



CITY OF PARKERSBURG, WEST VIRGINIA CITIZEN PARTICIPATION PLAN

PURPOSE: The City of Parkersburg is committed to providing the citizens of the City with the opportunity to comment and make suggestions on the utilization of Community Development Block Grant and HOME Investment Partnership funds, to the greatest extent feasible. It is our position that funds can only go toward the areas of greatest need if those whom will benefit have input on their expenditure.

STRATEGY FOR PUBLIC INPUT: The City will solicit public input through public notices inviting input, and also by soliciting comments from relevant public and social service agencies.

- The City will publish in a newspaper of general circulation a legal advertisement regarding the city's Final Statement and Projected Use of Funds, (Consolidated Plan One-Year Action Plan) any proposed program amendment, Finding of No Significant Impact/Request for Release of Fund notices, availability of the Consolidated Action Plan Evaluation Report (CAPER) and any other relevant document or statement regarding the projected use of CDBG and HOME funds, such as guaranteed loan funds.
- The City will make available to the public copies of all relevant documents, including but not limited to the Consolidated Plan and CAPER. Copies will be available for review at the Development Department.
- Where applicable, the City will notify pertinent public service and housing agencies for their guidance and input on programming CDBG and HOME Funds, identifying housing and public service needs, and coordinating effort to meet those identified needs, prior to drafting any projected use, as well as prior to drafting the Consolidated Plan. Agencies to be contracted my include, but is not limited to
 - Parkersburg Housing Authority
 - Community Resources, Inc.
 - Wood County Board of Education
 - Mid-Ohio Valley Regional Council
 - Wood County Senior Citizens Association
 - Salvation Army
 - Family Crisis Intervention Center
 - Mid-Ohio Valley Fellowship Home
 - SW Resources
- Where applicable, the City will hold public hearings. Notices of the hearings will be printed in a legal advertisement of a newspaper of general circulation (The Parkersburg News and Sentinel) on proposed program amendments and use of

funds, as well as the CAPER, Consolidated Plan and other program aspects as deemed necessary by the City or as required under federal regulation. Notices shall be published at least seven (7) days in advance of the hearing, unless a longer period of time is required by regulatory authority, in which case the applicable time period shall be met.

- Where applicable, the City will meet with residents and representatives of various social service and housing agencies to discuss the use of CDBG and HOME funds, particularly where the proposed use of such funds will have an impact on those resident and clients. As necessary and appropriate, meetings with residents not represented by a particular advocacy group may also be held.
- In addition to the above steps, the City will make efforts to utilize the media, (print, radio and television), to inform the public of opportunities available through CDBG and HOME funds, and also of opportunities to comment on the utilization of those funds.

SPECIFIC CONSOLIDATED PLAN REQUIREMENTS: Prior to submission, the City will meet with requisite agencies, such as the Parkersburg Housing Authority, as well as various social service agencies serving the homeless, under-housed and impoverished or near impoverished populations of the City, to coordinate efforts to reduce the number of households in poverty, decrease the homeless population, and increase housing and economic opportunities for low, very-low and extremely-low income residents.

In developing the lead-based paint hazard portion of the plan, the City will consult with the local health department, as well as child welfare agencies and the board of education, as appropriate, to obtain data on housing units which have experienced lead-poisoning incidence, and numbers of children which have been identified as being lead-poisoned.

As required, the City will hold at least two (2) public hearing in regards to the Consolidated Plan, including one at least (30) days prior to publishing the proposed plan, in order to receive citizen input into the plan.

The City will publish, in the non-legal section of the newspapers, an advertisement notifying citizens, groups, organizations and any other interested party of their opportunity to comment on community needs and relevant issues they wish to have addressed in the Consolidated Plan.

The City will also hold a public hearing at least thirty (30) days prior to the submission of the Consolidated Plan, as well as any substantial amendment or report which is submitted to HUD. The City will respond to complaints in writing within 15 working days, where practicable.

In order to receive as much input from affected residents as feasible, the City will conduct a series of public hearings before publishing the proposed Consolidated Plan. These hearings will be held at different locations throughout the City, providing for

easier access to citizens from different geographical areas of the City. The locations chosen will be handicapped-accessible.

AMENDMENT POLICY

PURPOSE: In conformance with the Housing and Community Development Act of 1974, as amended, and the provisions of 24 CFR Pars 91, et al., the City of Parkersburg has adopted this policy to serve as the criteria for what constitutes a substantial change in the City's Consolidated Plan One-Year Action Plan for Community Development Block Grant and HOME funds.

CRITERIA: An amendment to the City's One-Year Action Plan will be considered to be substantial if one of the following criteria is met:

- Funds are to be used for an activity/project not identified in the plan;
- An activity/project originally identified in the plan is not to be carried out;
- The purpose, location or beneficiaries of a project/activity changes from the originally stated purpose, location or beneficiaries; OR the scope of the project/activity changes substantially;
- The budget of a particular activity/project exceeds the original line item budget for such project/activity by more than 25 percent.

DEFINITIONS:

1. **CHANGE IN PURPOSE:** The reason for undertaking a particular project/activity, including the National Objective, has changed.
2. **CHANGE IN SCOPE:** A significant change in scope is when the cost of an activity/project increases by 25 percent or more; OR when 25 percent or more of the budgeted amount of an activity/project is to be removed; OR when the particular element of a project change substantially, (i.e. instead of road reconstruction, a project is changed to be water and sewer line reconstruction only).
3. **LOCATION:** A particular activity/project is relocated to an area different from that originally stated; OR the project/activity area increases or decreases by 25 percent or more.
4. **BENEFICIARIES:** A particular activity/project will serve a different group of beneficiaries than originally identified; OR the activity/project will no longer serve at least 51 percent low/moderate income persons/households.

For purposes of the City's Housing programs or Economic Development loan, a substantial change will be considered as a change in the program requirements, qualifying criteria or eligible activities.

PROCEDURES: The City will abide by the following procedures when it proposes to make a substantial amendment to the CDBG and HOME programs, as outlined above:

1. The City will notify citizens of the proposed substantial changes to the Consolidated Plan by publishing a statement of the changes in the local newspaper of general circulation (The Parkersburg News and Sentinel). The statement shall contain a listing of the proposed changes, notification of the time(s), date(s) and place(s) of public hearing(s) on the proposed changes, and procedures to follow to make comments or register complaints about the proposed changes. Said notice shall provide for a period of at least 15 days for citizen comments, in advance of submitting such change to HUD as per the requirements of 24 CFR Parks 91, et al.
2. The City shall consider any such comments received, and if appropriate, modify the proposed changes. Any such comment shall be included as part of the City's submission of the amendment to HUD.
3. The substantial amendment shall be presented to CITY council and Wood County Commission, where appropriate for the HOME program, at a public meeting for their review and approval.
4. The City shall submit to HUD a description of the change.

PROCEDURES FOR MINOR CHANGES: Any change to the Consolidated Plan which is considered to be minor under the above criteria will be effected by the CD Program staff, with notification of such changes as the Administration and Council in a timely manner. Minor changes including such things as:

1. An overall increase or decrease in the line item budget of a particular activity/project which is less than 25 percent of the original budget amount.
2. A change of less than 25 percent in the service area of a particular project/activity.
3. A change in the overall number of persons benefiting from a particular activity/project, where such change does not constitute a substantial change, as stated above.