

# **CHARTER TOWNSHIP OF WATERFORD COMMUNITY DEVELOPMENT BLOCK GRANT CITIZEN PARTICIPATION PLAN**

(Implemented to comply with 24 CFR 91.100 & 10)

## **INTRODUCTION**

The following represents the official Community Development Block Grant (CDBG) citizen participation plan for Waterford Township's CDBG Program. This participation plan will apply to the preparation of the Township's CDBG planning and reporting components as well as the implementation of CDBG funded projects. This participation plan is designed to ensure that all citizens, nonprofit organizations, neighborhood groups, the business community and other interested parties are given adequate notice and an opportunity to actively participate in, review, be heard and comment upon all proposals relating to the CDBG Program.

This participation plan is designed to provide for and encourage participation by extremely low to moderate-income residents, minorities, non-English speaking peoples, persons with mobility, visual or hearing impairments or any other physical limitation. The Township will make every effort to reach out to the community and take special actions as necessary in order to ensure the active participation of all stakeholders in the development process.

The Township will also be open to exploring the adoption of alternative public notification and involvement techniques, as well as adopting quantitative ways to measure efforts where funding permits, that encourages citizen participation and the review of program performance.

## **CREATION OF THE CITIZEN PARTICIPATION PLAN**

### **Plan Consultation**

- During preparation of the consolidated plan other public and private agencies that provide assisted housing, health services, and social and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons) will be contacted and consulted.
- When preparing the portion of the consolidated plan describing the jurisdiction's homeless strategy, the Township shall consult with Oakland County to determine what resources are available to address the needs of any persons that are chronically homeless.
- When preparing the consolidated plan's section concerning lead-based paint hazards, the Township shall consult with state or local health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data.
- When preparing the description of priority non-housing community development needs, the Township shall notify and work with Oakland County and adjacent communities.
- The Township will also participate with Oakland County and adjacent communities when planning for problems and solutions that go beyond a single jurisdiction is needed.

### **Plan Comment Period**

- A public hearing before the Planning Commission shall be held during the development of the consolidated plan to discuss and accept public comment on need priorities.
- The Township will provide citizens with a reasonable opportunity to comment on the original consolidated plan and on substantial amendments to the consolidated plan, and must make the consolidated plan public. The consolidated plan shall be in a format accessible to persons with disabilities, upon request.
- An announcement of the proposed consolidated plan shall be posted on the Township website and published in the Oakland Press fifteen days prior to the public hearing.

### **Proposed Consolidated Plan Review**

- The Township shall publish the proposed consolidated plan in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and to submit comments.
- Information provided to the public shall include the amount of assistance the Township expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income.
- An announcement of the proposed consolidated plan shall be published in a newspaper of local circulation fifteen days prior to the public hearing.
- A public hearing before the Planning Commission shall be held during the development of the consolidated plan to discuss and accept public comment on need priorities.
- After the public hearing, during non-emergency scenarios there shall be a thirty-day period to receive comments from citizens on the proposed consolidated plan.

### **Consolidated Plan Adoption**

- A public hearing shall be held before the Township Board for consideration of consolidated plan adoption.
- An announcement of adoption of the consolidated plan shall be published in the Oakland Press fifteen days prior to the public hearing.
- After the public hearing, there shall be a fifteen-day period to receive comments from citizens on the adopted consolidated plan.
- The Township will consider any comments or views of citizens received in writing, or orally at the public hearings, in preparing the final consolidated plan. A summary of all public comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final consolidated plan.

### **Consolidated Plan Amendments**

- The addition or deletion of new needs shall constitute a substantial amendment to the consolidated plan. The use of any grant funds in an individual annual action plan must be for a priority need identified in the consolidated plan.
- The Township shall advertise in newspapers of local circulation and provide notice on the Township's website for a period not less than thirty days, to receive written comments on the substantial amendment prior to adoption by the Township Board during a public hearing.
- The Township shall consider any comments or views of citizens received in writing, or orally at public hearings, if any, in preparing the substantial amendment of the consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the substantial amendment of the consolidated plan.

- In the event of a nationally or locally declared emergency, HUD may provide waivers and or alternative requirements relative to the citizen participation plan and public notification processes. In such events, Waterford Township will avail itself of any provided regarding the Consolidated Plan or necessary Consolidated Plan amendments that will help in expediting the delivery of assistance to the community.

### **Annual Action Plan**

- The Township shall provide not less than thirty days public notice, to receive comments on the action plan which ideally is to be submitted to HUD annually at least forty-five days prior to the beginning of a new program year. The Township shall consider any comments or views of citizens received in writing, or orally at public hearings in preparing the action plan. A summary of these comments or views shall be attached to the annual action plan.
- The addition of a new project, or cancellation of a project approved as part of an annual action plan, shall be considered a substantial amendment to the annual action plan, which under non-emergency scenarios will require a public hearing with fifteen days public notice and adoption by the Township Board.
- A reduction or increase in funding of a project approved as part of an annual action plan shall be considered a minor amendment to the annual action plan. Reductions or increases exceeding fifty percent of the project amount approved as part of an annual action plan will require approval by the Township Supervisor.
- In the event of a nationally or locally declared emergency, HUD may provide waivers and or alternative requirements relative to the citizen participation plan and public notification processes. In such events, Waterford Township will avail itself of any provided regarding the Annual Action Plan submittal or necessary Annual Action Plan Amendments that will help in expediting the delivery of assistance to the community.

Alternate formats and languages of this plan for persons with disabilities or non-English speaking individuals as may be made available upon request with reasonable advance notice.