

City of Southfield

Community Development Block Grant Program

Citizen Participation Plan

Goal: the goal of the Citizen Participation Plan is to inform the public of the Community Development Block Grant (CDBG) Program. It is designed to solicit input from affected persons, concerned citizens, the general public and interest groups for the development of the “Proposed” and “Final” statement of community development needs and projected use of funds.

NOTIFICATION OF PUBLIC MEETINGS AND HEARINGS

Notification of public meetings and hearings and dissemination of information related to the CDBG program, will be made in conformance with federal regulations, in the following manner:

I. **NEWSPAPERS**

Legal notices will be published in newspapers of local circulation. In the “proposed statement of community development objectives and projected use of funds”.

News articles and press releases, related to the CDBG program may be submitted to local newspapers related to the CDBG program.

II. **Electronic Media**

Notice of meetings regarding the CDBG program and other information will be placed on the local cable television.

Cable access bulletin board allows short messages to be placed on a cable message board and run numerous times a day.

III. **MEETINGS**

Housing Department and CDBG staff will discuss the program with other city departments, neighborhood groups and other interest groups upon request and to solicit input.

IV. **NOTICE OF PROGRAMS**

Notices, brochures and other information will be mailed / emailed to interest groups and concerned people.

PUBLIC HEARINGS

Public Hearings will be located at sites which are accessible to people living with disabilities, and / or limited English speaking abilities. In the event ‘in person’ hearings cannot be conducted, due to safety measures in place, virtual hearings will be held with accommodations for real time response.

- I. Public Hearings will be held by the Southfield City Council to discuss: the Five Year Consolidated Plan, the Annual Action Plan, the Performance on these plans, and Substantial Amendments to the plans.
- II. The City will provide assistance, when possible, to non-english speaking people, through interpreters either verbally or in writing. The ability for the city to provide this assistance in a timely manner will depend on: the knowledge that non-english speaking people will be in attendance at the hearing, and the availability of interpreters.

CITIZEN PARTICIPATION AND INPUT

- I. Citizen input can be taken in the following manner:
 - a. Public Hearings
 - b. Public Meetings
 - c. Correspondence to the Housing/CDBG Office via telephone, email, written correspondence, or public appearance.
- II. Citizen input will be placed on file for future consideration.
- III. Contact Information: The City of Southfield, Housing /CDBG Office is responsible for administering the CDBG Program, including the development and dissemination of documents and reports. Additional information may be obtained from the Southfield Housing/CDBG Office at 26000 Evergreen Rd., PO Box 2055, Southfield, Mi 48037-2055, or (248) 796-4174, or rlampi@cityofsouthfield.com

SUBSTANTIAL AMENDMENTS TO THE PLAN

Occasionally, proposed changes to an approved Consolidated Plan and/or Annual Action Plan may substantially alter the documents to such an extent that public input is required. The city has therefore established the following criteria to define a threshold to require public participation.

Definition of a Substantial Amendment:

- A. Any Significant change in priorities, goal and objectives outlined in the Consolidated Plan and/or Annual Action Plan.
- B. One or several cumulative changes to an Annual Action Plan, equal to fifteen percent (15%) or greater of any CDBG funds.
- C. To carry out a CDBG funded activity not previously approved in the Annual Action Plan.

In the event of a local, state and national disaster or declaration of emergency, existing and new funding may be allocated or re-allocated in an expedited time frame. To streamline the allocation process and reduce delays in accessing grant funds the City of Southfield will follow HUD notices, waivers, award letters or other HUD communication. Citizen Participation requirements will be applied in accordance with HUD notices, waivers, award letters or other HUD communication to achieve the minimum citizen participation requirement.

Meetings related to the CARES Act may be facilitated by the most feasible means at the time (ex: virtual or call-in meetings in lieu of public gatherings). Meetings must still accommodate and provide information to those with vision and hearing impairments to the best extent feasible. Meetings will comply with the Open Public Meetings Act.

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