

ORDINANCE NO. 2-14

**AN ORDINANCE ADOPTING THE CITY OF MEDINA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CITIZEN PARTICIPATION PLAN.**

WHEREAS: The City of Medina is eligible to receive and has received Community Development Block Grant (CDBG) Small Cities program funds; and

WHEREAS: The City of Medina must adopt a Citizen's Participation Plan for the purpose of providing for and encouraging citizen's participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas with residents in low and moderate income neighborhoods as defined by the local jurisdiction at all stages of the Community Development Program, including at least the development of needs, the review of proposed activities, and review of program performance.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY
OF MEDINA, OHIO:**

SEC. 1: That the City of Medina Community Development Block Grant Program Citizen Participation Plan is hereby adopted.

SEC. 2: That a copy of the City of Medina Community Development Block Grant Program Citizen Participation Plan is marked Exhibit A, attached hereto and incorporated herein.

SEC. 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 4: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: January 13, 2014

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: January 14, 2014

SIGNED: Dennis Hanwell
Mayor

**CITY OF MEDINA
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CITIZEN PARTICIPATION PLAN**

Whereas the City of Medina is eligible to receive and has received Community Development Block Grant (CDBG) Small Cities program funds, the City of Medina has adopted the following Citizen's Participation Plan for the purpose of providing for and encouraging citizen's participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas with residents in low and moderate income neighborhoods as defined by the local jurisdiction at all stages of the Community Development Program, including at least the development of needs, the review of proposed activities, and review of program performance.

- **Public Hearing #1** – The City will hold the first public hearing prior to the development of the application. The city will use one of the methods below to provide notice:
 1. **A standard public hearing notification** will be published in the Legal Section of a Newspaper that Serves the Area or;
 2. **Alternative Option 1**- Verification of Public Notice Publication in a Newspaper Required. This verification will be provided in one of the following methods:
 - I. Post in a newspaper that serves the area; publish a public notice, an article or a press release in the non-classified section;
 - II. Post a notice in common areas of city hall or county offices where it is accessible and clearly visible to local citizens using the facility;
 3. **Alternative Option 2** –No Public notice in a newspaper required.
 - I. Post a notice in common areas of city hall where it is accessible and clearly visible to local citizens using the facility;
 - II. Provide verification that five of the outreach outlets listed below were used to notify the public about the public hearing;
 1. Local Community Website
 2. Local Public Library (each branch library is considered a separate posting)
 3. Cable TV Community Access Channel Posting
 4. Senior Center or Community Center
 5. Community Action Agency Office
 6. Public Housing Authority
 7. Local Workforce Development Assistance Office
 8. Other Public or Private Agencies or Institutions that Serve the General Public

4. Alternative Option 3 -No Public Notice in a Newspaper Required:

- I. Post a notice in common areas of city hall where it is accessible and clearly visible to local citizens using the facility;
- II. Provide verification that three of the outreach outlets listed above were used to notify the public about the public hearing; and
- III. Provide targeted outreach to each designated investment or target area, which can include:

- a. Posting a notice in a facility accessible and frequented by households in the investment area (school, neighborhood center, or grocery store); and
- b. Direct contact with households (mailing, flyer, etc.)

Adequate notice of Public Hearing #1 will be published in one of the above methods 10 days in advance in a newspaper of general circulation in the locality and in a non-English language newspaper if and where they exist. Public notice will also be placed on city media sites such as websites and cable access channels when available. When applicable, notices will be given to individual gathering places such as churches, schools, public offices for older adults, etc. in designated LMI block groups.

- **Public Hearing #2** – The City will hold the second public hearing after the application is developed but prior to its submission to the Ohio Development Services Agency. The city will use one of three methods below to provide notice:
 1. **Post a notice in common areas** of City Hall or County Offices where it is accessible and clearly visible to local citizens using the facility or ;
 2. **Provide verification that five outreach outlets** were used to notify the public about the public hearing.
 3. **Adequate notice of Public Hearing #2**, including a summary of the proposed activities to be undertaken, will be published 10 days in advance in a newspaper of general circulation in the locality and in a non-English language newspaper if and where they exist. Public notice #2 will also be placed on city media sites such as websites and cable access channels when available. When applicable, notices will be given to individual gathering places such as churches, schools, public offices for older adults, etc. in designated LMI block groups.
- **Minutes of both Public Hearing #1 and #2** – must be maintained in the grantee's citizen participation file. The minutes must be maintained in the grantee's citizen participation file.
- **Any written citizen comments or complaints** provided at the public hearings or during the implementation of the program must be maintained in the grantee's citizen participation file.
- **Citizen's complaints** regarding the planned or actual implementation of the program must be responded to promptly in writing within 15 days. The response

to a citizen complaint should include any remedial action (s) that the grantee will undertake.

- **Program documents** must be made available for public inspection and copying during regular business hours at the offices of the grantee, upon written or oral request. Available documents must, at a minimum include:
 - (a) program regulations
 - (b) Applications
 - (c) Status reports and performance reports; and
 - (d) Activity guidelines such as housing rehabilitation guidelines.

- **Bilingual opportunities** should be provided where applicable. If the community has a population segment with a primary language other than English, bilingual notices and provision for translations of program documents should be provided.

Since the two public hearings are the primary citizen participation mechanisms required of all applicants, it is important that all of the necessary program information be conveyed at each hearing, and the minutes of each hearing, including all citizen comments, be maintained in the appropriate CDBG file.

Information to be conveyed and program areas to be discussed at Public hearing #1 are the following:

- National and state program objectives;
- Amount of money available to the locality;
- Range of eligible activities;
- Performance of the locality in past CDBG programs, if applicable;
- A summary of other program requirements;
- Date of Public Hearing #2;
- Date application is due to ODSA;
- Citizen views and comments.

Between Public Hearing #1 and Public Hearing #2, the locality may wish to formally solicit block grant proposals from organizations, individuals, other governmental units, or other subrecipients.

Ten (10) or more working days after the first public hearing, Public Hearing #2 is required in order to give citizens an opportunity to review and comment on the locality's proposed Application prior to its submission to ODSA.

The format for Public Hearing #2 must include the following information and areas for discussion:

- A presentation by a representative(s) of the locality on the city's proposed CDBG program, including the activity or activities to be undertaken, the amount of CDBG and other funds allocated for each activity, the objective of each activity, the timetable for

starting through completion of each activity, and what national objective(s) each activity will meet.

- The grantee should have available for citizens a written summary of the proposed CDBG program. (Copies of the newspaper notice that advertised the second public hearing, which includes a summary of the locality's proposed CDBG program, should provide the necessary information).
- Citizen views and comments.

Citizen participation/public hearing is also a part of the program amendment process. If ODSA determines that a program change constitutes an amendment, one public hearing will be required at that time. The primary purpose of an Amendment Public Hearing is to provide citizens with an opportunity to review and comment on a "substantial change" in a grantee's CDBG program. The format for an Amendment Public Hearing should be similar to Public Hearing #2 outlined above.

Supporting Materials:

- Sample Notice of Public Hearing #1
- Sample notice of Public Hearing #2
- Sample Notice of Amendment Public Hearing

SAMPLE
NOTICE OF PUBLIC HEARING #1

Date of Publication _____

The city (or county) of _____ intends to apply to the Ohio Department of Development for funding under the Community Development Block Grant (CDBG) Small Cities Program, a federally-funded program administered by the state. The city (or county) is eligible for \$ _____ of Fiscal Year _____ CDBG funding, providing the city (or county) (specify year) .

meets applicable program requirements.

The first of two (or more) public hearings will be held _____ (specify date) at _____ at _____ to provide citizens with (specify time) (specify location) pertinent information about the CDBG program including an explanation of eligible activities and program requirements. The CDBG program can fund a broad range of activities, including: economic development projects, street, water supply, drainage and sanitary sewer improvements, park acquisition and improvements, demolition of unsafe structures, rehabilitation of housing, and neighborhood facilities. The activities must be designed to primarily benefit low- and moderate-income persons, aid in the prevention or elimination of slums and blight, or meet an urgent need of the community.

Citizens are encouraged to attend this meeting on _____ to (specify date) provide their input on the city's (or county's) CDBG program.

SAMPLE
NOTICE OF PUBLIC HEARING #2

DATE OF PUBLICATION _____

The city (or county) of _____ intends to apply to the Ohio Department of Development for funding under the Community Development Block Grant (CDBG) Small Cities Program, a federally-funded program administered by the state. The city (or county) is eligible for \$_____ of (specify amount)

Fiscal Year _____ CDBG funding, provided the city (or county) meets (specify year)

applicable program requirements. On _____, the city (or county) (specify date)

conducted its first public hearing to inform citizens about the CDBG program, how it may be used, what activities are eligible, and other important program requirements.

Based on both citizen input and local officials' assessment of the city's (or county's) needs, the city (or county) is proposing to undertake the following CDBG activities for Fiscal Year _____: (specify year)

(List activity, CDBG and other funding source amount, and the national objective to be met.)

A second public hearing will be held _____ at _____ (specify date) (specify time) at _____ (specify location) to give citizens an adequate opportunity to review and

comment on the city's (or county's) proposed CDBG Application, including the proposed activities summarized above, before the city (or county) submits its Application to the Ohio Department of Development.

Citizens are encouraged to attend this meeting on _____ to (specify date) express their views and comments on the city's (or county's) proposed CDBG Application.

SAMPLE
NOTICE OF AMENDMENT PUBLIC HEARING

The city (or county) of _____ proposes to amend its Fiscal
Year _____ Community Development Block Grant (CDBG) Small
(specify year)

Cities Program agreement with the Ohio Department of Development. Specifically,
the city (or county) proposes to make the following amendment(s):

Existing Activity: _____
(specify project/activity and budget amount as
originally approved by the State)

Proposed Amended Activity: _____
(specify new, proposed project/activity and
budget amount)

A public hearing will be held _____ at _____
(specify date) (specify time)

at _____ to provide citizens with an opportunity to
(specify location)

express their views and opinions on the city's (or county's) proposed CDBG
amendment(s) prior to its submission to the Ohio Department of
Development.

All the terms contained in the original CDBG agreement between the Ohio
Department of Development and the city (or county) of _____
shall remain and no terms of the original agreement, except those set out
above, will be changed by the proposed amendment(s).

Citizens are encouraged to attend this meeting on _____
(specify date)

to review and comment on the city's (or county's) proposed CDBG
amendment(s).