

## COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY

### CITY OF NORMAN CITIZEN PARTICIPATION PLAN

The City of Norman intends to implement a citizen participation program for its 2014 application process to accomplish the following objectives:

- A. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas where Community Development Block Grant (CDBG) funds are proposed to be used. This will be accomplished by:
  - 1. Providing frequent and timely public notice of CDBG program activities in the local newspaper and by posting at City Hall/County Courthouse.
  - 2. Adopting a comprehensive CDBG Statement of Needs.
  - 3. Conducting a Special Public Hearing to inform citizens of the proposed CDBG project and authorizing the Mayor to sign a CDBG application in a formal Council meeting.
- B. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to proposed and actual use of funds, including, but not be limited to:
  - 1. The amount of CDBG funds to be made available for the current fiscal year, if the proposed project is approved.
  - 2. The range of activities that may be undertaken with those funds.
  - 3. The estimated amount of those funds proposed to be used for activities that will benefit low and moderate income persons.
  - 4. The proposed CDBG activities likely to result in displacement and any anti-displacement and relocation plans developed by the City of Norman in accordance with Section 104(d)(1) and (2) of the Act.
  - 5. The basis on which the City of Norman may provide technical assistance to groups representative of persons of low and moderate income that may request assistance in developing proposals. The level and type of assistance to be provided is at the discretion of the City of Norman and does not necessarily include providing funding to such groups.
  - 6. This requirement will be accomplished by discussing the CDBG proposal during regular Council meetings and in one formal public hearing prior to the submittal of the 2014 CDBG application. During the hearing the five (5) items listed above will be explained to the public. Records of the CDBG process will be maintained in the City Hall/County Courthouse of the City of Norman by the Clerk and will be available upon request for review by the public. A brief summary of the proposed CDBG project will be available for public review after the Council has made its final selection.

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- C. Provide for a minimum of two (2) public hearings; one (1) prior to submission of the application for funding of the project for the purpose of obtaining citizen views and formulating or responding to proposals and questions, and the other end of the grant period if the City of Norman receives funding, that discusses the City's accomplishments in relation to initial plans. The application stage hearing will include discussion of CDBG needs, and the development of activities being proposed for CDBG funding. There will be reasonable notice of all hearings, which will be scheduled for times and locations convenient to the potential and actual beneficiaries and which will accommodate the handicapped. Regularly scheduled Council meetings will not be used for this purpose.
1. This requirement will be met through scheduling a Special Public Hearing to discuss the City of Norman CDBG proposal. At this hearing, the proposed project will be reviewed for the public and further citizen input will be solicited. Notice will be given seven (7) to ten (10) days in advance of this hearing in the Norman Transcript and by posting at the City Hall/County Courthouse. The hearing will be held in the early evening so those citizens who work may attend. A second hearing will be held at the end of the grant period if the City of Norman is funded in the CDBG process.
- D. Meet the needs of non-English speaking residents in those instances where a significant number of non-English speaking residents can reasonably be expected to participate in the CDBG process. For example: The City of Norman does not currently have a significant population of non-English speaking citizens. However, every effort will be made to accommodate the needs of any non-English speaking citizens who wish to participate.
- E. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities not previously described in the City of Norman's funding request and on activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries.

The proposed seven (7) to ten (10) day notice for all public meetings and hearings in connection with the City of Norman CDBG application process is believed by the City of Norman to afford citizens with reasonable advance notice. In addition, if any change is proposed to the purpose, scope, location, or beneficiaries of the proposed project or if the CDBG project budget changes by more than 25%, the public will be notified and afforded an opportunity for additional input.

- F. Provide the place, telephone number, and times when citizens are able to submit written complaints or grievances and the process the City of Norman will use to provide a timely, written response to such complaints or grievances. For example: Citizens with comments or grievances on the CDBG process may submit them in writing or in person at the City Hall/County Courthouse during regular business hours or may call (phone number). The City of Norman will respond to such comments or grievances within fifteen (15) working days, where practicable.

By formally adopting this Citizen Participation Plan, the City of Norman City Council/Board of Commissioners accepts the responsibility for implementing its provisions. The Council further charges all employees and contractors with the responsibility of implementing this plan and living up to the spirit of the citizen participation requirements of the CDBG program.

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Adopted this 23rd day of September, 2014 by the City Council of Norman, Oklahoma.

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Chief Elected Official

ATTEST:

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Clerk's Signature

September 23, 2014  
Date