



CITIZEN PARTICIPATION PLAN

City of Michigan City

Citizen Participation Plan

INTRODUCTION

The City of Michigan City, through its Planning and Inspection Department (PID), strongly encourages public involvement in the Consolidated Plan process and use of Community Development Block Grant (CDBG) funds. This Citizen Participation Plan outlines the City's policies and procedures regarding public involvement, as required by 24 CFR Part 91.105. Citizen participation is essential to the creation of the Consolidated Plan. The City of Michigan City has a desire to encourage all interest parties to participate in the formation of the consolidated plan, especially those living in low and moderate income neighborhoods. To encourage participation, public meeting notices will be directly distributed to the Michigan City Housing Authority and various not for profits agencies that provide services to low and moderate income individuals. Public meetings will be held and information will be distributed to neighborhood groups and not for profit agencies in informing them of the process.

The Citizen Participation Plan, together with the Consolidated Plan and the annual performance reports on the progress of the Consolidated Plan are available on the city's website www.emichigancity.com and at the following locations:

- City Hall, Planning and inspection Department
- Michigan City Public Library
- Michigan City Housing Authority Main Office.

This Plan, together with all other materials relating to the City's CDBG programs, is also available in alternative formats for persons with disabilities. For more information, contact the CDBG program at 219-873-1419. Residents with hearing impairments may call 219-873-7700.

1.1 PUBLIC HEARINGS

- a) The City will hold at least two public hearings during the year to obtain citizen's views about housing and community development needs, development of proposed activities and review of program performance. At least one public hearing will be held to obtain the views of citizens on housing and community development needs (including priority non-housing community development needs) before the Consolidated Plan is published for comment.
- b) The City will ensure adequate public notice before each public hearing, with sufficient information published about the subject of the hearing to permit informed comment. Public hearings will be announced in the newspaper, and by posting flyers around the city. Citizens will be notified of the public hearings at least two weeks before they are held.
- c) Advanced public notice will also be given of all public meeting relating to the Consolidated Plan and performance progress, such as those of the Citizen Advisory Committee.
- d) The City will hold all public hearings at times and locations convenient to potential and actual beneficiaries and accommodations will be made for people with disabilities. All hearings will be held in accessible locations, and sign language interpreters will be made available upon request.

- e) The City will provide interpretation services for non-English speaking residents at public hearings upon advance request, provided such services are available in the community.

1.2 DEVELOPMENT OF THE CONSOLIDATED PLAN

- a) The City, through the Planning and Inspection Department (PID), will make a concerted effort to notify citizens, agencies and organizations of the development of the consolidated plan and the availability of CDBG funds through postings, the City's website and public notices in the newspaper. In addition, PID will notify the City's most active neighborhood organizations.
- b) PID will conduct workshops at various and convenient times to inform and educate citizens on the development of the Consolidated Plan and the availability of funds. PID will provide technical assistance to all applicants, with special efforts to assist neighborhood and community organizations in the development of applications for funding – particularly those that consist of predominately low and moderate income residents. Citizens, through their neighborhood organizations and various public meetings will be encouraged to discuss the various activities funded by CDBG grants, and other HUD programs.
- c) Before the City adopts the Consolidated Plan, the City 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 range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income.
- d) The City will publish its proposed Consolidated Plan for review and comment. The City will publish a newspaper summary describing the purpose of the Consolidated Plan and listing the locations where the entire plan may be examined. The entire plan will be made available for review and examination on the city's website www.emichigancity.com and at the following locations:
 - City Hall
 - Michigan City Public Library
 - Michigan City Housing Authority Main Office
 - Emmet D. Wise Neighborhood Center
 - Westside Neighborhood Center
- e) The City will receive and consider comments on the proposed Consolidated Plan for 30 days before preparing the final Consolidated Plan.

1.3 AMENDMENTS TO THE CONSOLIDATED PLAN

- a) The City will amend its approved Consolidated Plan whenever it makes one of the following decisions:
 - To make a substantial amendment in allocation priorities or a substantial amend in the method of distribution of funds:
 - To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income) not previously described in the action plan; or
 - To substantially amend the purpose, scope, location or beneficiaries of an activity.
- b) "Substantial amendment" is defined as a change in a planned or actual activity proposed after the official adoption of the Consolidated Plan that affects 10% or more of the City of Michigan City's current annual allocation of CDBG funds.

- c) Substantial amendments to the approved Consolidated Plan must be authorized by the Michigan City Redevelopment Commission, and will be made public by postings and public notices in the newspaper.
- d) The City will receive and consider comments on substantial amendments to the Consolidated Plan for 30 days before implementing those amendments.

1.4 PERFORMANCE REPORTS

- a) The City will prepare a performance report each year on the progress of the Consolidated Plan in accordance with the requirements of the U.S. Department of Housing & Urban Development.
- b) Citizens will be afforded notice of the performance report through posting, newspapers, and will be available on the city's website www.emichigancity.com and at the following locations:
 - City Hall
 - Michigan City Public Library
 - Michigan City Housing Authority Main Office
 - Emmet Wise Neighborhood Center
 - Westside Neighborhood Center
- c) The City will receive and consider comments on the performance report for 15 days before the report is submitted to HUD.

1.5 ACCESS TO INFORMATION AND RECORDS

- a) The City, through PID, will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the City's Consolidated Plan and the City's use of funds under the CDBG programs during the preceding five years.
- b) The City, through PID, will regularly communicated with citizens and applicants for CDBG funds regarding the progress of the Consolidated Plan. Neighborhood organization representatives on the Citizen Advisory Committee will be encouraged to communicate with their members on the progress of the Consolidated Plan.

1.6 COMMENTS AND COMPLAINTS

- a) The City will consider any comments or views of citizens received in writing, or orally at public hearing, in preparing this Citizen Participation Plan, the final Consolidated Plan, and substantial amendments to either Plan, or the annual performance reports. A summary of these comments or views will be attached to the Citizen Participation Plan, the final Consolidated Plan, substantial amendment or performance report.
- b) The City, through PID, will respond to written complaints received by PID relating to the Consolidated Plan, any amendments to the Plan, and the annual performance reports. Where practicable, PID will respond to complaints within 15 working days of receiving the written complaint.

1.7 CITIZEN ADVISORY COMMITTEE

- a) A Citizen Advisory Committee will make recommendations to the Mayor and the Michigan City Redevelopment Commission on the allocation of CDBG funds.

- b) The Board will include:
- At least two representatives from neighborhood organizations
 - Two representatives from the Michigan City Housing Authority
 - One representative from North Central Community Action Agency
 - One representative from a health care agency
 - One representative from the Michigan City Planning Commission
 - One representative from the Michigan City Redevelopment Commission
 - One representative from disability organizations
 - One representative who is a tenant living in public housing or subsidized housing.
- c) The members of the City Council may serve as ex officio members of the Board.

1.8 RELOCATION AND DISPLACEMENT

The City will minimize displacement of persons (families, individuals, businesses, nonprofit organizations and farms) and will assist any persons displaced as a result of projects assisted with CDBG funds in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Federal implementing regulations at 49 CFR Part 24 and the requirements of Section 104(d) of Title I of the Housing and Community Development Act of 1974, as amended.