CITY OF
MENTOR
8500 Civic Center Boulevard, Mentor, Ohio 44060-2499 • (440) 255-1100 • www.cityofmentor.com

COMMUNITY DEVELOPMENT BLOCK GRANT
CITIZEN PARTICIPATION PLAN

PARTICIPATION

Citizens of the City of Mentor shall be encouraged to participate in the development and review of the Citizen Participation Plan, Consolidated Plan and individual Action Plans. Citizen participation will also be encouraged in the reviews of the Consolidated Annual Performance and Evaluation Report (C.A.P.E.R.) and in any substantial amendments to the Action and Participation Plans. Efforts will involve low – moderate income citizens and other special needs populations, which will assure their participation at every stage of the Community Development Block Grant (CDBG) process.

Access to Information

Consolidated Plans and Action Plans will be placed for public review at Mentor Municipal Center, 8500 Civic Center Boulevard, Economic and Community Development Department and the City Manager's Office.

Anti-Displacement

The City of Mentor does not intend to use CDBG funds for the displacement of citizens living in the community. Any displacement resulting from the use of CDBG funds will be addressed using the rules, regulations and procedures of the Uniform Relocation Act (URA).

Publishing the Plan

Mentor shall publish a notice of availability in the local newspaper of general circulation regarding the Citizen Participation Plan, Consolidated Plan and Action Plans and place the full documents for review at public locations. Citizens may request a copy of the plans by submitting in writing a request to the City Manager's Office.

Public Hearings

Mentor will hold at least two public hearings on the Consolidated Plan and Action Plan. The meetings will be held at the Mentor Municipal Center, 8500 Civic Center Boulevard in City Council Chambers and another public location such as a library.

The first meeting will be used to discuss the amount of funding provided by the United States Department of Housing and Urban Development (HUD) and to let interested parties know when applications for funding need to be returned. Mentor will also use any information or comments made at this meeting to formulate the plans.

The second meeting will be held approximately 15 days after the plan outline has been published in a local newspaper of general circulation. At this meeting, projects recommended for funding will be reviewed and any questions concerning those projects will be addressed.

If required, the City of Mentor will attempt to provide interpreters for non-English speaking residents if made aware of the need at least seven days prior to the scheduled meeting date. Additional public hearings may be held, if needed.

Notice of Hearings

Notification of public hearings will be published in a newspaper of general circulation at least 14 days prior to the scheduled meeting date information regarding public hearings will also be disseminated using the local government access cable channel (MCTV) through the city's web page (www.cityofmentor.com) and The News-Herald.

Access to Meetings
All public meetings will be held in an accessible building conforming to required standards.

Comments
The Citizen Participation Plan, Consolidated Plan and Action Plan shall provide at least a thirty (30) day comment period, unless waved by HUD. All Public Hearings for the plans will provide comment sheets for written public commentary. Any substantial amendment to the plan will have a fifteen (15) day comment period at the local level with a subsequent fifteen (15) day comment period at the federal level. The total commentary period shall be thirty (30) days.

Substantial Amendments
Any new activity or additional funding of activities more than $30,000 shall be considered a substantial amendment. Any substantial amendment to the plan will have a thirty (30) day comment period at the local level. Amendments will be published as public notice in a newspaper of general circulation.

Performance Reports
Notice of the C.A.P.E.R. will be published as a public notice in a local newspaper of general circulation. Fifteen (15) days will be given for public comments. The C.A.P.E.R. will be available for public review at the following locations: Mentor Library, Main Branch, 8215 Mentor Avenue; Headlands Branch, 4669 Corduroy Road and at Mentor Municipal Center, 8500 Civic Center Boulevard, (Economic and Community Development Department; City Manager's Office). Citizens may request a copy of the plans through the submission of a written request to the City Manager's office.

Availability to the Public
A copy of the Citizen Participation Plan, Consolidated Plan, Action Plan, C.A.P.E.R., and substantial amendments will be available at the Economic and Community Development Department upon request.

Access to Records
Information and records relating to the Consolidated Plan and Action Plan may be obtained by written request to the City Manager's Office. Mentor maintains the right to limit access to any personal or financial information concerning recipients of assistance.

Technical Assistance
In the development of proposals to be considered for funding through the Consolidated Plan and Action Plans, technical assistance will be provided to aid in the submission of proposals by people of low and moderate income within the community. Assistance will take the form of individual consultations and group discussions regarding potential programs; explanations of rules and regulations regarding eligibility, funding levels, application requirements, record keeping and accountability, organizational structure and other matters related to the program's viability.

Complaints
The City of Mentor will respond to written and oral complaints received during public hearings and the public comment period for the CDBG Citizen Participation Plan, Consolidated Plan, Action Plans and the C.A.P.E.R.