

BOROUGH OF BERWICK

1800 North Market Street
Berwick, PA 18603

CITIZEN PARTICIPATION PLAN

*In Accordance with the HUD Guidelines for the
Community Development Block Grant Program*

Council President:

Alvin Hill

Borough Manager:

Debra Force





CITIZEN PARTICIPATION PLAN

BOROUGH OF BERWICK, PENNSYLVANIA COMMUNITY DEVELOPMENT BLOCK GROUP PROGRAM

SECTION I - GENERAL

In accordance with 24 CFR 91 & 570, the Borough of Berwick is required to develop policies and procedures to encourage resident participation as part of its Community Development Block Grant (CDBG) Program. This plan serves as the blue print for the Borough of Berwick's development of its Five Year Consolidated Plan, Annual Action Plans, Assessment of Fair Housing, any amendments to the plans, applications for Section 108 Loan Guarantees, and the Consolidated Annual Performance Evaluation Report (CAPER), and all other programs if applicable.

SECTION II- STANDARDS OF PARTICIPATION & GOALS FOR CITIZEN PARTICIPATION

The Standards of Participation and Goals for Citizen Participation in the Borough of Berwick, Pennsylvania, are as follows:

- A.** All aspects of the CDBG Program and all other Federal programs, if applicable, shall be conducted in an open manner with freedom of access for all interested persons, groups and/or organizations.
- B.** To the greatest extent possible, participation shall be encouraged from the following populations:
 - 1. Low- and moderate-income (LMI) persons, especially those living in slum and blighted areas;
 - 2. Persons in areas where CDBG funds are proposed to be used;
 - 3. Members of minority groups;
 - 4. Non-English speaking persons;
 - 5. Persons with disabilities;
 - 6. Public Housing residents and residents of comprehensive neighborhood revitalization strategy areas;
 - 7. Local and regional institutions;
 - 8. All persons directly or indirectly impacted or affected by the Borough of Berwick's CDBG Program, Assessment of Fair Housing, and Section 108 Loan Guarantee Program and/or all other Federal programs, if applicable.
- C.** Public Hearings shall be held at an ADA accessible location designated by the Borough of Berwick and accessible to LMI individuals.
- D.** All required public meeting/hearing notices shall be published in the local newspaper at least ten (10) calendar days prior to the hearing date.



- E. Technical assistance shall be provided, upon request, to any groups or persons, especially LMI persons or their representatives, when developing proposals intending to use CDBG funds or comment of the Assessment of Fair Housing. In addition, the Borough of Berwick's staff or its designee shall speak to any group about the Borough of Berwick's CDBG Program, its past performance and its proposed or future activities.
- F. The Borough of Berwick shall explore alternative public involvement techniques to encourage resident participation in a shared vision for changes in the Borough of Berwick and its neighborhoods, and review of the Borough of Berwick's program performance.
- G. The Borough of Berwick shall encourage the participation of the Columbia County Housing and Redevelopment Authority, the local Continuum of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community and faith-based organizations during the development of the Five Year Consolidated Plan, the Annual Action Plans, Section 108 Loan Guarantees, and Assessments of Fair Housing.
- H. The Borough of Berwick shall make available to the public and the Columbia County Housing and Redevelopment Authority data and/or other supplemental information planned to be incorporated into the Assessment of Fair Housing as soon as it is feasible to do so. The Affirmatively Furthering Fair Housing Strategy and Five Year Consolidated Plan activities will also be made available to the public and the Columbia County Housing and Redevelopment Authority. as soon as it is feasible for the Borough of Berwick to do so
- I. The Borough of Berwick shall offer assistance to disabled persons and provide for language assistance for Limited English Proficiency persons as needed. The Borough of Berwick will utilize its Four Factor Analysis Language Access Plan to determine what assistance measures will be undertaken to guarantee access to the Community Development Block Grant (CDBG) program by Limited English Proficiency persons.

SECTION III - SCOPE OF PARTICIPATION

A. MEETINGS

Public meetings/hearings shall be held, at least two (2) times per year, at different stages of the program year, for the purpose of obtaining resident views on the development of needs, the review of proposed activities and review of program performance. At least one (1) public hearing shall be held during the planning process for the proposed Five Year Consolidated Plan, Annual Action Plan, Assessment of Fair Housing, Section 108 Loan Guarantee Application and all other Federal program applications. The second public hearing shall be held on the proposed plans, or applications for funds prior to Borough Council's approval and submission to HUD, as applicable.



B. PUBLIC NOTICES

Notice of the first public meeting/hearing, held during the planning process for the proposed Five Year Consolidated Plan, Annual Action Plan, Assessment of Fair Housing, Section 108 Loan Guarantee Application and all other applicable Federal program applications, the notice shall inform the public of the following, as applicable:

1. CDBG dollars anticipated;
2. Criteria necessary to meet the range of activities for which the funds may be used:
 - i. Eligibility: explicitly authorized activities and;
 - ii. Fundability: meeting one of the three national objectives;
3. Percentage or dollar amount committed to LMI persons;
4. Any displacement that is expected to occur as a result of the use of CDBG funds;
5. Date, location, and time of any public hearing/project development workshop to invite project discussion and proposals;
6. List of potential projects currently identified;
7. Provide technical assistance, upon request, to any groups or persons, especially LMI persons or their representatives, when developing proposals intending to use CDBG funds;
8. Provide for timely written responses to written complaints or grievances, within 15 working days when practicable;
9. Offer of assistance to disabled persons;
10. Provide for language assistance for Limited English Proficiency persons as needed; and
11. Identify the Borough of Berwick's point of contact to address needs, complaints, and/or grievances.

Notice of the second public meeting/hearing held prior to Borough Council's approval of any Five Year Consolidated Plan, Annual Action Plan, any application for CDBG funds, Section 108 Loan Guarantee Application, and all other applicable Federal program applications, shall inform the public of the following:

1. Funds available;
2. Intention to apply or submit plans;
3. Funded activity(s) and dollars allocated to each;
4. Date, location, and time of public hearing to solicit comment on proposed projects.
5. Provide for timely written responses to written complaints or grievances, within 15 working days when practicable;
6. Offer of assistance to disabled persons;
7. Provide for language assistance for Limited English Proficiency persons as needed; and
8. Identify the Borough of Berwick's point of contact to address needs, complaints, and/or grievances.

C. APPLICATION DEVELOPMENT

The first public meeting/hearing held during the planning process for the proposed Five Year Consolidated Plan, Annual Action Plan, Section 108 Loan Guarantee Application, and all other applicable Federal program applications shall address:

1. Funds available;
2. Summary of eligible activities;
3. Review of three federal National Objectives;
4. Identification and discussion of proposed projects;
5. Solicitation and discussion of new projects;
6. Review of the Fair Housing Notice;
7. Review of Anti-Displacement Plan and declaration of any expected displacement;
8. Request public input regarding facility deficiencies as defined by the Section 504 Plan;
9. Discussion of Section 3 preference;
10. Identification and solicitation of any known environmental impacts of the proposed projects; and
11. Solicitation of public comment on previously funded CDBG projects.

The second public meeting/hearing held prior to Borough Council's approval of any Five Year Consolidated Plan, Annual Action Plan, any application for CDBG funds, Section 108 Loan Guarantee Application, and all other applicable Federal program applications, shall address:

1. Funds available;
2. Review activities and dollars for each; and
3. Invite comment.

D. SUBMISSION OF VIEWS AND PROPOSALS

Views and proposals from individuals or groups identified in Section II, Subsection B, and any other person or organized groups can be submitted on a continuous basis and shall be encouraged to the greatest extent possible. Submissions can be in the form of:

1. Personal contact;
2. Mail, email, and telephone contact;
3. Petitions;
4. Attendance at public meetings/hearings;
5. Other available means.

E. COMPLAINTS

All complaints received by the Borough of Berwick regarding any aspect of the CDBG Program, Assessment of Fair Housing, Section 108 Loan Guarantee Program and any



other applicable Federal programs, shall be provided a written response within fifteen (15) working days, when practicable, after the voicing of the complaint or the date that the written comment was received.

F. PUBLIC COMMENT

1. A notice shall be published in the local newspaper of general circulation that the proposed Five Year Consolidated Plan, Annual Action Plans, and Assessment of Fair Housing shall be on public display for a period of not less than thirty (30) days in order to receive resident comments prior to approval by the Borough Council.
2. Copies of the proposed plans shall be available at:
 - a. Borough of Berwick
1800 North Market Street
Berwick, PA 18603
 - b. Or the **SEDA-COG** website:
<http://www.sedacog.org/Pages/communitydevelopment.aspx>
3. The Borough of Berwick shall consider any comments or views of residents received in writing or orally at the public meetings/hearings, in preparing the final Five Year Consolidated Plan, Annual Action Plans, and Assessment of Fair Housing. A summary of all comments shall be attached to the final Five Year Consolidated Plan, Annual Action Plans, and Assessment of Fair Housing.
4. Final copies of the Five Year Consolidated Plan, Annual Action Plans, CAPER, Assessment of Fair Housing, this Citizen Participation Plan, and any Substantial Amendments shall be available at:
 - a. Borough of Berwick
1800 North Market Street
Berwick, PA 18603
 - b. Or the **SEDA-COG** website:
<http://www.sedacog.org/Pages/communitydevelopment.aspx>
5. The Borough of Berwick's staff or its designee shall distribute notices for public meetings/hearings to all groups included on the Borough of Berwick's consultation list referenced in its Five Year Consolidated Plan and Assessment of Fair Housing.



G. SUBSTANTIAL AMENDMENTS TO THE FIVE YEAR CONSOLIDATED PLAN, ASSESSMENT OF FAIR HOUSING, AND ANNUAL ACTION PLANS

1. Definition:

A substantial amendment to the Five Year Consolidated Plan and Annual Action Plan is:

- a. A change in the allocation of priorities or National Objectives;
- b. A proposal to undertake a new activity, using funds from any program covered by the Five Year Consolidated Plan (including program income received from previous year's funds), and not previously described in the annual action plan;
- c. A change in the purpose, location, or beneficiaries of a previously approved activity;
- d. The use of Program Income that was not previously allocated to an eligible activity;
- e. Deletion or elimination of a previously approved activity;

A substantial amendment to the Assessment of Fair Housing shall be required if:

- a. A major demographic change is identified within the Borough of Berwick's boundaries. The Borough of Berwick shall submit a revision to HUD within 12 months of the onset of the material change, or at such later date as HUD may provide;
- b. Significant civil rights finding(s) occur. The Borough of Berwick shall submit a revision to HUD within 12 months of the onset of the finding(s), or at such later date as HUD may provide;
- c. HUD detects a significant change(s) within the Borough of Berwick's boundaries and requires a revision(s) to be made. The Borough of Berwick shall submit a revision to HUD within 12 months of the onset of the material change, or at such later date as HUD may provide;
- d. A Presidentially declared disaster occurs that significantly impacts the Borough of Berwick's current ability to affirmatively further fair housing. The Borough of Berwick shall submit a revision to HUD within 24 months of the onset of the declaration, or at such later date as HUD may provide.



2. Procedure:

A description of the substantial amendment to the Five Year Consolidated Plan, Annual Action Plan, or the Assessment of Fair Housing, shall be published in the local newspaper of general circulation. A period of no less than thirty (30) days shall be provided to receive resident comments prior to the approval of the amendment. The date, time, and place of the public hearing/meeting shall be listed.

- a. The Borough of Berwick shall consider any comments or views of residents received in writing or orally at the public hearing, in preparing the substantial amendment of the Five Year Consolidated Plan, Annual Action Plans, or Assessment of Fair Housing. A summary of any comments or views, shall be attached to the substantial amendment of the Five Year Consolidated Plan, Annual Action Plan, or Assessment of Fair Housing.
- b. The substantial amendment shall be presented to the Borough Council after the public hearing/meeting for review and approval.

H. CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

A notification shall be published in the local newspaper of general circulation informing the public of the availability of the CAPER.

Copies of the proposed CAPER shall be available at:

- a. Borough of Berwick
1800 North Market Street
Berwick, PA 18603
- b. Or the **SEDA-COG** website:
<http://www.sedacog.org/Pages/communitydevelopment.aspx>

The Borough of Berwick shall consider any comments or views of residents received in writing or orally at a public hearing to discuss the CAPER. A period of no less than fifteen (15) calendar days shall be provided to receive comments prior to adoption by the Borough Council. The CAPER shall be presented to the Borough Council after the public hearing/meeting for review and approval of the CAPER. A summary of these comments or views shall be attached to the CAPER.

I. RESIDENT COMMENTS ON THE CITIZEN PARTICIPATION PLAN

The Borough of Berwick shall provide residents with the opportunity to comment on this Citizen Participation Plan. Copies of this proposed Citizen Participation Plan shall be available at:



- a. Borough of Berwick
1800 North Market Street
Berwick, PA 18603
- b. Or the **SEDA-COG** website:
<http://www.sedacog.org/Pages/communitydevelopment.aspx>

Substantial amendments to this plan shall follow the same procedure as the adoption of the original plan. The citizen participation plan shall be provided in a format accessible to persons with disabilities, upon request.

J. ACCESS TO RECORDS

The Borough of Berwick shall provide citizens, public agencies, and other interested parties with reasonable and timely access to records upon request.

K. EMERGENCY ACTIVITIES

During the course of implementation of the CDBG program, if the Borough of Berwick makes an emergency declaration as a result of a situation or condition that has arisen, immediate action or remediation may be taken during the specified comment period. The Borough of Berwick must publish a notice concurrently in the local newspaper of general circulation allowing residents to provide comment on the action or remediation.

SECTION IV – ADOPTION:

Adopted at the regularly scheduled meeting of the Berwick Borough Council held _____, 2016.

Attest:

Signature:

Debra Force, Borough Manager

Alvin Hill, Council President