

POCATELLO CITIZEN PARTICIPATION PLAN

CITIZEN PARTICIPATION PLAN

Citizen participation throughout the planning and development process is a key component in creating the Consolidated Plan required by the Department of Housing and Urban Development (HUD). To ensure citizens in Pocatello have the opportunity to take part in creating the Consolidated Plan, the City of Pocatello has developed the following Citizen Participation Plan which will guide the City's public input efforts during the Program Year (PY) 2022-2026 Consolidated Plan period.

Goals of the Citizen Participation Plan

The City of Pocatello will encourage citizen participation by emphasizing the involvement of low-moderate income residents and residents living in areas where housing and community development funds may be spent. The City of Pocatello will also encourage the participation of the Housing Alliance and Community Partnerships (HACP) - the Housing Authority of the City of Pocatello - and other assisted-housing residents, persons with special needs, and persons who are homeless or at risk of homelessness.

The City of Pocatello will make reasonable efforts to consult with other public, private, and nonprofit agencies that provide housing, health care, and social services, including those organizations that work with special needs populations.

Citizen Comment for Citizen Participation Plan

To gather citizen comments on this Citizen Participation Plan prior to its adoption and approval by the City Council, a 30-day comment period will be held. A notice will be published in a newspaper of general circulation and distributed to various agencies notifying citizens of the availability of this plan and the 30-day period to receive public comments.

The plan and any future amendments of the plan will be made available to citizens at the Marshall Public Library, the Neighborhood & Community Services Division in City Hall, and it will be posted to the City's website.

The City of Pocatello will contact local nonprofit agencies and the Housing Authority to request that they make their clients aware of the opportunity to participate in the 30-day public comment period. This Citizen Participation Plan will be provided in formats accessible to persons with disabilities or Limited English Proficient Populations (LEP) upon request.

The requirements for citizen participation do not restrict the responsibility or authority of the jurisdiction for the development and execution of its Consolidated Plan.

Development of the Consolidated Plan and Annual Action Plans

The City of Pocatello will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan and Annual Action Plans, and all of their components, including the City's planned use of financial assistance received under the relevant federal programs during the next five years. The public will have the opportunity to receive information, review and submit comments on any proposed submission, including the draft Consolidated Plan, the Annual Action Plans, and any substantial amendments to the plans. A 30-day comment period will be established, and a public hearing held on the proposed submission and adoption of these plans.

Information will be made available on the range of programs, the amount of assistance the City expects to receive, the amount of funds available, and the estimated amount proposed to benefit low to moderate income residents. These groups will also have access to the City's plans to minimize displacement of residents and businesses and assist those displaced as a result of these activities. Information and public records will be available during regular business hours in the Neighborhood & Community Services Division.



The City Council will conduct a public hearing to obtain oral input from citizens including representatives of low-moderate income, special needs populations, and the needs of the community including but not limited to housing, community development, infrastructure, economic development, and homeless assistance.

Reasonable notification of the public hearing and opportunity to comment on the performance reports will be provided for all initial plans and any substantial amendments. The City will consider all written comments and oral comments from public hearing in preparing plans and reports.

Adoption of Plans, Analysis of Impediments, and Substantial Amendments

The City Council approves the Consolidated Plan, Annual Action Plan, Analysis of Impediments, Citizen Participation Plan, and any substantial amendments. Staff completes submission to HUD, if required.

Should the City Council adopt the Consolidated Plan and/or Annual Action Plan prior to the release of the annual allocation award by HUD the budget will be modified to reflect percentage increase or decrease by project. Percent of increase or decrease will directly correspond with an increase or decrease of the expected allocation used during the development of the plan(s)

Public Hearings

Throughout the year citizens will be given the opportunity to attend City Council meetings. To obtain citizen views, the City will hold at least two public hearings, each with a minimum of 15-day notification, at a minimum of two different stages of the program. The City of Pocatello program year begins April 1 and ends March 31. These public hearings may address and respond to proposals and comments on:

- Housing and community development needs;
- Development of proposed activities;
- Review of proposed uses of funds; and
- Review of program performance.

The City of Pocatello will provide public meetings that are conveniently timed for people who might or will benefit from program funds, accessible to people with disabilities, and adequately publicized with sufficient information about the subject of the hearing to permit informed comment. The public hearings will be held on a weekday evening in the City Council Chambers of the Municipal Building, which is centrally located, easily accessible by car with adequate parking, and accessible for persons with disabilities.

Prior to the adoption of the Citizen Participation Plan's adoption or amendment, it will be available for review and comment for a full 30 days.

Access to Meetings

The City of Pocatello will provide adequate, timely notification of meetings so all citizens can attend the public hearings. This will include, as appropriate, legal notices, advertisements, press releases, public service announcements, letters, publication on the City's website, or other means of notifying interested parties. The City will use special outreach efforts to encourage participation by residents of low- and moderate-income neighborhoods. These efforts, along with consultation with representatives of the HACP, will also encourage participation by residents of public housing.

The City of Pocatello will also provide reasonable accommodations for persons with disabilities to all public hearings and local meetings. Reasonable accommodations include, but are not limited to: holding meet-



ings in accessible buildings, providing for sign language interpreters if requested, or foreign language interpreters when there is reason to believe that a significant number of non-English speaking residents will be in attendance or if requests for such assistance are made in advance of the meetings.

Reasonable Notifications

The City of Pocatello will provide the citizens with reasonable notification of public hearings and public comment opportunities. Notification of public hearings will take place a minimum of 15 days prior to the hearing date.

The City will publish these notifications in the City of Pocatello's newspaper of record and on the City's website at www.pocatello.us with sufficient information on the subject of the public meeting or the subject of the public comment period.

Timely Response

The City of Pocatello will consider any and all comments and complaints from citizens, agencies, units of general local government, or other interested parties in regards to the Consolidated Plan, any amendments to the Plan, and all performance reports. Responses to any complaints and written comments, which are not accepted into the document under discussion, must be provided within 15 working days by the Neighborhood & Community Services Division.

If the written response from Neighborhood & Community Services Division is unsatisfactory, depending on the nature of the comment or complaint, the concern may be addressed to the Mayor or the City Council. A summary of public input (and any and all staff responses to "unaccepted" or unincorporated comments and complaints) will then be attached to the final Consolidated Plan, each Consolidated Plan Amendment, and each Annual Performance Report prior to their submittal to HUD.

Consolidated Annual Performance and Evaluation Report (CAPER)

The CAPER reports the City's completion of projects and activities as outlined within the Annual Action and Consolidated Plans and the expenditure of Community Development Block Grant funds received by the city. The City of Pocatello must submit an annual CAPER report to HUD within 90 days after the close of each program year, unless a waiver is granted.

- Prior to the submittal of the Consolidated Annual Performance and Evaluation Report to HUD and following reasonable notification requirements, a 15-day comment period will be provided.

AMENDMENTS

Amendments to the Consolidated Plan

Substantial changes to any element of a previously adopted Consolidated Plan (i.e., goals and strategies, targeted revitalization areas, funding principles or the competitive scoring process, or the five-year expenditure priorities) shall require an amendment to the Consolidated Plan. Specifically, the Consolidated Plan must be amended whenever the City of Pocatello makes one of the following decisions:

1. To make a change in its allocation priorities or a change in the method of distributing the funds;
2. To carry out an activity using funds from any program covered by the Consolidated Plan



(including program income) not previously described in an adopted Action Plan; or

3. To change the purpose, scope, location or beneficiaries of its activities.

Following established notification procedures, the City will hold a public hearing and make any amendments to the Consolidated Plan available for citizen comment for a 30-day period. The City will consider any written or oral comments received in preparing any substantial amendments to the Plan.

Amendments to the Annual Action Plan

Substantial changes in the planned or actual activities will require an amendment to an adopted action plan. The following criteria will be utilized:

1. If a project budget increases or decreases by greater than 20 percent of the City's total current block grant allocation; and
2. If the scope of work for a project changes, City staff will determine on a case-by-case basis whether an amendment is required for the Consolidated Plan and/or Annual Action Plan.

Following established notification procedures, the City will hold a public hearing and make any amendments to the Action Plan available for citizen comment for a 30-day period. The City will consider any written or oral comments received in preparing any substantial amendments to the Plan.

Prior to hearing and comment, all substantial action plan amendments must be reviewed by the CDBG Advisory Committee. City staff may make determinations on all amendments that do not meet the definition of substantial. Copies of comments along with the City's response, if any, will be sent to HUD

if they occur outside of the Consolidated Planning process and, as such, do not appear in the Consolidated Plan.

Funding adjustments required after plan development or post-award will not trigger a substantial amendment unless the total annual entitlement increases or decreases by more than 20% of previous award year's entitlement. An increase or decrease of less than 20% will be considered a minor change.

Development of the Annual Action Plan is often complete prior to release of the entitlement annual allocation by HUD. City staff may make minor changes to funding awards to reflect these changes. No amendment will be required.

USE OF AVAILABLE WAIVERS FROM HUD

Exceptions to Public Consultation and Notice Requirements

The City of Pocatello, when provided the authority from the Department of Housing and Urban Development, may utilize any flexibilities or statutory waivers provided by HUD as they relate to the Community Development Block Grant Program. Waivers are typically provided in the event of disaster and/or emergency declaration, though waivers may be available at other HUD specified times. A declared disaster or emergency may include, but is not limited to, the following:

- Man-Made Disasters
- Natural Disasters



- Terrorism
- Infectious Disease or pandemic (such as COVID-19/coronavirus)
- National Emergency

If waivers or other authorities are available from HUD to assist in expediting available additional resources and/or any plan modifications, City of Pocatello staff may take full advantage of offered exceptions to standard Citizen Participation requirements outlined in other sections of this plan.

All public hearings may be virtual, if allowed by HUD, to meet recommended social distancing and/or emergency response guidelines.

Reasonable notice and opportunity for public response or comment will be considered as the minimums outlined in any provided waivers.