

City of Chattanooga  
**Department of Neighborhood Services and Community Development**

FY 2010-2014  
Citizen Participation Plan  
for  
The Consolidated Plan, Annual Action Plans, Substantial Plan Amendments  
and  
Performance Reports

**SUMMARY**

The Citizen Participation Plan (CPP) is designed to meet the requirements of Section 104 of the 1974 Housing and Community Development Act, as amended and 24 CFR 91 to provide for citizen involvement in the consolidated planning and implementation of the City's Community Development Program. The program consists of activities funded in accordance with the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships Act (HOME) and other programs of the U.S. Department of Housing and Urban Development. The (CPP) describes how citizens will participate in following programmatic areas:

1. Development of the Consolidated Plan and annual action plan
2. Development of annual performance reports, and
3. Development of any substantial amendments to the plan

The Plan is designed to:

- Encourage citizen participation by low and moderate income persons, minority and non-English speaking persons, persons with disabilities, residents of public and assisted housing developments, and in particular person living in areas where the federal funds are proposed to be used
- Provide citizens with reasonable and timely access to meetings, information, and records relating to the grantee's proposed use of funds, and contents and purpose of the Consolidated Plan;
- Provide for technical assistance to group's representative of citizens of low and moderate income that request such assistance in developing proposals;
- Provide for public hearings to obtain citizen input and to respond to proposals and questions at all stages of the Community Development Program, including at least the development of needs, review of proposed activities, and review of program performance standards; and,

- Provide for timely response to written complaints and grievances.

The Citizens Participation Plan does not restrict the responsibility or the authority of City officials in the development of annual applications for funding from the U.S. Department of Housing and Urban Development or in the execution of the Community Development Program. The Mayor is the grantee recipient and the Department of Neighborhood Services and Community Development serves as administrator of the programs.

### **STANDARD OF PARTICIPATION**

The law declares that the primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing; decent housing, a suitable living environment, and growing economic opportunities – all principally for low and moderate income people. Genuine involvement by low income people must take place at all stages of the process, including:

- Identifying needs,
- Setting priorities among these needs, deciding how much money should be allocated to each high-priority need, and suggesting the types of programs to meet high priority needs.
- Overseeing the way in which programs are carried out.

All phases of citizen participation will be conducted in an open environment and manner, with freedom of access to all interested citizens. Public hearings will be advertised and pertinent information will be available to the public. In addition, details of all programs will be available upon request at the following location:

Department of Neighborhood Services and Community Development  
101 East 11<sup>th</sup> Street, Suite 200  
Chattanooga, Tennessee 37402  
757-5133 (TDD 757-0011)

Monday through Friday, from 8:30 a.m. until 4:00 p.m. and on the City of Chattanooga's website at [www.chattanooga.gov](http://www.chattanooga.gov)

### **COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

To provide citizens the opportunity to participate in an advisory role in the program, this Citizens Participation Plan establishes a Community Development Advisory Committee. The role of the Community Development Advisory Committee (CDAC) is to provide citizen participation, especially by citizens of low and moderate income who live in areas where community development funds are to be used, in the planning and evaluation of the City's Community Development Program. The CDAC assists in the assessment of community needs, informs other citizen of the CDBG, ESG, HOME and other programs and provides citizen input in the development of the City's Consolidated Plan Process.

The membership of the CDAC will be representatives of the City's nine (9) Council Districts, CDBG eligible neighborhoods, and agencies and departments whose interests and expertise relate to community development objectives.

There will be a total of thirty-one (31) members chosen in the following manner:

1. Council Representatives (9): One representative from each of the nine City Council Districts selected by the Council Member from that district. This individual must be a resident of the district from which he or she is chosen.
2. Neighborhood Representatives (9): The Mayor will select nine members from a list of the City's targeted neighborhoods in eligible census tracts. One resident of public housing will also be selected. The Mayor is encouraged to provide representation from as many different neighborhoods as possible. The low to moderate income census tracts and the targeted neighborhoods are as follows:

|  |   |
|--|---|
| <u>Census Tract 1</u><br>East Chattanooga***   | <u>Census Tract 15</u><br>M. L. King                        |
| <u>Census Tract 2</u><br>Avondale ***  | <u>Census Tract 16</u><br>Westside                          |
| <u>Census Tract 3</u><br>Avondale***   | <u>Census Tract 18</u><br>St. Elmo***                       |
| <u>Census Tract 4</u><br>Bushtown***<br>Churchville<br>Lincoln Park<br>Orchard Knob*** | <u>Census Tract 19</u><br>Alton Park***<br>Piney Woods***   |
| <u>Census Tract 8</u><br>Hill City/Northside***  | <u>Census Tract 20</u><br>South Chattanooga***              |
| <u>Census Tract 11</u><br>Ridgedale***   | <u>Census Tract 23</u><br>Piney Woods                       |
| <u>Census Tract 12</u><br>Glenwood***  | <u>Census Tract 24</u><br>Cedar Hill***<br>Clifton Hills*** |
| <u>Census Tract 13 &amp; 14</u><br>Highland Park***                                    | <u>Census Tract 25</u><br>East Lake***                      |
|  | <u>Census Tract 26</u><br>South Orchard Knob                |

Census Tract 31  
Downtown

Census Tract 32  
Eastdale (Greenwood Rd)\*\*\*

\*\*\*Strategic Neighborhood Initiative

3. Agency Representatives (12): The heads of the following organizations  
Serve on the Committee.

Chattanooga Department of Community Services  
Chattanooga Homeless Coalition  
Chattanooga Housing Authority (PHA)  
Chattanooga Human Services  
Chattanooga Neighborhood Enterprise, Inc.  
Chattanooga Mayor's Office  
Chattanooga Parks, Recreation, Arts and Culture  
Chattanooga Public Works Department  
Chattanooga Neighborhood Services Department  
Regional Planning Agency  
RiverCity Company  
The United Way

CDAC members, with the exception of agency representatives, may serve a maximum of two consecutive terms consisting of three years per term. A rotation system based upon appointment date to the CDAC ensures membership of new and experienced members whether appointed by the Mayor or Council Member.

The Committee elects a Chairperson from among the neighborhood and council representatives. A new Chairperson is elected annually.

The Chairperson names an Executive Committee of three members; the Chairperson, the immediate past Chairperson, and an Agency Representative to serve and make decisions on behalf of and at the discretion of the full CDAC during critical time constrained intervals.

Committee members are replaced on the CDAC; at the member's request, for absence from at least three consecutive meetings, and by member rotation.

When a new Council Member is elected, the previous Council Person's representative serves on the Committee until their term expires, and at that time, a new representative may be selected.

When a new Mayor is elected, the Mayor may only select the neighborhood representatives as the existing members terms expire which may include re-appointments or new appointees.

The Advisory Committee will meet no less than four (4) times each year. Additional meetings may be called if certain program changes occur and the Advisory Committee will meet to discuss and approve those changes. Committee members will be given at least ten (10) day's written notice of all meetings. Decisions will be made by majority vote of those in attendance.

### **ROLE AND RESPONSIBILITIES OF ADVISORY COMMITTEE**

The role of the Advisory Committee is to provide citizen participation in the Community Development Program. The Committee provides a meaningful avenue for residents of low to moderate-income neighborhoods to become involved in the program.

Specific responsibilities of the Committee are:

- Provides a means of citizen participation in the Community Development Program;
- Assists staff in assessing community needs which may be addressed with community development funds;
- Advises on possible uses of Community Development funds;
- Comments on the City's Consolidated Plan, amendments, and the Annual Performance Report, as appropriate;
- Advises on staff response to written comments about the program, as necessary;
- Assists staff in marketing Community Development Programs to the community; and,
- Reviews the performance and effectiveness of the Community Development Program.

The Department of Neighborhood Services and Community Development also consults with and notifies other local units of government with regard to the Community Development Program as appropriate to ensure effective planning and implementation of community development activities.

The City's Department of Neighborhood Services and Community Development provides staff support to the CDAC and ensures compliance with the Citizen Participation Plan.

### **PUBLIC HEARINGS**

In compliance with federal regulations and to encourage public participation in the program, the City will hold a minimum of two public hearings annually to obtain citizen

views and respond to proposals and questions at all stages of the Community Development Program.

Meetings are scheduled at various intervals during the year to allow adequate time for citizen input to be effective. Additional public hearings are held during the year, as appropriate, to ensure adequate public comment on the program.

Public hearings are held in central locations, accessible to those with disabilities and convenient to public transportation. Locations in various neighborhoods are used as hearing sites to help stimulate interest, and conducted in the early evenings for the convenience of those working or unavailable during the day.

Accommodations are made for non-English speaking residents, deaf and hearing-impaired residents and visually impaired residents.

Meetings are advertised in local newspapers, neighborhood newsletters, and the City's web site, no less than ten (10) days in advance of the meetings.

### **CONSOLIDATED PLAN PROCESS**

The City will prepare a Consolidated Plan in accordance with 24 CFR 91. The regulations govern the consolidated submission for community planning and development programs. The regulations mandate a planning process that includes: an analysis of housing and community development needs; a five year strategic plan for meeting those needs; and, an annual action plan that outlines the use of funds; and an annual performance report.

Consolidated Plan: The five-year plan builds on the results of community-wide needs assessments. Priorities are established with citizen input and will serve as a guide to the development of the Annual Action Plans.

The program year chosen by the City is July through June. The Consolidated Plan will take effect fiscal year 2010 -2014, beginning July 1, 2010.

### **ANNUAL ACTION PLAN:**

Prior to submitting the Annual Action Plan outlining specific projects and the use of funds, the City follows the process described below:

- Staff and Advisory Committee reviews the results of local needs assessments and the Consolidated Plan;
- Two or more public hearings are held to solicit input on community needs from the public-at-large;

- The City provides the public information on the an estimated amount of CDBG, HOME, and ESG funds to be received in the upcoming year, along with a description of the range of types of activities that may be undertaken, the amount of benefit to low and moderate income, and plans to minimize displacement of citizens;
- Solicit proposals for activities consistent with the Consolidated Plan;
- Public hearings are held to receive comments on proposals;
- Staff recommendations for funding are presented to the Mayor, Advisory Committee, and to the City Council for review and comment;
- The City may modify the Action Plan after considering public comment, as appropriate.

A copy of the Action Plan is placed for public review at locations throughout the City. A newspaper notice informs the public of the location sites and availability of the Action Plan. The public is notified in the same manner of any Plan amendments and of Performance Reports developed on the program.

The public is given 30 days to comment on any amendments and Performance Reports, prior to the City's submission to HUD.

### ANNUAL PERFORMANCE REPORT (CAPER)

Within 90 days after the close of the City's fiscal year (September 30<sup>th</sup>), HUD regulations require the City to submit a performance report, the Consolidated Annual Performance and Evaluation Report (CAPER). Principally, the CAPER provides information on how the federal funds were spent and the extent to which they were used for activities that benefited low and moderated income citizens. The CAPER also provides HUD with information to assess whether the City carried out its programs in compliance with applicable regulations and requirements, as stated in that year's plan. Additionally, the CAPER is a vehicle through which the City can describe its program achievements to local citizens.

At least fifteen days prior to submission to HUD, the CAPER is made available to the public for review and comment. Notice and availability of the CAPER for review and comment is published in various city-wide media sources, including but not limited to the Chattanooga Times Free Press, The Chattanooga Courier and the City's website.

The final CAPER is submitted to HUD by September 30<sup>th</sup>, with an addendum that summarizes any public comments received and the City's response. Copies of the

report are submitted to HUD and are made available in the Department of Neighborhood Services for review by the public, upon request.

The Annual Action Plan is developed and published community-wide for a thirty (30) day citizen review and comment period prior to submission to HUD; and,

#### AMENDMENTS TO THE ANNUAL ACTION PLAN (AND/OR FIVE YEAR STRATEGY)

Federal regulations at 24 CFR 91.105(c)(1), require the inclusion of specific criteria in the Citizen Participation Plan for determining what constitutes a change in programming activities significant enough to be classified as a “Substantial Amendment” to the Consolidated Plan. A change in federal rules or regulations that mandates an alteration in current programming operations would not be considered a substantial amendment, but rather a conforming regulatory requirement. Changes deemed “Substantial Amendments” must be subjected to citizen review and comment before implementation.

The City’s criteria for substantial change are:

- A change in the use of CDBG funds from one eligible activity to another;
- The elimination of a CDBG funded activity previously described in the Annual Action Plan; or
- The addition of a CDBG funded activity not previously described in the Annual Action Plan.

#### Public Review and Comment Process

If the City undertakes a substantial amendment to the Consolidated Plan, Chattanooga residents will have reasonable notice and opportunity to comment on the proposed amendment. The City will publish proposed amendments to the Consolidated Plan so that all affected residents and interested parties will have sufficient opportunity to review and comment on the amendment. A summary describing the purpose for the amendment will be published in one or more newspapers of general circulation along with information on how to request a copy of the proposed amendment. A copy will be available for review at the following location:

Department of Neighborhood Services and Community Development  
101 East 11<sup>th</sup> Street, Suit 200

The City will receive comments from citizens and on the proposed amendment for a period of not less than 30 days. The comment period will be publicized in the published notices and mailed to interested parties, upon request. Any comments received in writing will be considered in preparing the substantial amendment. The final substantial amendment will be submitted to HUD, with a summary of these comments.

### Minor Amendments

In addition to Substantial Amendments, federal regulations require the City to amend the Consolidated Plan when any of the following amendments are made:

1. A change in the priorities for spending CPD money which the City set in the Consolidated Plan,
2. A change in the purpose, scope, location, or beneficiaries of an activity;
3. A decision to carry out an activity not previously described in the Annual Action Plan. Such a change affecting CDBG funds would be considered a Substantial Change.

Minor amendments will be approved on an administrative basis by the City Administrator responsible for oversight management of the City's CPD funds. HUD, the Community Development Advisory Board and the public will be notified of such amendments no later than at the end of the program year. Minor amendments creating new budget line items through funding or deleting previously funded activities by budget line item requires review and approval by City Council prior to implementation.

### ANTI-DISPLACEMENT POLICY

The CCP requires the City to set forth its plan to minimize displacement of persons and to assist any persons displaced and specify the types and levels of assistance. The City will minimize displacement and inform citizens of available assistance with relocation for all federally funded projects. The City includes relocation requirements compliant with the Uniform Relocation Act (URA) in its funding guidelines, applications for funding and contracts.

If persons are displaced as a result of any City of Chattanooga federally funded projects, appropriate levels of assistance will be provided. Households will receive appropriate notices to assure they are fully informed of their rights. Advisory and referral services will also be provided, allowing them to make informed decisions. Assistance will include comparable replacement housing and other assistance the person is entitled to receive to ensure they are housed in decent, safe, and affordable housing.

### CONFLICT OF INTEREST

In accordance with HUD regulations 24 CFR 570.611, no person who exercises or have exercised any functions or responsibilities with respect to community development activities assisted under this part or who is in a position to participate in decision making

process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from a community development assisted activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

The conflict of interest provision of this section applies to any person who is an employee, agent, consultant, official, or elected official or appointed official of the recipient, or any designated public agencies, or subrecipients which are receiving funds under this part.

### **TECHNICAL ASSISTANCE**

The City's Office of Community Development staff will work with organizations or individuals representative of low and moderate income people who are interested in submitting a proposal to obtain funding for an activity. All potential applicants for funding are encouraged to contact City staff for technical assistance in developing

Workshops are offered during the solicitation for applications and technical assistance is provided on an individual basis, upon request. A statement of the availability of the technical assistance service and scheduled work sessions is included in solicitations for proposals.

### **WRITTEN COMPLAINTS**

The City's Office of Community Development responds to all complaints or grievances received in writing and related to the Community Development Program, the Consolidated Plan, amendments, or Performance Reports within 15 working days of the receipt of the complaint or grievance. The written response includes information and instructions on citizen's rights to contact the U.S. Department of Housing and Urban Development, if the complaint is unresolved at the local level. A summary of comments or views not accepted and reasons thereof, are attached to the Consolidated Plan and Action Plan.

### **COMMENT ON CITIZEN PARTICIPATION PLAN**

A summary of the Citizen Participation Plan is published in the local newspaper at least 30 days prior to fiscal year 2010. Citizens may comment in writing to the Department of Neighborhood Services and Community Development.

**CHANGING THE CITIZEN PARTICIPATION PLAN**

The Citizen Participation Plan can be changed only after the Advisory Committee has been notified has had a reasonable chance to review and comment on the proposed changes.

The Plan and substantial changes take effect when passed by majority vote of the Advisory Committee.