



Introduction

The City of Warren is a participating entitlement jurisdiction with the U.S. Department of Housing and Urban Development (HUD) in receiving funds through the Community Development Block Grant (CDBG) and Home Investments Partnership Program (HOME) As such, citizens, public agencies and other interested parties are guaranteed a role in the development and review of plans and performance reports and, further, shall have access to certain records and technical assistance. As a condition of receiving this funding the City must satisfy annual planning and reporting requirements as provided in 24 CFR Part 91 which includes the development and preparation of a five-year Consolidated Plan, An Annual Action Plan for each year of the Con Plan, the Consolidated Annual Performance Evaluation Report (CAPER) and an Assessment of Fair Housing.

Encouragement of Citizen Participation

The City of Warren will seek and encourage:

- citizens, public agencies and other interested parties to participate in the development and review of the Consolidated Plan and its amendments, Annual Plan, Environmental Review Record and Consolidated Annual Performance and Evaluation Report.
- participation by low- and moderate-income persons living in slum and blighted areas and in areas where CDBG & HOME funds are proposed to be used and residents of predominantly low- and moderate-income neighborhoods.
- participation of all citizens of the City, including minorities and non-English speaking persons, as well as persons with disabilities.
- Participation of local and regional institutions including civic organizations, councils of government (COG), planning agencies, philanthropic institutions, businesses, developers, non-profit organizations, and other community-based organizations
- participation and consultation with adjacent local governments, especially Trumbull County which receives HOME funds along with the City as part of the Trumbull Warren HOME Consortium.
- participation and consultation with the Trumbull Metropolitan Housing Authority (TMHA). The City and TMHA will share information regarding activities related to the developments of public and assisted housing as well as targeted revitalization areas in which the developments are located.
- participation and consultation with public and private agencies that provide assisted housing, health and human services, fair housing, and services for children, veterans, youth, elderly, persons with disabilities, and their families.
- participation and consultation with the Continuum of Care and regular meetings with the agency as it relates to homelessness issues.

Any Public hearings will be held in venues accessible for those with disabilities. Upon request non-English speaking residents' needs may met in the case of a public hearing where a significant number of non-English speaking residents can be reasonably expected to participate and where practical.

Citizen Advisory Committee

The objective and purpose of the Citizen Advisory Committee (CAC) of the City of Warren shall primarily be to review grant applications for CDBG & HOME funding and make recommendations to the Mayor and City Council regarding the implementation of CDBG and HOME funded programs.

The Citizens Advisory Committee shall consist of the following:

- Three members of City Council appointed to the Community Development Committee by the President of Council at the beginning of each term.
- The Mayor of the City of Warren.
- Six citizens appointed by Council's Community Development Committee members.
- Six citizens appointed by the Mayor.

Program Funding

The CAC shall meet annually to make recommendations to Warren City Council regarding CDBG and HOME funding for the upcoming program year.

The City, via public meetings, written notifications, Warren City Council meetings, and media announcements, will solicit proposals for funding and have two public meetings to provide the following:

- The total amount of CDBG funds available to the City for all eligible activities.
- The range of activities that may be undertaken and the kind of activities previously funded.
- The application process to be followed.
- The role of citizens in the program and process.
- A summary of other important program requirements.
- Date, time and place of meeting with the CAC.
- Place to obtain additional information and assistance.

The applications shall be due to the City's Community Development Department at least thirty (30) days prior to the CAC meeting date. The purpose of this time frame is to give the CAC and CD staff sufficient time to review the applications. In evaluating each application, the CAC shall use the following criteria:

- eligibility of the activity under CDBG
- compliance with the CDBG national objective
- consistency with priorities and specific objectives established in the Consolidated Plan
- prior experience with CDBG
- Prior experience in the community
- prior experience in the type of project/activity being proposed
- organization administrative and financial capacity to carry out the proposed activity.

Five Year Consolidated Plan

The Consolidated Plan is a five-year strategic plan which describes the needs and goals for the community development and housing programs. This allows the City to apply for Federal funding and make annual application for entitlement funds for CDBG and HOME programs.

Prior to adoption of a Five-Year Consolidated Plan, the City shall conduct public meetings with interested citizens, agencies and/or groups and at least one public hearing prior to the submission of the Five-Year Consolidated Plan.

Public meetings may be held at selected sites convenient and accessible to the residents of the City of Warren with particular emphasis on participation by low- and moderate-income residents to encourage the submission of views and recommendations prior to the formulation of the Consolidated Plan.

Surveys will be provided at public meeting and be made available on the City's website for feedback from interested citizens, agencies, and/or groups.

Prior to submission to HUD, notice will be given that a draft of the Consolidated Plan is available for review. Copies of the Consolidated Plan for review will be made available at the Community Development offices and on the City's website at www.warren.org.

Notice shall be made stating that a draft of the Consolidated Plan is available for review. This will provide a thirty (30) day period for review and to receive comments from interested citizens, groups and/or agencies on the proposed Consolidated Plan. The City shall consider any comments or views of citizens, agencies and/or groups received in writing and/or orally at the public hearing in preparation of the final Consolidated Plan. A summary of comments and views received and a summary of comments and views not accepted and the reasons therefore, shall be attached to the final Plan. Public Comment forms will be made available at all meetings and online at www.warren.org.

Any Public hearings will be held in venues accessible for those with disabilities. Upon request non-English speaking residents' needs may be met in the case of a public hearing where a significant number of non-English speaking residents can be reasonably expected to participate and where practical.

Annual Plan

This plan is prepared each year and identifies the amount of funding the City expects to receive from HUD as well as anticipated program income. It describes the activities and projects expected to be undertaken in the subject year to address the needs and priorities that have been identified by the City and citizen input. The CAC will make recommendations to the Council of funding allocations. Upon approval of City Council, staff in the Community Development Department will prepare the Annual Plan for the current year. Any amendments to the Consolidated Plan will also be included in the submission of the Annual Plan to HUD for review and approval.

Prior to submission to HUD, notice will be given that a draft of the Annual Plan is available for review. This will provide a thirty (30) day period for review and to receive comments from interested citizens, groups, and/or agencies on the proposed Annual Plan and any Consolidated Plan amendments. The City shall consider any comments or views of citizens, agencies and/or

groups received in writing and/or orally at the public hearing in preparation of the final Annual Plan. A summary of comments and views received and a summary of comments and views not accepted and the reasons therefore, shall be attached to the final Annual Plan. Public Comment forms will be made available at all meetings and online at www.warren.org.

Any Public hearings will be held in venues accessible for those with disabilities. Upon request non-English speaking residents' needs may be met in the case of a public hearing where a significant number of non-English speaking residents can be reasonably expected to participate and where practical.

Consolidated Annual Performance & Evaluation Report (CAPER)

This is an annual report of what the City completed in the most recent program year. The purpose of the CAPER is to provide HUD with necessary information to assess the City's ability to carry out its programs in compliance with applicable regulations and requirements; provide information necessary for HUD to report to Congress; and, provide the City with an opportunity to describe its program achievements to its interested citizens, agencies, and/or groups.

Notice shall be made stating that a draft of the CAPER is available for review. This will provide a fifteen (15) day period for review and to receive comments from interested citizens, agencies, and groups on the proposed CAPER. The City shall consider any comments or views of citizens, agencies and/or groups received in writing and/or orally in preparation of the final CAPER. A summary of comments and views received and a summary of comments and views not accepted and the reasons therefore, shall also be attached to the final CAPER. Public Comment forms will be made available at all meetings and online at www.warren.org.

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Assessment of Fair Housing

Using a prescribed format, the City must identify fair housing issues and related contributing factors to its jurisdiction and set goals to overcome fair housing impediments.

The City, in partnership with its Fair Housing partner, Trumbull County, will provide regional trainings and informational meeting for all parties that deal with Fair Housing issues i.e. realtors, zoning inspectors, landlords, government officials, etc. The City will also distribute educational materials throughout the community as well as on the City website at www.warren.org.

The City shall also maintain a Fair Housing Commission comprised of citizens appointed by the Mayor and approved by City Council. The Commission will meet twice per year to review Fair Housing policies, procedures, impediments, complaints, and share public input.

The City and County will hold a minimum of two public hearings in the year an update of the fair housing assessment and analysis is performed in order to gather public input and citizen comments.

The City will consider the following as significant material changes that would require a substantial revision to the Affordable Fair Housing Plan: significant demographic changes, significant policy changes, civil rights findings, HUD notifications, and/or Presidentially declared disasters.

Any Public hearings will be held in venues accessible for those with disabilities. Upon request non-English speaking residents' needs may be met in the case of a public hearing where a significant number of non-English speaking residents can be reasonably expected to participate and where practical.

Plan Amendments

Prior to making any additions, deletions, or changes to the Community Development Block Grant Program Consolidated Plan, one of the following determinations will be made on the amendment:

- the proposed change is a Minor Amendment if the amendment to the program is less than 10% of the total current year grant and only affects an activity previously described in the Consolidated Plan and Annual Plans.
- the proposed change is a Substantial Amendment when the following applies:
 - a) the amendment makes changes in its allocation priorities or a change in the method of distribution of funds;
 - b) the amendment carries out an activity, using funds from any program covered by the consolidated Plan (including program income), not previously described in the action plan; or
 - c) the amendment changes the purpose, scope, location or beneficiaries of an activity.

Once a determination has been made, based on the above criteria, one of the two following procedures will be undertaken:

- Minor Amendment: The staff of the Community Development Department make the necessary revisions with input and approval of the Mayor and/or Council which will then be noted in the Annual Plan.
- Substantial Amendment: The staff of the Community Development Department will, pursuant to the Community Development Block Grant Regulations (24 CFR 91.105 and 24 CFR Part 570), undertake the following amendment process for any proposed substantial amendment to the Consolidated Plan:
 - a) provide a reasonable notice of public hearing on the proposed amendment to the Consolidated Plan.
 - b) a public notice shall be given at least thirty (30) days prior to the public hearing and provide a description of the amendment, allowing citizens, agencies and/or groups the opportunity to comment on the proposed amendment. Public Comment forms will be made available at all meetings and online at www.warren.org.
 - c) consider interested citizens, agencies and/or groups' comments when finalizing the proposed amendment.

- d) seek input from the Citizen Advisory Committee on the proposed activity(ies) which comprise the proposed amendment; and seek subsequent approval from the City Council.
- e) forward a descriptive amendment to the Consolidated Plan on the adopted amendment with a signed transmittal letter signed by the Mayor to the HUD.

Any Public hearings will be held in venues accessible for those with disabilities. Upon request non-English speaking residents' needs will be met in the case of a public hearing where a significant number of non-English speaking residents can be reasonably expected to participate, where practical.

Changes that do not require Council approval and may be approved only by the Community Development Department are minor amendments such as:

- minor additions or changes of the scope of services in a contract which is not a substantial amount of allocated funds which would require a contract amendment and not a line item change.
- extensions to the time of performance of approved activities.
- change of language in an executed contract for an approved activity.

Technical Assistance Offered to Facilitate Citizen Participation

Assistance shall be provided to citizen organizations, groups of low/moderate income persons, groups of residents in existing neighborhood target areas, and nonprofit agencies who provide a service to low- and moderate-income individuals.

Assistance may be provided to citizens in organizing and operating neighborhood and project area organizations to carry out CDBG activities.

Requests for assistance shall be made to the Community Development Department specifying the type of assistance required and the reasons for assistance.

The extent of assistance offered shall be determined by the Mayor and Council.

The Mayor, City Council, and the Community Development Department of the City shall generally not overextend staff or budgets when offering assistance.

Technical assistance may be either provided directly by the City or through arrangements with public, private or non-profit entities.

Program Recommendations, Requests, & Objections

Recommendations, requests and/or objections maybe submitted to the Community Development Department for consideration from interested citizens, agencies and/or organizations at any time during the program year.

Written responses, if requested, shall be made to recommendations, requests and/or objections within thirty working days after a determination

Whenever practical recommendations, requests, and/or objections should be made prior to the end of the comment period as stated in the legal notice on the development of the

Consolidated Plan, Annual Plan, and/or Consolidated Annual Performance and Evaluation Report.

Written recommendations, requests and/or objections not offered at officially called meetings shall be addressed to the Director of Community Development at:

258 E. Market Street
Suite 305
Warren OH 44483

Availability of Records

All plans and performance reports, as well as other information, are available for inspection on the Community Development Page on the City website at www.warren.org or at the Community Development Department located at 258 E. Market Street, Suite 305 between the hours of 7:30 am and 4:00 pm during normal working days.

Special Note

During times of special circumstance such as Natural Disasters, Natural Emergencies, and/or Pandemics, which are deemed beyond the reasonable control of HUD entitlement grantees, HUD may waive certain requirements and regulations pertaining to its affected grantees. In such cases, the requirements and regulations governing the City of Warren's Citizen Participation Plan could be adjusted and require temporary modifications. During those times, the City of Warren will evaluate and utilize all necessary HUD waivers/notifications which would allow for the temporary modification of the Citizen Participation Plan with the express focus of retaining and obtaining critical federal funds.