

CITIZEN PARTICIPATION PLAN

Grantee

Sandy Township, Clearfield County, Pennsylvania

Prepared For

Sandy Township CDBG Program

Responsible Entity

Sandy Township Supervisors



Preparer/Consultant

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Date Prepared by Consultant: October 21, 2019

Adopted by Township 21 Oct 2019

RECORD OF ADOPTION:

Motion made to adopt the Citizen Participation Plan at the Township's regularly conducted municipal meeting on held on October 21, 2019. A copy of the meeting minutes is appended to this plan.

RECORD OF ANNUAL REVIEW/REVISION:

Chairman Signature Date

CDBG Coordinator Signature Date

Chairman Signature Date

CDBG Coordinator Signature Date

Chairman Signature Date

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SECTION 1: CITIZEN PARTICIPATION PLAN FOR CDBG PROGRAMS

This Citizen Participation Plan (CPP) is prepared in compliance with 24 CFR Part 91.105, Citizen Participation Plan, Local Governments. As an entitlement community receiving funds from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) program, administered in the state of Pennsylvania by the Department of Community & Economic Development (DCED), the Township of Sandy is required to adopt a Citizen Participation Plan that sets forth the policies and procedures for citizen participation.

The primary goal of this CPP is to provide all citizens of the Township with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of the Township's CDBG program. The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community development process. Special emphasis has been placed on encouraging participation by persons of low and moderate incomes, residents of blighted neighborhoods, and residents of areas where community development funds are utilized.

Citizens are encouraged to participate in all phases of the CDBG program and will be provided full access to program information. However, final responsibility and authority for the development and implementation of CDBG program will lie with the Township.

The Township shall comply with the following minimum citizen participation requirements in order to maximize opportunities for citizen involvement.

SECTION 2: GENERAL REQUIREMENTS

Township of Sandy shall:

- 2.1 Follow procedures which inform and encourage citizens to participate in the CDBG planning and evaluation process. Special emphasis shall be placed on procedures which emphasize the participation of low and moderate income, minority and handicapped persons who reside in slum and blight areas, and in other areas where CDBG funds are proposed for expenditure or are being expended.
- 2.2 Provide citizens with reasonable and timely access to local meetings, information and records relating to proposals for the use of funds being applied for as well as the actual prior use of CDBG funds. The Township must take steps to ensure that pertinent application/program information and records are accessible to the public, and that the public has been made aware of when and where material is available for inspection.
- 2.3 Hold public hearings to obtain citizen views and to respond to proposals and questions at all stages of the Community Development Program, including at least the development of needs, the review of proposed activities, and the review of program performance. The public hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for the handicapped. The public hearings will be held in connection with each entitlement allocation. Municipalities must hold a public hearing for citizen participation in the development of needs, and conduct another public hearing after a plan for use of the funds is published and prior to application approval by the Township.

- 2.4 Provide technical assistance, upon request, to groups of persons of low and moderate income, or their representatives, when such assistance is needed in developing proposals for use of CDBG funds. The level and type of assistance is to be determined by the Township.
- 2.5 Provide a timely written response to written complaints and grievances. A timely response is one which is made within fifteen (15) calendar days from receipt of the written complaint/grievance.
- 2.6 Identify if and when it may be necessary to meet the needs of non-English speaking citizens. When such needs are identified, the Township must meet these needs as part of the advertising and public hearing requirements.
- 2.7 Maintain citizen participation files which contain documentation that demonstrates compliance with all requirements contained in this Citizen Participation Plan.

SECTION 3: MINIMUM CITIZEN PARTICIPATION REQUIREMENTS DURING THE APPLICATION PLANNING DEVELOPMENT & SUBMISSION PROCESS

In developing applications for CDBG funds, Township shall meet the following minimum requirements:

- 3.1 Provide public notice(s) of the first public hearing to obtain citizens views and comments on how CDBG funds should be used.

Public notices must be published a minimum of five (5) days prior to the public hearings and in a newspaper(s) of general circulation. The location and time of public hearings are critical to a successful citizen participation process. The location of the hearings must be convenient to potential program beneficiaries and low- and moderate-income populations. Special accommodations must be extended to persons with disabilities, and public notices must inform such persons as to how they may request and obtain needed accommodations. Public hearing sites must be accessible to persons with disabilities.

This public notice shall contain:

- a. The date, time and location of the first public hearing;
- b. The amount of CDBG funds available;
- c. The range of activities which may be undertaken with CDBG funds;
- d. The amount of CDBG funds proposed to benefit low- and moderate-income persons;
- e. An identification of activities that could result in displacement and the Township's plans for minimizing such displacement. The notice must also state that the township is responsible for replacing all low- and moderate-income housing units that may be replaced by CDBG funded activities even if no displacement is expected to occur, must be explained at this public hearing; and

- f. A statement that citizens may also comment on the Township's prior use of CDBG funds.
- 3.2 Hold the first public hearing to elaborate upon the contents of the public notice(s) and to obtain citizen comments and questions.

At this public hearing, the Township must explain its responsibility to replace all occupied and vacant occupiable low- and moderate-income dwelling units that may be demolished or converted to another use. The Township's explanation must include the following:

 - a. Replacement must take place within three (3) years of demolition/conversion;
 - b. Replacement units must be located within the Township's jurisdiction (within the same municipality where demolition/conversion may occur);
 - c. The replacement units must be of sufficient size to house at least the same number of occupants that could have been housed in the units demolished/converted;
 - d. The replacement units must be provided in standard condition;
 - e. The replacement units must be designed to remain low- and moderate-income units for at least ten (10) years from the date of initial occupancy.
- 3.3 The Township must also explain that prior to obligating or expending funds that will result in the demolition or conversion of low- and moderate-income housing units, it will publicize and provide opportunity for citizen comment on the following:
 - a. A description of the proposed demolition/conversion activity;
 - b. The general location and the number of units by size that will be demolished/converted;
 - c. A time schedule for the start and completion of demolition/conversion;
 - d. The general location and number of units by size that will be provided as replacement units;
 - e. The source of funding and a time schedule for the provision of replacement units; and
 - f. The basis for concluding that the replacement units will remain low/mod for at least ten (10) years from initial occupancy.
- 3.4 Following the first public hearing, the Township must consider all comments and views received and develop its proposed use of funds.
- 3.5 Provide public notice(s) on the second public hearing to obtain citizens' views and comments on the proposed use of funds. This public notice shall contain:
 - a. The date, time and location of the second public hearing;
 - b. Sufficient detail on the proposed use of funds to permit meaningful citizen comments at the public hearing;
 - c. The deadline for public comment prior to the date that the Township will meet to consider the application and where and when the proposed application may be inspected prior to the meeting of the Township; and

- d. The date, time and location of the meeting where the Township will consider approval of the application. (This meeting must be after the second public hearing and the deadline for public comment.)
- 3.6 Hold the second public hearing to elaborate on the proposed use of funds and to allow for citizens' comments and questions.
 - 3.7 The Township may take other reasonable steps to inform citizens, especially those identified in section 2.1. above. Other informational media that may be considered are:
 - a. Radio/television public service announcements;
 - b. Public and private organization bulletins and newsletters;
 - c. Social service organizations;
 - d. Public housing bulletin boards;
 - e. Minority organizations; and
 - f. Other organizations, institutions or businesses located in or serving low- and moderate-income areas.

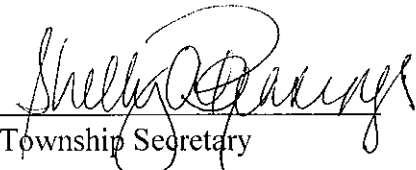
SECTION 4: MINIMUM CITIZEN PARTICIPATION REQUIREMENTS FOR PROGRAM MODIFICATIONS

When it is necessary for the Township to modify approved projects, the following citizen participation requirements must be met prior to modifying approved projects:

- 4.1 Provide a public notice, at least once in a newspaper of general circulation, of the proposed modification and provide the deadline by which public comments must be received. The notice must also indicate the date that the Township will conduct a public hearing concerning the proposed modification. Timeliness of these notifications must be in accordance with this CPP.
- 4.2 The Township must consider all comments received as a result of the public notice and hearing, and if appropriate, modify the proposed modification.
- 4.3 Upon approval of the modification by the Township, it must be made available for public inspection.

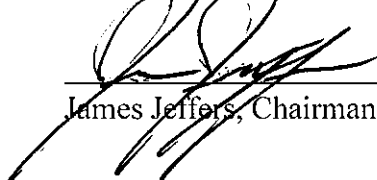
Adopted by motion this 21st day of October 2019.

ATTEST:



 Township Secretary

**BOARD OF SANDY
 TOWNSHIP SUPERVISORS**



 James Jeffers, Chairman

(Seal)