

CITY OF MALDEN

CITIZEN PARTICIPATION PLAN

91.105

(a)(1)

In January of 1995, the City of Malden amended its Citizen Participation Plan to comply with new provisions as outlined in Title 24, Part 91 of the Code of Federal Regulations (91.105). These new regulations set forth submission requirements for Community Planning and Development Programs.

(a)(2) Encouragement of Citizen Participation

The City of Malden, an eligible grantee under Section 106(a) of the Housing and Community Development Act of 1974, as amended, is required to follow a Citizen Participation Plan. It is the city's intent to encourage citizens to participate in the development of the Consolidated Plan, any "substantial amendments" and the performance report.

Participation is especially encouraged by low and moderate income residents in neighborhoods identified by the U. S. Census as predominantly low/mod income or within the first quartile of all block groups. Further, the city advocates participation by its minorities, non-English speaking population and persons with disabilities by working with the city's Affirmative Action/Equal Opportunity officer, the Human Service Department, the Human Rights Commission, the Immigrant Learning Center, the Disability Issues Commission and other organizations best able to communicate with these residents.

Participation is urged by residents at the Malden Housing Authority by posting notices, authoring newsletter articles and holding public hearings at some of the MHA community centers. Information about Consolidated Plan activities is always made available to the Malden Housing Authority for the purpose of its annual public hearing required under its PHA Plan.

(a)(3) Comment on Citizen Participation Plan Amendments

The city makes its Citizen Participation Plan available at all public hearings and anticipates mid-April publication date for comment on the Consolidated Plan. Copies of the plan will be made available to all city commissions, the Planning Board, the Human Service Department and the Malden Housing Authority. The plan will be made available in an appropriate format for those residents with certain disabilities.

(b)(1) Development of the Consolidated Plan

The city has made available to its citizens, public agencies and interested parties, information that includes the amount of assistance the city expects to receive including grant funds and program income and the range of activities that are scheduled to be undertaken including the estimated amount that will benefit persons of low and moderate income. Displacement of both residents and businesses is also addressed.

(b)(2) Publication

The Citizen Participation Plan requires the city to publish the proposed Consolidated Plan by notice in the local newspapers. Citizens are afforded opportunity to examine said plan during regular hours at the Malden Redevelopment Authority during a 30 day Comment Period. A reasonable number of copies will be made available for review at the MRA office and upon request, 10 free page copies will be provided per resident or group.

(b)(3) Development Stage Public Hearings

The Citizen Participation Plan provides for at least one "input" public hearing during the development stage of the Consolidated Plan. The city conducts two (2) public hearings for public input for the Annual Action Plan typically in late January and/or February.

(b)(4) Thirty Day Comment Period

An advertised period of at least 30 days is required by the Citizens Participation Plan for the public to review and comment on the draft plan. The period is typically from April 12 to May 12. Midway in the public comment period, a public hearing will be advertised for the purpose of taking verbal or written public comment and answering questions regarding the "draft" Consolidated Plan.

(b)(5) Consideration of Public Comments

The city will consider all comments whether in writing or verbal in the preparation of the final plan. A summary of all comments received and their effect on the plan shall be attached to the final document.

(c)(1) Criteria for Amendments to Consolidated Plan

"Substantial amendments" are defined as lump-sum changes involving more than twenty percent of the annual entitlement for the program year or changes involving more than twenty percent of any individual program category. A change in the way funds are distributed would constitute a policy change and therefore be classified as a "substantial amendment".

(c)(2) Opportunity for Comment

The city will provide its citizens a reasonable opportunity to comment on the draft Citizen Participation Plan and on any amendments to the final Citizen Participation Plan by making the plan public. The full Consolidated Plan will be noticed in the newspaper and to certain government bodies, both upon its completion and upon its substantial amendment.

(c)(3) Comments

Any comment, written or oral, shall be considered in preparing the Consolidated Plan. A summary of these comments or views whether accepted or not together with reasons therefore shall be attached to the substantial amendment of the Consolidated Plan.

(d)(1) Performance Reports

The residents of the City of Malden shall be provided with reasonable notice and an opportunity to comment on performance reports. A newspaper advertisement and posted notices will appear not less than 15 days before required submission to HUD.

(d)(2) Comments

Any comment, written or oral, shall be considered in the preparation of performance reports. A summary of these comments or views whether accepted or not together with reasons therefore shall be attached to the performance report.

(e)(1)(2) Public Hearings and Notice Thereof

At least two public hearings are required per year to obtain citizens' views and to respond to proposals and questions. These public hearings shall occur at two different stages of the program year. The hearings shall address housing and community development needs, development of proposed activities and review of program performance. To obtain the views of Malden citizens on housing and community development needs, including priority non-housing community development needs, the Citizen Participation Plan provides that at least one of these hearings is held before the proposed Consolidation Plan is published for comment.

(e)(3) Public Hearings Times/Locations

All public hearings have been held or are scheduled to be held in the evening and at locations that are handicapped accessible. Consolidated Plan hearings were held generally in low/mod income neighborhood locations.

(e)(4) Non-English Speaking Participation

Malden is predominantly English speaking and hearings were conducted in English. There are, however, some 34 different languages spoken within the community according to a survey completed by the School Department. Upon request, the city is prepared to offer "translations" in cooperation with its Affirmative Action office, Human Service Department, School Department and any other local organizations that may be of assistance on this matter.

(f) Meetings

The Citizens Participation Plan shall provide Malden residents reasonable and timely access to local meetings.

(g) Availability to the Public

The Citizens Participation Plan provides that the Consolidation Plan, Annual Action Plan, substantial amendments and the performance report will be available to the public, including availability of materials in a form accessible to persons with disabilities, upon request. Depending on the time of year, the adopted/approved plan may be available for download at either the City of Malden website www.cityofmalden.org or the Malden Redevelopment Authority website www.maldenredevelopment.com

(h) Access to Records

The city will provide for full and timely disclosure of its program records and information consistent with applicable state and local law regarding personal privacy and obligations of confidentiality. The following documents will be made available in the offices of the Malden Redevelopment Authority at the Malden Government Center for citizen review upon request:

- All mailing and promotional materials
- Minutes of public hearings
- All key documents including prior and current applications, letters of approval, grants, agreements, performance reports.
- Copies of the regulations and issuances governing federal and state programs
- Documents relating to other program requirements such as contracting procedures, environmental policies, fair housing and other equal opportunity requirements, handicapped accessibility and special needs provisions, including language impairment and other disabilities and non-English speaking provisions for access to information and citizen participation and relocation provisions

(i) Technical Assistance

In public notices for CDBG and HOME Program participation, invitation is made for all interested parties to contact the Director of Community Development at the Malden Redevelopment Authority

for technical assistance in developing their proposals. This policy is in effect during the entire program year.

(j) Comments and Complaints

The city shall consider any comments or views of citizens and/or organizations received either in writing or orally at public hearings, in preparing the final Consolidated Plan, amendments to the Plan or performance reports. A summary of these comments whether accepted or not together with reasons therefore, will be attached to the final Consolidated Plan, amendment or performance report, whichever is appropriate.

The city will provide a timely, substantive written response to every written citizen complaint within 15 working days from receipt of such complaint. Citizens with complaints about aspect of any program activity are encouraged to telephone the Director of Community Development so that the complaint can be addressed as soon as possible.

(k) Use of Citizen Participation Plan

The City of Malden shall follow its Citizen Participation Plan upon its formal adoption.

(l) Responsibility

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

NORTH SUBURBAN CONSORTIUM

CITIZEN PARTICIPATION PLAN

91.105

(a)(1)

The North Suburban Consortium (NSC) hereby agrees to comply with all provisions as outlined in Title 24, Part 91 of the Code of Federal Regulations 91.401 and 91.105 outlining regulations with regard to a Citizen Participation Plan. These new regulations set forth submission requirements for Community Planning and Development Programs.

(a)(2) Encouragement of Citizen Participation

The North Suburban Consortium comprised of the communities of Malden, Medford, Melrose, Arlington, Chelsea, Revere, Everett, and Winthrop are required to follow a Citizen Participation Plan in accordance with the CFR regulations in paragraph (a)(1). It is the jurisdiction's intent to encourage citizens to participate in the development of the Consolidated Plan, any "substantial amendments" and the performance report.

Participation is especially encouraged by low and moderate income residents. Further, NSC advocates participation by its minorities, non-English speaking population and persons with disabilities by working with the appropriate city/town departments and/or organizations best able to communicate with these residents.

Participation is urged by residents at all Housing Authoritys (HA) by posting notices, authoring newsletter articles and holding public hearings at some of the HA community centers. Information about Consolidated Plan activities has been made available to all Housing Authoritys for the purpose of annual public hearings required under the Comprehensive Grant Program.

(a)(3) Comment on Citizen Participation Plan Amendments

Publication of the Consolidated Plan is anticipated in mid-April for comment on the Consolidated Plan of which the Citizen Participation Plan is a part. Copies of the plan will be made available to all city commissions, Planning Boards, Human Service Departments and Housing Authoritys. The plan will be made available in an appropriate format for those residents with certain disabilities.

(b)(1) Development of the Consolidated Plan

The Consortium has made available to its citizens, public agencies and interested parties, information that includes the amount of assistance the jurisdiction expects to receive including grant funds and program income and the range of activities that are scheduled to be undertaken including the estimated amount that will benefit persons of low and moderate income. Displacement of both residents and businesses was addressed.

(b)(2) Publication

The Citizen Participation Plan requires NSC to publish the proposed Consolidated Plan by notice in local newspapers of general circulation. Citizens will be afforded an opportunity to examine said plan during regular hours at locations in every NSC member community during this 30 day Comment Period. A reasonable number of copies will be made available for review.

(b)(3) Development Stage Public Hearing

The Citizen Participation Plan provides for at least one "input" public hearing during the development stage of the Consolidated Plan. A public hearing for public input is generally conducted in Malden in February that is advertised jurisdiction-wide. This jurisdiction-wide public hearing shall not preclude other public hearings addressing similar issues scheduled in individual NSC member communities.

(b)(4) Thirty Day Comment Period

An advertised period of at least 30 days is required by the Citizens Participation Plan for the public to review and comment on the draft plan. The period is typically from April 12 to May 12. Midway in the public comment period, a public hearing will be advertised jurisdiction-wide for the purpose of taking public comment and answering questions regarding the "draft" Consolidated Plan.

(b)(5) Consideration of Public Comments

NSC will consider all comments whether in writing or verbal in the preparation of the final plan. A summary of all comments received and their effect on the plan shall be attached to the final document.

(c)(1) Criteria for Amendments to Consolidated Plan

"Substantial amendments" are defined as lump-sum changes involving more than twenty percent of the total budget for the program year or changes involving more than twenty percent of any individual program category. A change in the way funds are distributed would constitute a policy change and therefore be classified as a "substantial amendment".

(c)(2) Opportunity for Comment

NSC will provide its citizens a reasonable opportunity to comment on the draft Citizen Participation Plan and on any amendments to the final Citizen Participation Plan by making the plan public. The full Consolidated Plan, of which the Citizen Participation Plan is a part, will be noticed in the newspaper and to certain government bodies, both upon its completion and upon its substantial amendment.

(c)(3) Comments

Any comment, written or oral, shall be considered in preparing the Consolidated Plan. A summary of these comments or views whether accepted or not together with reasons therefore shall be attached to the substantial amendment of the Consolidated Plan.

(d)(1) Performance Reports

The residents of the NSC jurisdiction shall be provided with reasonable notice and an opportunity to comment on performance reports. A newspaper advertisement and posted notices will appear not less than 15 days before required submission to HUD.

(d)(2) Comments

Any comment, written or oral, shall be considered in the preparation of performance reports. A summary of these comments or views whether accepted or not together with reasons therefore shall be attached to the performance report.

(e)(1)(2) Public Hearings and Notice Thereof

At least two public hearings are required per year to obtain citizens' views and to respond to proposals and questions. These public hearings shall occur at two different stages of the program year. The hearings shall address housing and community development needs, development of proposed activities and review of program performance. To obtain the views of NSC residents on housing and community development needs, including priority non-housing community development needs, the Citizen Participation Plan provides that at least one of these hearings is held before the proposed Consolidation Plan is published for comment.

Two jurisdiction-wide public hearings are typically scheduled every year. In addition, numerous public hearings within each member community are conducted. The first public hearing generally occurs in early February to receive input and obtain citizens' views on the Consortium's Consolidated Plan. This public hearing is advertised two weeks prior in all eight communities comprising the North Suburban Consortium. A second public hearing is scheduled midway in the 30 day public comment period. This public hearing takes comment on the Consortium's Consolidated Plan and will be advertised two weeks prior in newspapers of general circulation within the NSC jurisdiction.

(e)(3) Public Hearings Times/Locations

All public hearings are scheduled to be held in the evening to ensure maximum participation and at locations that are handicapped accessible.

(e)(4) Non-English Speaking Participation

The NSC jurisdiction is predominantly English speaking and hearings are conducted in English. There are, however, more than 35 different languages spoken within the jurisdiction according to the U. S. Census. Upon request, NSC is prepared to offer "translations" in cooperation with appropriate city/town departments and any other local organizations that may be of assistance in this matter.

(f) Meetings

The Citizens Participation Plan shall provide residents of the NSC jurisdiction reasonable and timely access to local meetings.

(g) Availability to the Public

The Citizens Participation Plan provides that the Consolidation Plan as adopted, substantial amendments and the performance report will be available to the public, including availability of materials in a form accessible to persons with disabilities, upon request.

(h) Access to Records

NSC member communities will provide for full and timely disclosure of its program records and information consistent with applicable state and local law regarding personal privacy and obligations of confidentiality.

(i) Technical Assistance

Technical assistance for development of proposals for the different programs within the jurisdiction is available upon request at all Planning and Community Development Offices located in the city/town halls of each NSC member. This policy is in effect during the entire program year.

(j) Comments and Complaints

NSC shall consider any comments or views of citizens and/or organizations received either in writing or orally at public hearings, in preparing the final Consolidated Plan, amendments to the Plan or performance reports. A summary of these comments whether accepted or not together with reasons therefore, will be attached to the final Consolidated Plan, amendment or performance report, whichever is appropriate.

NSC will provide a timely, substantive written response to every written citizen complaint within 15 working days from receipt of such complaint. Citizens with complaints about aspect of any program activity are encouraged to telephone the Director of Planning/Community Development or his/her designee in each member community so that the complaint can be addressed as soon as possible.

(k) Use of Citizen Participation Plan

NSC shall follow its Citizen Participation Plan.

(l) Responsibility

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