annual Action Plan and will be given 14 days to comment on the plan amendments that are to be submitted to HUD before its adoption by the City Council.

In the case of a disaster, HUD may authorize a shorter comment period to expedite the process. In this instance the National Register comment period will be utilized when amending an approved Consolidated/Annual Action Plan.

The Consolidated Annual Performance and Evaluation Report (CAPER) will be made available for public comment for a period of at least 14 days prior to its approval.

After consideration of citizen comments on the proposed Consolidated/Annual Action Plan, the final Consolidated Plan and priorities will be approved by the City Council. Also, after consideration of citizen comments at a public hearing, the Annual Action Plan that describes the program activities for the current year, will be approved by the City Council.

After the end of the program year the Housing and Community Development Advisory Council will review program performance for the previous year as part of its review of the CAPER.

PLAN AMENDMENTS

Citizens shall be provided reasonable notice and opportunity to comment (as described above in the citizen participation plan) on any proposed "substantial change" and/or amendment in the Consolidated Plan. An amendment to the plan must occur whenever one of the following decisions is made:

- To add, delete or substantially change any portion of the plan;
- To make a substantial change in the allocation priorities or a substantial change in the method of distribution of funds;
- To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the action plan; or

- To substantially change the purpose, scope, location, or beneficiaries of an activity.

A "substantial change" includes:

- a Change in Purpose - if an activity changes with respect to the objectives as originally described in the Consolidated/Action Plan;
- a Change in Scope - if the scale and/or nature of the activity changes to the extent that there is a significant increase or decrease in program funds expended, or if changes/revisions within the original budget allocation exceed 25% of the original budget for all projects approved within the Annual Action Plan;
- a Change in Location - if the originally approved project is neighborhood- specific or in an urban revitalization area (e.g. housing rehabilitation or elimination of slum and blight) and the project location is changed to an area outside of its census tract;
- a Change in Beneficiaries - if the percentage of low-income persons receiving service/assistance decreases 25% or more.

CONSULTATION

The City will consult with public and private agencies providing health services, social services and housing assistance during the preparation of the plan.

More specifically the City will consult with:

- state or local health and child welfare agencies with respect to lead-based paint hazards; and
- adjacent local governments regarding non-housing community development needs as well as housing and homeless needs that are regional in nature.

GENERAL CITIZEN PARTICIPATION PRACTICES

- 1) All comments or views of citizens (or units of local government) received in writing, or orally at the public hearings shall be considered in preparing the final Consolidated/Annual Action Plan.
- 2) A summary of these views and comments, and a summary of any comments or views not accepted and the reasons, therefore, shall be attached to the final Consolidated/Annual Action Plan, amendment of the plan, or performance report.
- 3) Comments, complaints, or questions about the Consolidated Plan, priorities and funding allocations received in writing or orally at public hearings by the Housing and Community Development Advisory Council, the City Council, or city staff, or received

by telephone or U.S. mail or email will be answered in a timely, substantive and responsive manner (by written response) within a 15-day period after they are received.

4) Information concerning the Consolidated/Annual Action Plan, and, once approved, a copy of the Consolidated/Annual Action Plan will be available to the public in the offices of the City of Cheyenne Housing and Community Development office during regular office hours (8:00 a.m. to 5:00 p.m. Monday through Friday). All published documents may also be reviewed at the Laramie County Public Library or the City Clerk's Office at the Municipal Building, 2101 O'Neil Ave, Cheyenne, WY 82001 during the public comment period. The plan will also be published on the City website at www.cheyennecity.org and an electronic copy made available via a web link.

5) All meeting locations are accessible to persons with mobility impairments. Attendees are asked to notify the H&CD Office, 637-6255 or dwidtauf@cheyennecity.org if special accommodations (equipment or interpreting service for Limited English Proficiency) are needed or Wyoming Relay Service at 711 or 1-800-877-9975 during regular business hours to discuss the provision of TDD/TTY communication.

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

The CAPER is available for review, generally in September. The review process includes a notice to the public that the draft CAPER is available for a 15-day comment period. A public hearing, in person or virtual, will be held upon the request of 20 or more individuals. A summary of comments received will be attached to the CAPER.

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE (AI)

The AI will follow all of the procedures mentioned in this document, with a few additions. In addition to organizations mentioned earlier, tenant organizations or PHA-related residency resources, realtors, property management companies, and lenders will be included.

The proposed AI will be published in a manner that affords residents and others the opportunity to examine its content and submit comments. At least one public hearing, in person or virtual, will be held during the development of the AI and a 30-day comment period will be provided to receive comments from residents of the community.