

Revised 8- 2016
Revised 8-2019
Revised 4-2020

**CITY OF HAZLETON'S
CITIZENS PARTICIPATION
PLAN**

Adopted: _____

Jeffery Cusat, Mayor



**CITY OF HAZLETON
 AMENDED CITIZEN PARTICIPATION PLAN
 RELATING TO THE ADMINISTRATION OF THE COMMUNITY DEVELOPMENT
 BLOCK GRANT PROGRAM OF THE U.S. DEPARTMENT OF HOUSING AND
 URBAN DEVELOPMENT (HUD)**

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CITIZEN PARTICIPATION PLAN

A. Introduction

Purpose

Pursuant to the citizen participation requirements of 24 CFR Section 91.105 and 24 CFR Part 5, the City of Hazleton (referred to as the "City") sets forth the following Citizen Participation Plan (the "Plan") as it relates to the administration of the Community Development Block Grant Program (CDBG) funded by the U.S. Department of Housing and Urban Development (HUD). The Plan presents the City's plan for providing for and encouraging all citizens to participate in the development, revision, amendment, adoption, and implementation of:

- 1) The Citizen Participation Plan
- 2) The Assessment of Fair Housing (AFFH)
- 3) The Consolidated Plan (CP)
- 4) The Annual Action Plan (AAP)
- 5) The Consolidated Annual Performance and Evaluation Report (CAPER)
- 6) The Section 108 Loan Guarantee Program

Lead Agency

The City of Hazleton, through the Office of Community Development (OCD), utilizes the programs of various Federal and State agencies including the U.S. Department of Housing and Urban Development, and the Pennsylvania Department of Community and Economic Development to implement housing and community development related activities.

B. Encouragement of Citizen Participation

General

The City recognizes the need to consult and coordinate with appropriate public and private agencies, such as the State and other local jurisdictions, local public housing agencies participating in an approved Comprehensive Grant Program, and among its own departments, to assure that its programs and plans are comprehensive and address any statutory purposes. It will also confer with social service agencies regarding the housing needs of children, elderly persons, persons with disabilities, homeless persons, and other categories of residents. The City will consult with State and local health and child welfare agencies, and examine existing data on hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead poisoned.

Generally, the plan is designed to insure the involvement of affected persons and other concerned citizens, the openness and freedom of access to information, the adequate and

timely presentation of pertinent data, the submission of views and proposals, and the continuity of citizen participation through each stage of resulting activities.

Non-English Speakers

The City has determined that, based on 2010-2014 American Community Survey data, more than twenty-two percent (22%) of its residents (age 5 and older) speak English less than very well. Of these, 95 percent are native Spanish-speakers who speak English less than very well.

To encourage these residents to participate in the development of the Assessment of Fair Housing (AFH) and the Consolidated Plan (CP), the City will undertake the following initiatives in addition to publishing advertisements in the Standard Speaker for these activities:

- At least one stakeholder interview or focus group session will be scheduled during the stakeholder consultation processes for both the AFFH and CP and will focus on persons with limited English proficiency, and
- The City will provide a Spanish version of meeting agendas, handouts and surveys at meetings and stakeholder interviews conducted for each planning process. The City will continue to include the following language in the advertisements related to the development of these documents:
La información será proporcionada en español a petición.
- The City will publish information in *El Mensajero International* and *Poder Latino* two Spanish-language newspapers and make use of the Local Access Channel as much as possible.

Persons with Disabilities

To encourage the participation of persons with disabilities, the City will include the following language in all of its public meeting notices published in the *Hazleton Standard Speaker*:

The City of Hazleton will make reasonable accommodations and services necessary for sensory-impaired and disabled citizens at the public meeting. Additionally, translation services may be offered upon request and availability. Persons requiring such accommodations/services should contact the City at least three working days in advance of the meeting. Persons requiring information in alternative formats should contact the Department at (570) 459-4965 (TTY: 7-1-1).

The City will conduct all public meetings in locations that are handicapped-accessible, when available.

If requested, the City will mail copies of public meeting notices to persons who are homebound and request such accommodation no less than seven days prior to the public meeting.

Low- and Moderate-Income Persons

The City has a majority of low income persons based on the 2011-2015 ACS data used by HUD to determine the low income areas beginning with the FY 2018 funding. Outreach will be conducted to reach the low income residents of the City through the local media.

Organizations and Agencies

The City encourages the participation of local and regional institutions, the Continuum of Care, businesses, developers, nonprofit organizations, philanthropic organizations, broadband internet service providers, organizations engaged in narrowing the digital divide, agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies, and community-based and faith-based organizations in the process of developing, revising, amending, adopting and implementing all documents covered by this Plan. This will be achieved through stakeholder interviews, focus groups and/or public meetings.

Local Public Housing Agency

The City encourages, in consultation with the Hazleton Housing Authority (HHA), the participation of residents of Section 8 Housing Choice Vouchers issued by the HHA, in the process of developing, revising, amending, adopting and implementing the documents covered by this Plan. The City will provide information to the Executive Director of HHA about the report on Affirmatively Furthering Fair Housing, its fair housing strategy, and Consolidated Plan activities related to housing developments so the HHA can make this information available at the annual public hearings required for its Public Housing Agency Plan.

The City encourages participation by HHA stakeholders. This will be carried out by providing to the HHA information on public meetings, surveys and other outreach initiatives related to the documents covered by this Plan. To the greatest extent possible, the City will collaborate with the PHA to prepare an AI.

Public Notices

Public review/comment periods and public hearings held in the process of developing, revising, amending, adopting and implementing the documents covered by this Plan shall be advertised in the *Hazleton Standard Speaker* no less than seven days before the public review and comment period commences or the public hearing is held.

When possible, notices will also be placed in the monthly Spanish-language newspapers, *El Mensajero* and *LatinoNewsPA*.

Public Hearings

The OCD will conduct a public hearing or hearings on specific application proposals in accordance with Federal or State requirements for the subject program under consideration.

An initial hearing will be held to obtain the views of interested citizens and organizations regarding overall community development and housing needs, development of proposed activities, and a review of program performance. The second hearing will be held to obtain the views of interested citizens and organizations on the particular funding application.

Generally, hearings shall be held in the City Council Meeting Room in City Hall. Such hearings will be duly advertised. All public hearings will be held in facilities that afford accessibility for persons with disabilities. At least five (5) calendar days prior to any hearing, a notice shall be published in the non-legal section of a paper of general circulation. The notice will give the date, time, place and topics to be considered at the hearing.

Notices will also be sent to social service agencies and other public and semi-public groups which may have particular interest or be affected by the proposed program. The OCD will work through these agencies and groups to encourage participation in the hearing process on the part of low, very low, and poverty income persons who reside in areas where funds will be spent. Outreach will include persons with disabilities and organizations that have contacts with persons who may be interested in the activities to be undertaken. All notices of the second hearing will also contain a detailed description of the area or areas affected by the project activities in an effort to alert the residents of such areas of such proposals and to encourage their participation in the hearing process.

If any organization or group representing affected residents requests to be involved in the citizen participation process, the OCD shall place such group on the OCD's list of representative groups and organizations. The C.D. Director shall be responsible for maintaining a list of representative groups and organizations. This list shall be updated at the beginning of each program year. Additions to the list may be made by written request to the OCD stating the nature of the organization omitted and why it should be included.

The Mayor shall have the responsibility for calling meetings and hearings with citizens likely to be affected by activities undertaken by the OCD. The Mayor may delegate assignments to the C.D. Director. The Mayor shall also develop procedures for meetings and hearings and for moderating such meetings either directly or through the C.D. Director.

Technical Assistance

Technical assistance in the form of OCD staff, staff of other City agencies or third party contractors to the City or its agencies will be made available to citizen participants, low, very low, and poverty income groups, groups representing persons who are disabled or who do not speak English or individuals to enable them to understand the requirements associated with various programs such as Davis-Bacon Fair Labor Standards, environmental policies, equal opportunity requirements, relocation provisions, etc. Technical assistance will also be provided to anyone that requests assistance in developing proposals. Such assistance will be made available upon request by interested citizens or organizations to the City's C.D. Director. In addition, the OCD, through the public hearings will review such program requirements and will have available for interested parties

handout material dealing with technical program requirements so as to assure understanding. Furthermore, the OCD will provide interpretation services to any non-speaking person who may require such assistance in understanding a particular program being planned or administered by the OCD.

Online Access

The City will post draft copies and final copies of all documents covered by this Plan on its website accessible at <https://www.hazletoncity.org>

Other Engagement Techniques

The Plan may be amended as the City continues to gain access to technology that improves the avenues of participation by its residents.

Contact Person

All communication regarding the Plan, the Affirmatively Furthering Fair Housing, the Consolidated Plan, the Annual Action Plan, the CAPER, comments, complaints, reasonable accommodation for disabled persons, translation services, or other elements shall be directed to:

Office of Community Development
Joe Zeller, Director
40 N. Church St.
Hazleton PA 18201
570-459-4965
Joe@hazletoncity.org

In the Event of an Emergency

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, the City may opt to conduct public hearings and meetings virtually via conference call or live web-streaming with the ability to ask questions and provide an opportunity to comment where public comment is required to be heard. Accommodations will be made for persons with disabilities and non-English speaking persons upon request. Documents for public review will be shared via the City's website.

In the event of an emergency, the following alternatives may be instituted by the City:

1. The public comment and display period for the Consolidated Plan and/or Annual Action Plan and any amendment thereto will be consistent with HUD's requirements.
2. Draft documents for public comment and review will be made available on the City's website at www.hazletoncity.org
3. Copies of the draft documents will be e-mailed upon request, if possible.

4. Public meetings may be held as virtual meetings using online platforms for public viewing with the option for real-time questions to be presented.
5. The City may opt to hold one public hearing during the Consolidated Plan/Annual Plan process and its second required public hearing during the CAPER process for the same program year if a virtual hearing is not feasible.

C. The Citizen Participation Plan

Citizen Participation Plan Development

The City shall implement the following procedure when amending its Citizen Participation Plan.

Public Review of the Draft Plan

The draft Citizen Participation Plan will be made available for public review for a 15-day period prior to the consideration and adoption by City Council, and may be done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft Citizen Participation Plan will be made available for review at the following locations:

- City Hall, Office of Community Development: 40 N. Church Street, Hazleton
- Hazleton Area Public Library: 55 N. Church Street, Hazleton

The Plan will be posted on line at: www.hazletoncity.org/public

Public Hearing

The City will conduct a public hearing to accept comments on the draft Citizen Participation Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

Comments Received on the Draft Plan

Written comments will be accepted by the Contact Person, or a designee, during the 15-day public review period.

City Council Action

Following the public hearing, the Plan will be presented to City Council for consideration and formal action. A summary of all written comments and those received orally during the public hearing, as well as the City's responses to all written comments, will be attached to the Plan prior to submission to HUD.

Submission to HUD

The Plan will be approved as a stand-alone document and submitted to HUD with a summary of all written comments and those received orally during the public hearing as well as the City's responses to written comments and proof of compliance with the 15-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons for non-acceptance shall be supplied to HUD as well.

Amendments to the Approved Citizen Participation Plan

The City shall follow the following procedure to amend its approved Citizen Participation Plan, as needed.

Amendment Considerations

The City will amend the Plan, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to its HUD programs. Substantial amendments to the Citizen Participation Plan may be required should a provision of the Plan be found by the City to conflict with HUD regulations, or when changes in HUD regulations occur. Edits to the Plan that only include updated contact information or editorial changes for clarity will not be released for public review and comment.

Draft Amended Plan Review

The draft Amended Plan will be made available for public review for a 15-day period prior to City Council's consideration and adoption, and may be done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft Amended Plan will be made available for review at the following locations

- City Hall, Office of Community Development: 40 N. Church Street, Hazleton
- Hazleton Area Public Library: 55 N. Church Street, Hazleton

The Plan will be posted on line at: www.hazletoncity.org/public

Comments Received on Draft Amended Plan

Written comments will be accepted by the Contact Person, or a designee, during the 15-day public review period.

Public Hearing

The City will conduct a public hearing to review and accept public comments on the draft Amended Citizen Participation Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

City Council Action

Following the public hearing, the Plan will be presented to City Council for consideration and formal action.

Submission to HUD

A copy of the Amended Citizen Participation Plan, including a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 15-day public review and comment period requirement, will be submitted to HUD. A summary of any comments or views not accepted

and the reasons therefore shall be supplied to HUD as well.

Plan Access

The approved Amended Citizen Participation Plan will be kept on file at the OCD at 40 N. Church St. and on line at www.hazletoncity.org/public

Hard copies can be made available to those requesting the approved Amended Plan by contacting the City Contact Person, or a designee.

D. The Assessment of Fair Housing (AFH)

Analysis of Impediments to Fair Housing Development

The City will follow the process and procedures described below in the development of its Assessment of Fair Housing (AFH).

HUD-approved Data for Public Review

The City will make available to the general public the HUD-approved data and other supplemental information that the City plans to incorporate into its AFH. The City will make this data available no later than 60 days after the initiation of the AFH document. The data will be made available online and accessible www.hazletoncity.org/public. This may include a link to HUD's website where the data can be readily accessed. The data will also be made available during the stakeholder consultation and citizen outreach initiatives conducted during the preparation of the AFH.

Stakeholder Consultation and Citizen Outreach

In the development of the AFH, the City will consult with other public and private agencies including, but not limited to, the following:

- Hazleton Housing Agency
- Other assisted housing providers
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities

A variety of mechanisms may be utilized to solicit input from these entities. These include telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

Public Hearing/Public Meeting

To obtain the views of the general public on AI-related data and affirmatively furthering fair housing in the City's housing and community development programs, the City will schedule two opportunities for comment.

The first public meeting shall be held before the draft AFH is published for comment, and will solicit input on fair housing issues in the City.

The second opportunity will be a public hearing conducted during or after the 30-day public comment period during which the City will address identified factors contributing to fair

housing issues, and proposed fair housing goals and priorities for affirmatively furthering fair housing.

Public Display and Comment Period

The draft AFH will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the content and purpose of the draft AI, the dates of the public display and comment period, the locations where copies of the draft document can be examined, how comments will be accepted, when the document will be considered for action by City Council, and the anticipated submission date to HUD. Copies of the draft AFH will be made available for public review at the following locations:

- City Hall, Office of Community Development: 40 N. Church Street, Hazleton
- Hazleton Area Public Library: 55 N. Church Street, Hazleton

The Plan will be posted on line at: www.hazletoncity.org/public

In addition, the City will make available a reasonable number of free copies of the proposed document to residents and groups that request them.

Comments Received on the Draft Assessment of Fair Housing

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at the public hearings, in preparing the final AI. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AFH for submission to City Council and to HUD.

City Council Action

Following the public hearing, the AFH will be presented to City Council for consideration and formal action.

Submission to HUD

The City will submit an Analysis of Impediment to HUD. The AFH will be submitted to HUD no less than 270 calendar days before the start of the City's five-year program cycle beginning in 2020. Thereafter, the AFH will be submitted to HUD no less than 195 calendar days before the start of the City's five-year program cycle beginning in 2025.

Revisions to the Analysis of Impediments to Fair Housing

The City shall follow the following procedure to revise its AFH, as needed.

Revision Considerations

The City will revise its AFH previously accepted by HUD under the following circumstances:

- A material change occurs. A material change is a change in circumstances in the City that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the Assessment no longer reflect actual circumstances. Examples include, but are not limited to:
 - Presidentially declared disasters, under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.), in the City that are of such a nature as to significantly impact the steps the City may need to take to affirmatively further fair housing
 - Significant demographic changes
 - New significant contributing factors in the City, and
 - Civil rights findings, determinations, settlements (including voluntary compliance agreements), or court orders
- Upon HUD's written notification specifying a material change that requires the revision.

Public Display and Comment Period

The draft Revised AFH will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised plan can be examined, how comments will be accepted, when the document will be considered for action by City Council, and the anticipated submission date to HUD. Copies of the draft Revised AFFH will be made available for review at the following locations:

- City Hall, Office of Community Development: 40 N. Church Street, Hazleton
- Hazleton Area Public Library: 55 N. Church Street, Hazleton

The Plan will be posted on line at: www.hazletoncity.org/public

In addition, the City will make available a reasonable number of free copies of the proposed document to residents and groups that request them.

Comments Received on the Draft Revised Analysis of Impediments to Fair Housing

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at public hearings, in preparing the final Revised AI. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised AFH

for submission to HUD.

City Council Action

Following the public hearing, the AFH will be presented to City Council for consideration and formal action.

Submission to HUD

The Revised AFH will be submitted to HUD within 30 days following the end of the public display and comment period.

Plan Access

The approved Amended Citizen Participation Plan will be kept on file at the OCD at 40 N. Church St. and on line at www.hazletoncity.org/public

Hard copies can be made available to those requesting the approved Amended Plan by contacting the City Contact Person, or a designee.

E. The Consolidated Plan

The U.S. Department of Housing and Urban Development (HUD) requires each community receiving funding from certain programs to provide a single consolidated submission for all such programs. These programs include: Community Development Block Grant (CDBG) Program, Emergency Shelter Grants (ESG) Program, Home Investment Partnerships (HOME) Program, and the Housing Opportunities for Persons with AIDS (HOPWA) Program. HUD also provides for a consolidated reporting for these programs, replacing the general performance reports with one performance report. The new consolidated application document is referred to as the Consolidated Five Year Plan or Con Plan (CP). The City of Hazleton is a direct entitlement under the CDBG program only. Therefore, a budget and report for this program alone is submitted to HUD.

The CP serves the following functions: (1) A planning document for communities, which builds on a participatory process at the lowest levels; (2) An application for federal funds under HUD's formula grant programs; and (3) A strategy to be followed in administering HUD programs.

Plan Development

The City will follow the process and procedures described below in the development of its Consolidated Plan (CP).

Stakeholder Consultation and Citizen Outreach

In the development of the CP, the City will consult with other public and private agencies including, but not limited to, the following:

- Hazleton Housing Agency
- Other assisted housing providers
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities
- Broadband internet service providers
- Organizations engaged in narrowing the digital divide
- Agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies

When preparing the portion of the CP concerning lead-based paint hazards, the City shall consult with local or state health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead-poisoned.

When preparing the description of priority non-housing community development needs, the City will notify adjacent units of local government, to the extent practicable. This shall involve, at a minimum, the City sending a letter to the chief elected official of each adjacent unit of government notifying them of the draft CP and how to access a copy online for review and comment. In addition, the City will submit its non-housing community development plan to the Pennsylvania Department of Economic and Community Development.

A variety of mechanisms may be utilized to solicit input from these persons/service providers/agencies/entities. These include written letters, telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

Public Hearings

The City will conduct at least two public hearings in the development of the CP. The first public hearing will be conducted before the draft CP is published for public comment, during which the City will address housing and community development needs, development of proposed activities, the amount of assistance the City expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted during or after the 30-day public comment period during which the City will address identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the Assessment of Fair Housing.

Potential Displacement of Persons

Although the City does not anticipate any residential displacement to occur in the foreseeable future, it is required to describe its plans to minimize the displacement of persons and to assist any persons displaced. When displacement is unavoidable on a temporary or permanent basis, the City will comply with the federal Uniform Relocation Act.

Should displacement of residents be necessary as a result of the use of funds covered by this Plan, the City shall compensate residents who are actually displaced in accordance with HUD Handbook No. 1378, Tenant Assistance, Relocation and Real Property Acquisition. This resource is accessible online at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780

Public Display and Comment Period

The draft CP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary and

purpose of the CP; the anticipated amounts of funding (including program income, if any); proposed activities likely to result in displacement, if any; plans for minimizing the displacement of persons as a result of CDBG activities, if any; plans to assist persons actually displaced by the project, if any; the dates of the public display and comment period; the locations where copies of the draft CP can be examined; how comments will be accepted; when the document will be considered for action by City Council; and, the anticipated submission date to HUD. Copies of the draft CP will be made available for review at the following locations:

- City Hall, Office of Community Development: 40 N. Church Street, Hazleton
- Hazleton Area Public Library: 55 N. Church Street, Hazleton

The Plan will be posted on line at: www.hazletoncity.org/public

In addition, the City will make available a reasonable number of free copies of the proposed document to residents and groups that request them.

Comments Received on the Draft Consolidated Plan

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at the public hearings, in preparing the final CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CP for submission to HUD.

City Council Action

Following the public hearing, the CP will be presented to City Council for consideration and formal action.

Submission to HUD

The CP will be submitted to HUD no less than 45 days before the start of the City's five-year program cycle unless instructed otherwise by HUD. When the department budget is late, HUD has issued instructions to submit no later than 60 days after the City has been notified of its grant allocation.

Revisions to the Consolidated Plan

The City shall follow the following procedure to revise its CP, as needed.

Revision Considerations

There are two types of amendments that may occur with the CP: minor amendments and substantial amendments. An amendment to the approved CP is considered substantial under the following circumstances:

- When an eligible activity is added or deleted

- When there is a change in the priorities identified in the CP

All other changes that do not meet the criteria defined above will be considered minor amendments and will not be subject to public comments. These changes will be fully documented and approved by City Council.

The City may choose to submit a copy of each amendment to the CP to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments will be signed by the Mayor.

Public Display and Comment Period

The draft Revised CP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised CP can be examined, how comments will be accepted, when the document will be considered for action by City Council, and the anticipated submission date to HUD. Copies of the draft Revised CP will be made available for review at the following locations:

- City Hall, Office of Community Development: 40 N. Church Street, Hazleton
- Hazleton Area Public Library: 55 N. Church Street, Hazleton

The Plan will be posted on line at: www.hazletoncity.org/public

In addition, the City will make available a reasonable number of free copies to residents and groups that request them.

Comments Received on the Draft Revised Consolidated Plan

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at public hearings, in preparing the final Revised CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised CP for submission to HUD.

City Council Action

Following the public hearing, the Revised CP will be presented to the City Council for consideration and formal action.

Submission to HUD

The Revised CP will be submitted to HUD within 30 days following the end of the public display and comment period.

Plan Access

The Revised CP will be kept on file at the Office of Community Development, City Hall, 40 N. Church St. Hazleton PA 18201.

The plan can be accessed online at www.hazletoncity.org/public

Hard copies can be made available to those requesting the Revised CP by contacting the Contact Person, or a designee.

F. The Annual Action Plan (AAP)

The Annual Action Plan (AAP) is a component of the CP, and it describes the City's proposed use of available federal and other resources to address the priority needs and specific objectives in the CP for each program year; the City's method for distributing funds to local non-profit organizations; and, the geographic areas of the City to which it will direct assistance.

Plan Development

The City will follow the process and procedures described below in the development of its Annual Action Plan (AAP).

Public Hearings

The City will conduct at least two public hearings in the development of the AAP. The first public hearing will be conducted before the draft AAP is published for public comment, during which the City will address housing and community development needs, development of proposed activities, the amount of assistance the City expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted during or after the 30-day public comment period during which the City will address identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the Assessment of Fair Housing.

Public Display and Comment Period

The draft AAP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary and purpose of the AAP; the anticipated amounts of funding (including program income, if any); proposed activities likely to result in displacement, if any; plans for minimizing the displacement of persons as a result of CDBG activities, if any; plans to assist persons actually displaced by the project, if any; the dates of the public display and comment period; the locations where copies of the draft AAP can be examined; how comments will be accepted; when the document will be considered for action by City Council; and, the anticipated submission date to HUD. Copies of the draft AAP will be made available for review at the following locations:

- City Hall, Office of Community Development: 40 N. Church Street, Hazleton
- Hazleton Area Public Library: 55 N. Church Street, Hazleton

The Plan will be posted on line at: www.hazletoncity.org/public

In addition, the City will make available a reasonable number of free copies of the proposed document to residents and groups that request them.

Comments Received on the Draft Annual Action Plan

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at the public hearings, in preparing the final AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AAP for submission to HUD.

City Council Action

Following the public hearing, the AAP will be presented to the City Council for consideration and formal action.

Submission to HUD

The AAP will be submitted to HUD within 30 days following the end of the public display and comment period.

Plan Access

The AAP will be kept on file at the Office of Community Development, City Hall, 40 N. Church St. Hazleton PA 18201.

Revisions to the Annual Action Plan

The City shall follow the following procedure to revise its AAP, as needed.

Revision Considerations

There are two types of amendments that may occur with the AAP: minor amendments and substantial amendments. An amendment to the approved AAP is considered substantial under the following circumstances:

- When an eligible activity is added or deleted
- When a change occurs in the purpose, location, or beneficiaries of an activity previously approved
- When a 50 percent change in federal funding occurs where the project is \$25,000 or less
- When a 25 percent change in federal funding occurs where the project is more than \$25,000.

All other changes to funding allocations or approved eligible activities that do not meet the criteria defined above will be considered minor amendments, and will not be subject to public comments. These changes will be fully documented although a budget modification must be made by City Council. The City may choose to submit a copy of each amendment to the AAP to HUD as it occurs, or at the end of the program year.

Letters transmitting copies of amendments will be signed by the Mayor.

Public Display and Comment Period

The draft Revised AAP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the draft revised AAP can be examined, how comments will be accepted, when the document will be considered for action by City Council, and the anticipated submission date to HUD. Copies of the draft Revised AAP will be made available for review at the following locations:

- City Hall, Office of Community Development: 40 N. Church Street, Hazleton
- Hazleton Area Public Library: 55 N. Church Street, Hazleton

The Plan will be posted on line at: www.hazletoncity.org/public

In addition, the City will make available a reasonable number of free copies of the proposed document to residents and groups that request them.

Comments Received on the Draft Revised Annual Action Plan

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at public hearings, in preparing the final Revised AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised AAP for submission to HUD.

City Council Action

Following the public hearing, the Revised AAP will be presented to the City Council for consideration and formal action.

Submission to HUD

The Revised AAP will be submitted to HUD within 30 days following the end of the public display and comment period.

Plan Access

The Revised AAP will be kept on file at the Office of Community Development, City Hall, 40 N. Church St. Hazleton PA 18201.

G. Consolidated Annual Performance and Evaluation Report (CAPER)

Report Development

The City will follow the process and procedures described below in the development Consolidated Annual Performance and Evaluation Report (CAPER).

Report Considerations

The OCD will evaluate and report the accomplishments and expenditures of the previous program year for CDBG and draft the CAPER in accordance with HUD requirements.

Public Display and Comment Period

The draft CAPER will be placed on display for a period of no less than 15 days to encourage public review and comment. Public notice of the display and comment period will be published in the *Hazleton Standard Speaker* no less than two weeks before the period begins with accommodation for persons with disabilities and non-English Spanish speakers in accordance with this Plan. The public notice shall include a brief summary and purpose of the CAPER, a summary of program expenditures, a summary of program performance, the dates of the public display and comment period, the locations where copies of the draft CAPER can be examined, how comments will be accepted, and the anticipated submission date to HUD. Copies of the draft CAPER will be made available for review at the following locations:

- City Hall, Office of Community Development: 40 N. Church Street, Hazleton
- Hazleton Area Public Library: 55 N. Church Street, Hazleton

The CAPER will be posted on line at: www.hazletoncity.org/public

In addition, the City will make available a reasonable number of free copies of the proposed document to residents and groups that request them.

Comments Received on the Draft CAPER

Written comments will be accepted by the Contact Person, or a designee, during the 15-day public display and comment period. The City will consider any comments or views of City residents received in writing in preparing the final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CAPER for submission to HUD.

Submission to HUD

The CAPER will be submitted to HUD within 90 days following the end of the City's annual program year.

Plan Access

The CAPER will be kept on file at the Office of Community Development, City Hall, 40 N. Church St. Hazleton PA 18201.

H. Section 108 Loan Guarantee Program

Development of Section 108 Loan Guarantee Application

Applications for assistance filed by the City for Section 108 Loan Guarantee assistance authorized under HUD regulation 24 CFR Part 570, Subpart M, are subject to all provisions set forth within this Plan. Such applications for Section 108 assistance may be included as part of the Consolidated Planning process, or may be undertaken separately anytime during the City's program year.

Before the City submits an application for Section 108 loan guarantee assistance, the City will make available to citizens, public agencies and other interested parties information that includes the amount of assistance the City expects to be made available (including program income), the range of activities that may be undertaken, the estimated amount that will benefit persons of low- and moderate-income, and any activities likely to result in displacement.

Public Display and Comment Period

The City will publish its proposed Section 108 loan application for review and comment. The public notice shall include a summary describing the contents and purpose of the application and listing the locations where the entire application may be examined. An application for Section 108 Loan Guarantee funding shall be made available for public review for a 30-day period prior to consideration and submission to HUD, and may be done concurrently with the public review and comment process for the Consolidated Plan.

Copies of the proposed Section 108 loan application will be made available for review at the following locations:

- City Hall, Office of Community Development: 40 N. Church Street, Hazleton
- Hazleton Area Public Library: 55 N. Church Street, Hazleton

The CAPER will be posted on line at: www.hazletoncity.org/public

In addition, the City will make available a reasonable number of free copies of the proposed document to residents and groups that request them.

Comments Received on the Proposed Section 108 Application

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing in preparing the final application. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final application for submission to HUD.

Submission to HUD

The Section 108 Loan Application will be submitted to HUD.

I. Complaints

Residents may register complaints regarding any aspect of the CDBG program by contacting the Contact Person, or a designee. All written complaints received will be addressed in writing within 15 days.

Residents wishing to object to HUD approval of the final CP may send written objections to the Pennsylvania State HUD Office:

Mr. Nadab Bynum, Director, CPD
US Department of Housing and Urban Development
Philadelphia Regional Office
Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107

Objections should be made within 30 days after the City has submitted any of the above documents to HUD. Any objections made will only be submitted to HUD for the following reasons:

- The applicant's description of needs and objectives is plainly inconsistent with available facts and data
- The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant
- The application does not comply with the requirements of the CDBG program or other applicable laws
- The application proposed activities which are otherwise ineligible under the program regulations.

Objections shall include both an identification of requirements not met and available facts and data.

Written Response

The OCD will consider and respond in writing to all comments, views or proposals submitted either in writing or made orally at public hearings or meetings. The response to a request for activities or projects shall be made in a timely fashion, but in any case prior to the meeting of the City Council at which approval of the application will be considered.

The OCD will respond in writing to citizen complaints and/or grievances related to community development and housing programs as soon as possible. Citizen complaints

and/or grievances will be responded to in writing within fifteen (15) working days from receipt of such complaint in the OCD.