



CITIZEN PARTICIPATION PLAN

FOR DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FUNDED PROGRAMS

CITY OF TITUSVILLE

INTRODUCTION

It is the policy of the City of Titusville to ensure adequate citizen involvement in the planning, implementation, and evaluation of its community development programs. The City of Titusville has developed this Citizen Participation Plan in an effort to encourage citizen participation in the Community Development Block Grant (CDBG) Program, specifically in the application process. This Citizen Participation Plan is prepared and implemented in accordance with the guidance provided in Section 104(a)(2) of the Housing and Community Development Act and by regulations at 24 CFR 570.786(a)(6).

ENCOURAGING PUBLIC PARTICIPATION

It is the intent of the City of Titusville to encourage and facilitate the participation of all citizens as this communication is vitally important to the success of CDBG-funded activities. Additionally, the City encourages involvement of low-to-moderate-income (LMI) persons, and those living in blighted areas where federal funding is proposed to be used are particularly encouraged to be involved in the planning process. The City also welcomes the participation of minority populations, non-English speaking persons and persons with disabilities.

Consultations, direct mailings and other contact with local and regional organizations, assisted housing providers, public housing agencies, social service agencies, and advocacy groups, as well as their beneficiaries, will be utilized to encourage further participation.

PUBLIC HEARINGS

Public hearings will be held at least twice per year at key stages of the application process to obtain the public's views and to provide the public, to the greatest extent possible, with responses to their questions and comments.

The initial public hearing will be held before the application to the State and will be both an informational session and an opportunity for citizens to comment on the housing and community development needs in the City. An overview of the CDBG program will be discussed, including the amount of funding available, range of activities proposed, amount for benefit of low-to-moderate-income (LMI) persons, and displacement plan (if necessary).

A second public hearing will be held after City Council passes a resolution regarding the submittal of the application to the State. This hearing will include commenting on what activities the City is going to do.

Additional public hearings may be required if there is a formal amendment to any project.

A formal public notice will be published in a newspaper of general circulation in the area providing reasonable advance notice of such public hearings. A public notice will also be posted at City Hall and in other places frequented by the public, especially low-and moderate-income persons and persons benefiting from or affected by proposed CDBG activities. Information regarding the times and locations of public meetings can also be accessed on the City's web page at www.cityoftitusvillepa.gov.

Hearings will be held at times and locations convenient to potential and actual beneficiaries and with accommodation for the handicapped. If non-English speaking or hearing impaired residents request assistance to participate in a public hearing, the City will make arrangements to have an interpreter present given reasonable advanced notice. Instructions for making such request will be outlined in the public notice.

Public Hearing Content:

- Goals and objectives of the CDBG program
- Total amount of CDBG funds available
- Community Development and housing needs
- Proposed activities for project and amount to be requested for project
- The proposed amount of funds to be used to benefit low-to-moderate (LMI) people
- Whether any persons will be displaced as a result of the proposed activities

ACCESS TO RECORDS AND INFORMATION

Citizens, public agencies, and other interested groups will be given reasonable and timely access to the records regarding the CBDG program at City Hall. Reasonable and timely access is considered at least a 24 hour notice during regular office hours.

COMPLAINTS

Written complaints from the public about the City's Citizen Participation Process and/or the annual CDBG applications will receive careful consideration and will be answered in writing within fifteen (15) working days of receipt of the complaint. If the complainant is unable to file a complaint due to disability, alternative filing methods will be allowed. Written complaints should be sent to the attention of the City of Titusville, CDBG Grant Administrator, 107 North Franklin Street, Titusville, PA 16354-1734.