***City of Jeffersonville***

**Community Development Block Grant Program**

**Citizen Participation Plan**

The purpose of this Citizen Participation Plan is to ensure the timely and accessible involvement of the citizens of Jeffersonville in the drafting, implementation, and assessment of the City of Jeffersonville’s Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report. The Consolidated Plan assesses the city’s affordable housing and community development needs and market conditions leading to data-driven, place-based investment decisions. This plan is a requirement in order to receive assistance from the U.S. Department of Housing and Urban Development (HUD) and is being adopted with the submission of the city’s first Consolidated Plan by August 15, 2023 The Implementation of the Citizen Participation Plan shall be implemented by the Department of Redevelopment with its office located in Jeffersonville City Hall, 500 Quartermaster Court, Jeffersonville, Indiana. The following elements shall govern citizen participation in the process of formulating, implementing and evaluating the Consolidated Plan:

1. **Participation by low and moderate-income persons.**

Participation by low- and moderate income residents particularly those of slum and blighted areas and areas in which funds are proposed to be used is encouraged. Participation shall be solicited through the publication of public hearing legal advertisements in accordance with Indiana Code requirements and by supplemented block advertisements of the proposed plan in the newspaper. In addition, notices of public hearings shall be posted in and/or made available to such neighborhood centers, the Jeffersonville Public Library, City Hall, as well as posting it online at [www.cityofjeff.net](http://www.cityofjeff.net) as well as on Jeffersonville Indiana’s social media pages.

1. **Participation by Residents of Publicly-assisted Housing**

Participation by residents of publicly-assisted housing will be encouraged. In addition to the methods listed above, participation shall be solicited by informing the Jeffersonville Housing Authority of public hearings regarding the Plan. And requesting the Housing Authority post notice of public meetings and public hearings at all locations it deems reasonable.

1. **Access to Information**

All Citizens shall be provided reasonable and timely access to local meetings, information and records in relation to the City of Jeffersonville’s proposed use of the Plan funds. Notices of all public hearings shall be published in accordance with Indiana Code requirements.

A summary of the Consolidated Plan and/or annual action plan will be published in the newspaper and comments will be solicited. This summary shall include the estimated amount of federally funded assistance the City expects to receive, and how they intend to use such assistance, including the amount that will be made available to low- and moderate –income persons. The full draft of the proposed Plan is to be made available at various community locations throughout the City, including the Redevelopment office, the Jeffersonville Public Library, Jeffersonville Housing Authority management office, and at [www.cityofjeff.net](http://www.cityofjeff.net)

The City shall receive written public comments on the draft for a period of not less than thirty days from the date it is first made available.

1. **Environmental Review** notices shall be published as applicable and as required by 24 CFR Part 58 in the newspaper and comments shall be solicited.
2. **Technical Assistance**

Any group representing low- and moderate-income persons, which requests it in writing shall be provided technical assistance in developing proposals for activities that are consistent with the Consolidated Plan. (Contact information for this assistance can be found at the last section of this document)

1. **Public Information Meetings and Public Hearings**

In order to obtain citizen input and respond to proposals and questions at all stages of the community development program, the following public information meeting and public hearings will be held to solicit comments on the following subjects: (1) Goals and objectives of the CDBG program (2) The total amount of CDBG funds available (3) Community development and housing needs (4) Proposed activities for project and amount to be requested for project (5) The proposed amount of funds to be used to benefit low-and moderate-income people (6) Whether any persons will be displaced as a result of the proposed activities

Notices of all public hearings shall be published in accordance with Indiana Code requirements.

Annual Redevelopment meetings are scheduled on the last Wednesday of each month. Public meetings and public hearings will be held at City Hall, in the Mayors Conference Room (unless otherwise notified).

1. **Consultations**

In order to better use the resources and expertise of other corporate and non-corporate organizations with interests in affordable housing, a better living environment, and expanded economic opportunities, The Redevelopment Commission shall involve, to the extent possible, these organizations in developing an assessment of needs for the City. Such consultations shall include, but not be limited to the following: not-for-profit social service and/or housing organizations, banks, realtors, and other municipal governing bodies local and regional institutions, Continuums of Care, businesses, developers, philanthropic organizations, broadband internet providers, and community-based and faith-based organizations.

**Written Comments and Complaints**

All citizen comments and complaints regarding any facet of the Plan should be directed to the Jeffersonville Department of Redevelopment. As per 24 CFR Part 91.105(b)(5). The City shall consider any comments or views of citizens received in writing, or orally at the public hearing or public information meetings, in preparing the final Plan. Written comments and complaints shall be responded to within 7 working days where practicable but no more than 15 working days as required by 24 CFR Part 91.105(j). A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final plan.

1. **Limited English Proficiency (LEP)**

According to the Census updated July 1, 2022, and estimated 5.7% of Jeffersonville’s households are non-English speaking. The Department of Redevelopment shall accommodate the needs of this population through the use of interpreters, if necessary. Special arrangements will be made to communicate with these persons, if they desire to participate in a public hearing or public meeting. Information on assistance for those with Limited English Proficiency (LEP) will be included in public notices, hearings, and solicitations for public input. You may contact Delynn Rutherford via email at [drutherford@cityofjeff.net](mailto:drutherford@cityofjeff.net) or mail at City of Jeffersonville, attn.: Delynn Rutherford, 500 Quartermaster Court, Jeffersonville, IN 47130

1. **Special Assistance to Persons with Disabilities or Special Needs**

Persons that need special assistance with disabilities or special needs individuals who may require special assistance to attend any Meeting or Hearing open to the public may make their request known by contacting the Jeffersonville Department of Redevelopment 812.285.6406 (voice) or 1.800.743.3333 (Indiana Statewide Relay for the hearing-impaired {toll free}). They may also contact via email to Delynn Rutherford, drutherford@cityofjeff.net.

1. **Displacement of Persons**

The City of Jeffersonville will minimize the displacement of persons under their consolidated plan. Should displacement occur, the City, its sub-recipient, or the entity carrying out the activity, to: strive to avoid or minimize the displacement of individuals as a result of HUD funded activities. Therefore, to the greatest extent possible, the City:

• Considers the impact of displacement in site selection, during the project planning phase.

• Provides information to displaced individuals on available assistance and relocation benefits. Prior to approval of any HUD funded activity with the potential for temporary or permanent displacement of individuals, the responsible agency (City or private developer) provides a written plan of action for comparable replacement low-income housing and assistance to displaced persons, based on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), 49 CFR part 24.

The City’s ultimate goal will be to ensure no displacement occurs under its CDBG activities.

1. **Amendment Process**

The City will amend its approved Consolidated Plan or Annual Action Plan whenever one of the following decisions are made:

* A change in allocation priorities or method of distribution of funds;
* Carrying out a new goal or amending a goal in the Action Plan;
* Carrying out a new activity which has not been previously described in the Plan;
* A substantial change in funding amounts including additional appropriations or the receipt of program income

*Definition of substantial changes*

* + Changes in funding that is more than 15% of the total annual grant award.
  + Any proposed substantial amendments to the Consolidated Plan or One-Year Action Plan will
  + Made available to the public for comment through a notification of change notice published
  + As a display ad in at least one local newspaper. Interested parties will be provided with at
  + Least a 30-day comment period regarding the proposed amendment.

*Amendment or modification of Citizen Participation Plan*

Any substantial amendments to or modifications of the City of Jeffersonville’s Citizen

Participation Plan will be made available to citizens, public officials, and other interested

Parties through a notification of change notice in at least one local newspaper. This notice

May be in the form of a display ad or legal notice of reasonable size and may be included

With other Consolidated Plan notices being published at the same time.

1. **Performance Reports**

Citizens shall be provided with reasonable notice and an opportunity to comment on the Consolidated Annual Performance and Evaluation reports (CAPER). Notice of the availability of the performance reports shall be given in the same manner as the notice of the availability of the Plan (as per Number 1, above). Draft performance reports shall be made available at the same locations as the draft plan (as per Number 3, above). Comments on the Performance Report prior to its submittal to HUD shall be received for a period of not less than 15 days. The City shall consider any comments or views of the citizens received in writing, or orally at the public hearings or meetings, in preparing the final performance report. Written comments and complaints shall be responded to within 7 working days where practicable. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final Performance Report. The final CAPER as approved by HUD will be made available within 30 days of acceptance of the report.

1. **Jurisdiction Responsibility & Access to Records**

The requirements for citizen participation outlined in the document do not restrict the responsibility or authority of the City for the development and execution of the Consolidated Plan. The jurisdiction will maintain and provide the community, public agencies, and other interested parties, with reasonable and timely access to information and records. These records will be available and maintained within the Department of Redevelopment Commission.

Written comments should be addressed to:

Jeffersonville Redevelopment Commission

ATTN: Grants Administrator

City of Jeffersonville

500 Quartermaster Court

Jeffersonville, 47130

Or vial email to: [drutherford@cityofjeff.net](mailto:drutherford@cityofjeff.net)