

CITY OF OKLAHOMA CITY

CITIZEN PARTICIPATION PLAN

This Citizen Participation Plan (CPP) outlines the City of Oklahoma City's (City) procedures for engaging citizens in developing the Consolidated Plan, Annual Action Plan, Substantial Amendments, and the Consolidated Annual Performance and Evaluation Report (CAPER), hereafter collectively, the Plans, or individually, the Plan. This CPP ensures compliance with the U.S. Department of Housing and Urban Development (HUD) requirements and promotes transparent governance. The City must submit Plan documents to HUD as a condition of receiving federal grant funding under the following programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA).

By adhering to these procedures, the City aims to foster inclusive and effective citizen participation in its planning processes, ensuring that community development initiatives align with the needs and priorities of all residents.

Availability and Accessibility

The City will publish the Plans and Amendments in a manner that offers its residents, public agencies, and other interested parties a reasonable opportunity to examine its contents and to submit comments. The Consolidated Plan, current Action Plan, CAPER, and CPP will be made available on the City website at <https://www.okc.gov/departments/planning/programs/housing-neighborhood-programs>. In addition, the City will provide a reasonable number of hard copies of the Plans to residents and groups that request it. Citizens may request a digital copy via email.

The Consolidated Plan, current Action Plan, CAPER, and CPP will be provided in accessible formats upon request. The City will also strive to accommodate non-English-speaking residents by offering translation services for notices and plan documents, ensuring meaningful participation from all community members.

Encouragement of Citizen Participation

The City encourages public participation in the development of the Plans and any Substantial Amendment to the Plans. In particular, the City encourages participation by low- and moderate-income people, particularly those people living in areas designated by the jurisdiction as a revitalization area or in a slum and blighted area and in areas where CDBG funds are proposed to be used, and by residents of predominantly low- and moderate-income neighborhoods.

Generally, the City accomplishes this through public meetings where citizens have an opportunity to participate in planning for expenditure of federal funds and to gain information on the results from prior year use of these funds. In addition to inviting the public to participate, specific documents may require engagement of particular groups, such as housing providers, non-profit agencies, and neighborhood organizations to participate in focused input sessions. While the final authority for decision-making rests with the City Council, the City recognizes that public input can promote a stronger, more responsive community development effort.

In addition to citizen input, the City will invite or consult with organizations (including businesses,

developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing Plan documents.

Information will also be shared with the local public housing agency (PHA) to encourage participation of residents of public and assisted housing developments (including any resident advisory boards, resident councils, and resident management corporations) in the process of developing and implementing the Plans, along with other low-income residents of targeted revitalization areas in which the developments are located. The City provides information to the PHAs about the Plan strategy and activities related to PHA developments and surrounding communities so that the PHAs can make this information available at their annual public hearing(s).

Mechanisms for Public Engagement

Planning Meetings

When creating the Consolidated Plan and Annual Action Plans, the City will hold at least one public meeting to obtain citizen input. The meeting(s) shall be held before the Plan or Annual Action Plan is written and shall be considered a planning meeting.

For the Consolidated Plan, there should be a minimum of two planning meetings, and four planning meetings are recommended. For the annual Action Plan, one planning meeting is acceptable.

Citizens will be provided at least a thirty (30) day notice of the meetings via publication in a widely circulated newspaper and a post on the City's Housing and Neighborhood Programs website. When possible, the City will also notify the public of meetings via news releases, TV appearances, and social media posts.

CCCD Public Meetings

The City will discuss the Consolidated Plan, Annual Action Plan, Substantial Amendments, and CAPER drafts at a public meeting of the Citizen's Committee for Community Development ("CCCD"). Established over 25 years ago, the CCCD is an official advisory committee to the City Council with members appointed by the Mayor and City Council to represent the interests of lower-income people. Two representatives are appointed from each Ward, and the Mayor appoints four members at large.

CCCD meetings are open public meetings held several times a year and provide a forum for citizens to discuss issues or concerns about activities funded by federal grant programs. The CCCD considers and makes recommendations to the City Council on all Plan matters and is an important step in the citizen review process.

CCCD meeting dates where Plans will be discussed will be included in public notices, website notices, and social media posts if known.

Public Hearing and Public Comment Period

The City will provide a reasonable opportunity for citizens to comment on the Consolidated Plan, Annual Action Plan, and any Substantial Amendments before final adoption by publishing notice in a widely distributed area newspaper and on the City's Housing and Neighborhood Programs website. The full Plan draft will be published on the City's Housing and Neighborhood Programs

website at this time. The City will provide a minimum 30-day public comment period to review and comment on the proposed Plan or Amendment. The notice will also provide the date of the applicable public hearing to be held at a regularly scheduled meeting of the City Council. During the public hearing, comments can be made about the proposed Plan or Amendment.

Comments Received During the Public Hearings and During the Comment Period

When the City publishes notices requesting public comment for Plan documents, the City shall include the following address for the submission of written comments:

Housing and Community Development Division Manager, Planning Department
City of Oklahoma City
420 W Main St., Ste. 920
Oklahoma City, 73102

The City shall consider and respond to all comments received during public hearings and the comment period. A summary of comments or views received and the determination of acceptance or non-acceptance, and reasons for the non-acceptance (when applicable) will be attached and made a part of the final Plan document(s).

The Plans

The Consolidated Plan

The Consolidated Plan serves as the five-year planning framework and application for HUD funding under the CDBG, HOME, ESG, and HOPWA programs. The City uses HUD-provided data available to the public on HUD's website, data.hud.gov, to develop the Consolidated Plan. The five-year Plan will include the first-year Action Plan, followed by annual one-year Action Plans prepared and made available to the public each subsequent year. This Plan makes available to citizens, public agencies and interested parties the following information:

- The estimated amount of assistance the City expects to receive during a given funding year, including program income.
- The range of activities that may be undertaken including the estimated activities and funding levels that will benefit persons with low- and moderate-income.

When creating the Consolidated Plan, the City will hold at least two public meetings to obtain citizen input. The meeting(s) shall be held before the Plan is written and shall be considered a planning meeting. For the Consolidated Plan, there should be a minimum of two planning meetings, and four planning meetings are recommended. Citizens will be provided with at least a thirty (30) day notice of the planning meetings via publication in a widely circulated newspaper and a post on the City's Housing and Neighborhood Programs website. When possible, the City will also notify the public of meetings via news releases, TV appearances, and social media posts.

The City will discuss the Consolidated Plan at a public meeting of the Citizen's Committee for Community Development ("CCCD"). The CCCD considers and makes recommendations to the City Council on all Plan matters and is an important step in the citizen review process. CCCD meeting dates where the Consolidated Plan will be discussed will be included in public notices, website notices, and social media posts if known.

The City will provide a reasonable opportunity for citizens to comment on the Consolidated Plan,

Annual Action Plan, and any Substantial Amendments before final adoption by publishing notice in a widely distributed area newspaper and on the City’s Housing and Neighborhood Programs website. The full Plan draft will be published on the City’s Housing and Neighborhood Programs website at this time. The City will provide a minimum 30-day public comment period to review and comment on the proposed Plan or Amendment. The notice will also provide the date of the applicable public hearing to be held at a regularly scheduled meeting of the City Council. During the public hearing, comments can be made about the proposed Plan or Amendment.

Any comments or views of residents of the community received in writing, or orally at the public meetings or hearing will be considered in preparing the final consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final consolidated plan.

Annual Action Plan

The Annual Action Plan states the amount of assistance the City expects to receive from each of the federal programs and includes a description of the activities and related funding allocations that the City will undertake to address the needs and priorities established in the five-year Consolidated Plan.

When creating the annual Action Plan, the City will hold at least one public meeting to obtain citizen input. The meeting(s) shall be held before the annual Action Plan is written and shall be considered a planning meeting. For the annual Action Plan, one planning meeting is required. Citizens will be provided at least a thirty (30) day notice of the planning meeting via publication in a widely circulated newspaper and a post on the City’s Housing and Neighborhood Programs website. When possible, the City will also notify the public of meetings via news releases, TV appearances, and social media posts.

The City will discuss the annual Action Plan draft at a public meeting of the Citizen’s Committee for Community Development (“CCCD”). The CCCD considers and makes recommendations to the City Council on all Plan matters and is an important step in the citizen review process.

CCCD meeting dates where Plans will be discussed will be included in public notices, website notices, and social media posts if known.

The City will provide a reasonable opportunity for citizens to comment on the Annual Action Plan before final adoption by publishing notice in a widely distributed area newspaper and on the City’s Housing and Neighborhood Programs website. The full Plan draft will be published on the City’s Housing and Neighborhood Programs website at this time. The City will provide a minimum 30-day public comment period to review and comment on the proposed Plan. The notice will also provide the date of the applicable public hearing to be held at a regularly scheduled meeting of the City Council. During the public hearing, comments can be made about the proposed Plan.

Any comments or views of residents of the community received in writing, or orally at the public meetings or hearing will be considered in preparing the final Action Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final Action Plan.

Substantial Amendments

The Action Plan will be amended whenever there is a Substantial Amendment, defined as:

- Changing the goals or priority needs contained in the Five-Year Strategy.
- Funding of an activity type not described in the Annual Action Plan.
- Increasing funding allocated to an activity by more than 25%

A Minor Amendment is a change to the Consolidated Plan or Action Plan that does not meet the threshold criteria for a Substantial Amendment. Minor Amendments are administrative and do not require public notice.

The City will discuss the Substantial Amendment draft at a public meeting of the Citizen's Committee for Community Development ("CCCD"). The CCCD considers and makes recommendations to the City Council on all Plan matters and is an important step in the citizen review process. CCCD meeting dates where the Substantial Amendment will be discussed will be included in public notices, website notices, and social media posts if known.

The City will provide a reasonable opportunity for citizens to comment on the Substantial Amendment before final adoption by publishing notice in a widely distributed area newspaper and on the City's Housing and Neighborhood Programs website. The full Substantial Amendment draft will be published on the City's Housing and Neighborhood Programs website at this time. The City will provide a minimum 30-day public comment period to review and comment on the proposed Plan. The notice will also provide the date of the applicable public hearing to be held at a regularly scheduled meeting of the City Council. During the public hearing, comments can be made about the proposed Plan.

Any comments or views of residents of the community received in writing, or orally at the public meetings or hearing will be considered in preparing the final Substantial Amendment. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final Substantial Amendment.

Consolidated Annual Performance and Evaluation Report (CAPER)

This report describes the accomplishments achieved with federal funds during the previous funding year, including how funds were actually used and the extent to which these funds were used for activities that benefited low- and moderate- income residents. The City's fiscal year for expenditure of HUD funds begins July 1 and ends June 30 of the following year. This report is submitted to HUD within 90 days of the close of the program year, that is, no later than September 30 of each year.

The City will discuss the CAPER draft at a public meeting of the Citizen's Committee for Community Development (CCCD). The CCCD considers and makes recommendations to the City Council on all Plan matters and is an important step in the citizen review process. CCCD meeting dates where the Substantial Amendment will be discussed will be included in public notices, website notices, and social media posts if known.

The City will provide a reasonable opportunity for citizens to comment on the CAPER before final adoption by publishing notice in a widely distributed area newspaper and on the City's Housing and Neighborhood Programs website. The full CAPER draft will be published on the City's Housing and Neighborhood Programs website at this time. The City will provide a minimum 15-day public comment period to review and comment on the proposed CAPER. The notice will also provide the date of the applicable public hearing to be held at a regularly scheduled meeting of the City Council. During the public hearing, comments can be made about the proposed CAPER.

Any comments or views of residents of the community received in writing, or orally at the public meetings or hearing will be considered 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, shall be attached to the final CAPER.

Substantial Changes to the Citizen Participation Plan

Substantial changes to the CPP will be noticed in newspapers of wide circulation and on the City's website. The full amended CPP will be posted on the City's website, and hard copies will be available upon request. Citizens will have thirty (30) days to review the amended Citizen Participation Plan.

Technical Assistance

Groups representative of persons with low and moderate incomes may seek assistance and information regarding activities addressed in this Citizen Participation Plan or funding opportunities that may be available through the Housing & Community Development Division.

Complaints

A citizen or organization that wishes to file a complaint or grievance concerning Consolidated Plan activities or programs may contact the City at the address listed in Section C above. The City will provide a written response to every written citizen complaint within 15 working days where practicable. If not satisfied with the response, the citizens or organization concerned may contact the Planning Director describing the problem, the response of the Department concerned, and what further action is believed needed.

Anti-Displacement

The City's overall goal is to minimize the displacement of its residents. However, when displacement is unavoidable, the City will develop an Anti-Displacement and Relocation Plan in accordance with federal regulations. Specifically, the City will comply with the anti-displacement and relocation requirements of the Uniform Relocation Act and the Housing & Community Development Act of 1974, as amended, and implementing regulations of 24 CFR Part 42.