

CITY OF MANCHESTER CITIZEN PARTICIPATION PLAN

This citizen participation plan has been prepared as a component of the City of Manchester's Consolidated Plan, as required by the U.S. Department of Housing and Urban Development. The City currently receives federal funding under the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and the HOME program. The format of this plan follows that of 24 CFR Part 91.105.

A. APPLICABILITY AND ADOPTION OF THE CITIZEN PARTICIPATION PLAN

1. Applicability

As part of its Consolidated Plan, the City is required to adopt a citizen participation plan that sets forth the policies and procedures for citizen participation in the development of the five-year Consolidated Plan and each Annual Action Plan and budget to be developed during that period. HUD regulations for the Consolidated Plan indicate that when a jurisdiction has an existing citizen participation plan that meets earlier regulations, established under the Housing and Community Development Act of 1974, it may update such plan to meet the specifications for the Consolidated Plan.

2. Encouragement of Citizen Participation

- (i) The City will encourage citizen participation in the development of the Consolidated Plan, Annual Action Plans and Comprehensive Annual Performance Evaluation Reports. Specific means of encouraging citizen input to the City during the development of the five-year plan include the following:
 - 1) Two Public Hearings will be held. The first, scheduled at the beginning of the process, is intended to solicit general input regarding needs and strategies to meet such needs. A second hearing, to be held after a draft Consolidated Plan has been released is intended to provide members of the public with opportunities to respond to the draft plan.
 - 2) The Director of Planning and Community Development will receive written input on the Consolidated Plan throughout the development process.
 - 3) The Community Improvement Program staff will summarize input that the City receives during community meetings.
 - 4) The Community Improvement Program staff will summarize input that the City receives during the community meetings.
 - 5) The Community Improvement Program staff will summarize citizen complaints and comments received by the City.

The Community Improvement Program staff will review input received through each of the above listed sources in the development of the five-year Consolidated Plan.

The City will include mechanisms for citizen participation in the development of each Annual Action Plan, as follows:

- 1) Two public hearings will be held each year to solicit input for the proposed Action Plan and budget and to allow comment on program performance.
- 2) The Director of Planning and Community Development will accept written testimony regarding the Annual Action Plan.
- 3) The Community Improvement Program staff will continue to track citizen complaints/concerns/comments received by the City.

The Department of Planning and Community Development maintains a Community Improvement Program Contact list containing community service, housing and economic development agencies, community leaders, and persons who expressed interest in the City's community development programs or the consolidated planning process. There were over 100 agencies and persons on the list at the time this citizen participation program was written. Citizens who contribute comments at public hearings or submit written testimony may be added to the Community Improvement Program list, as will any other persons who express interest in participation. Persons/organizations included in the mailing list will be notified of specific opportunities for further participation in the consolidated planning process.

The City will actively promote opportunities for citizen participation. It will publicize public hearings and opportunities to submit written testimony as follows: (1) e-mail sent to individuals/organizations on the Community Improvement Program contact list; (2) a notice in the Union Leader; and (3) a notice posted on the City's Internet web site at www.manchesternh.gov.

(ii) The City will encourage participation by low and moderate income persons by including agencies that represent such persons in its mailings and requesting that such agencies help publicize opportunities for participation. All of the opportunities described in section (i) above, are accessible to low and moderate income persons.

(iii) The City will work with Manchester Housing and Redevelopment Authority (MHRA) to encourage participation amongst residents of public housing complexes.

3. Citizen Comment on the Citizen Participation Plan and Amendments

The City released a draft version of the original Citizen Participation plan for public review and a seven-day public comment period. A notice of the plan's release was published in the Union Leader and sent to persons on the City's Citizen Participation mailing list, and a press release was sent to local media. Comments received were reviewed and considered for inclusion in this version of this Citizen Participation Plan dated 4/20/2020. Should any amendments be made to the Citizen Participation Plan, the City will again follow the same procedures.

B. DEVELOPMENT OF THE CONSOLIDATED PLAN

I. Availability of Information

The City of Manchester will make available to citizens, public agencies and other interested parties information that includes the amount of assistance the City expects to receive and the types of activities that may be undertaken through the programs to be addressed by the Consolidated Plan.

The City does not anticipate displacement of persons through any of its federal programs. If displacement is considered, however, the City will utilize the mechanisms for citizen participation described in this plan in determining how to minimize such displacement.

II. Release of Proposed Consolidated Plan

The City's proposed Consolidated Plan and any amendments to the plan will be released for a 30-day public comment period. The City will make copies of the draft document available at the main branch of the Library, Manchester Community Resource Center and the Department of Planning and Community Development at City Hall. Members of the public will have an opportunity to comment on the contents of the document during the 30-day period (*unless otherwise waived by the U.S. Department of Housing and Urban Development*). Where possible, the City will provide the document electronically to citizens and groups that request it. The City will publicize the release of the proposed Consolidated Plan through a notice summarizing the plan in the Union Leader, and an e-mail sent to persons on the Community Improvement Program Contact List.

III. Public Hearing

The City will hold a minimum of two public hearings during the year that the Consolidated Plan is formulated. The first hearing will be held prior to the plan's preparation, while the second will be held after a draft plan has been released. Encouragement of participation is discussed above in section (a)(2)(i). In the event that public gatherings are prohibited as a result of infectious disease the City will facilitate a platform that allows electronic remote access.

IV. Public Comment Period

The City will release the proposed Consolidated Plan for a period of thirty days to receive public comment. Procedures for publicizing the release of the document and providing public access are described in section (b)(2), above.

V. Citizen Participation Plan

The City will consider all oral and written testimony received for the development of its Consolidated Plan. A summary of all such comments along with the City's response will be included as an attachment to the final Consolidated Plan.

C. AMENDMENTS

I. Criteria for Amendment to Consolidated Plan/Annual Action Plan

The City may determine, during the period covered by the Consolidated Plan/Annual Action Plan, that an amendment to the plan is required. Criteria for initiating such a change include a significant shift in the City's community development needs. Particularly, if the City determines

a need for a substantial shift of CDBG, HOME or ESG funds from one eligible activity to another, such an amendment will be initiated.

II. Public Notification and Comment Period

If the City proposes an amendment to its consolidated plan, the proposal will be publicized by the following means: a notice in the Union Leader, a letter sent to persons on the city's citizen participation mailing list, and a press release to local media. The City will provide a **30-day** public comment period regarding any amendment to the Consolidated Plan.

Amended Public Notification and Comment Period - In accordance with the Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of CORONAVIRUS and Mitigate Economic Impacts Caused by CORONAVIRUS issued by John Gibbs, Assistant Secretary, Acting, D on March 31, 2020 – Public Notification and Comment Period has been amended as follows: If the City proposes an amendment to its Consolidated Plan/Annual Action Plan, the proposal will be publicized by the following means: a notice in the Union Leader, a notice e-mailed to agencies on the City's Community Improvement Program contact list and a notice published on the City's web site. The city will provide a minimum 5-day public comment period regarding any amendment to the Consolidated Plan/Annual Action Plan. This amendment shall remain in effect until June 30th, 2021.

III. Response to Comments

In the event that the City amends its Consolidated Plan, it will review and consider all testimony received regarding an amendment. A summary of these comments and the City's response will be attached to the amendment of the Consolidated Plan.

D. PERFORMANCE REPORTS

I. Public Notification and Comment Period

The City will announce the release of performance reports (Comprehensive Annual Performance Evaluation Report) through a notice in the Union Leader. Copies will be available at the main branch of the Library, the West Side Library and the Department of Planning and Community Development at City Hall. The City will provide a 15-day period for the public to submit comments on such reports prior to submitting them to the HUD.

II. Response to Comments

The City will consider all comments it receives for use in preparing the performance reports. A summary of these comments and the City's response will be attached to the performance reports.

E. PUBLIC HEARINGS

I. Purpose

The City will conduct **two** public hearings each year, to obtain citizens' views and to respond to proposals and questions. The hearings will be held at two different stages of the program year and are intended to obtain the views of citizens on housing and community development needs. One of the two hearings will be scheduled before a draft version of the Annual Action Plan submission is prepared.

II. Notification

The City will publicize public hearings via the following means: 1) e-mail sent to organizations/individuals on the Community Improvement Program Contact List; 2) a notice in the Union Leader; and 3) a notice posted on the City's Internet web site at www.manchesternh.gov.

III. Scheduling

Public hearings will be held in universally accessible facilities located through out the city. Public hearing sites include but are not limited to the following locations; the Manchester Community Resource Center, The William Cashin Senior Center and the Aldermanic Chambers at City Hall. The City will schedule such meetings after working hours to maximize accessibility to low income persons. In the event that public gatherings are prohibited as a result of infectious disease the City will facilitate a platform that allows electronic remote access.

VI. Needs of non-English Speaking Residents

The city will notify local agencies that serve non-English speaking residents of public hearings. If a need arises to increase accessibility to non-English speaking residents, the City will work with these agencies to determine the method of increasing such accessibility.

F. AVAILABILITY TO THE PUBLIC

The City will make copies of the Consolidated Plan, any amendments to the Consolidated Plan, and reporting documents available at the main branch of the Library, Manchester Community Resource Center and the Department of Planning and Community Development at City Hall.

G. ACCESS TO RECORDS

Citizens may view information and records relating to the consolidated plan, without cost, by appointment. Persons may either view the documents at the Department of Planning and Community Development or pay the standard City photocopy rate to have copies made.

H. TECHNICAL ASSISTANCE

The City will provide technical assistance to groups that wish to develop and submit proposals for funding assistance under the programs covered by the Consolidated Plan. This technical assistance will include information sessions to instruct potential subrecipients how to apply for funding, and individual assistance upon request.

I. COMPLAINTS

The City will provide a written response to written complaints regarding HUD Entitlement funded programs, the consolidated plan, amendments, and performance reports within fifteen business days of receipt of such complaints. Written complaints may submitted by mail to Todd D. Fleming, CIP Coordinator, City of Manchester, Planning and Community Development

Department, One City Hall Plaza, Manchester NH 03101 or e-mailed to tfleming@manchesternh.gov .

J. USE OF CITIZEN PARTICIPATION PLAN

The City will follow this citizen participation plan during the consolidated planning process and during the administration of the programs covered by this plan.

K. JURISDICTION RESPONSIBILITY

The requirements for citizen participation shall not restrict the responsibility or authority of the jurisdiction for the development and execution of its consolidated plan. The sole and final responsibility and authority to make determinations regarding the use of the City's CDBG, HOME, ESG, Miscellaneous HUD funding and other community development programs rests exclusively with the Board of Mayor and Aldermen.