

CITIZEN PARTICIPATION PLAN

PARTICIPATION

Citizens of the City of Mentor shall be encouraged to participate in the development and review of the 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 Plans. Particular attention will be paid to involve low – moderate income citizens and other special needs populations in a manner which will assure their participation at every stage of the Community Development block Grant process.

Access to Information

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

Anti-Displacement

The City of Mentor does not intend on using Community Development Block Grant (CDBG) funds for the displacement of any citizen living in the community. Any displacement resulting from the use of CDBG funds will be addressed in a fair and legal manner, adhering to the rules, regulations and procedures of the Uniform Relocation Act (URA).

Publishing the Plan

The City shall publish the Consolidated Plan and Action Plans in a local newspaper of general circulation and shall place them for public review at the aforementioned public locations. Citizens may request a copy of the plans by submitting in writing such a request to the City Manager’s Office.

Public Hearings

The City of Mentor shall hold at least two public hearings on the Consolidated Plan and Action Plans. The meetings will be held at the Mentor Municipal Center (City Hall), 8500 Civic Center Boulevard in City Council Chambers.

In the event of a pandemic or other unanticipated event that hinders accessibility, the City will utilize an online platform for public meetings and comment.

The first meeting will be used to discuss the amount of funding provided by the United States Department of Housing and Urban Development and to let interested parties know when Applications for Funding need to be returned. The City 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 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 7 calendar 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 local newspaper of general circulation at least 14 days prior to the scheduled meeting date.

Information regarding public hearings will also be disseminated through the use of the local government access cable channel (MCTV), the city's web page (www.cityofmentor.com) and, when possible, the city's Special Edition newsletter, which is mailed to every household in the city.

Access to Meetings

All public meetings will be held in an accessible building that conforms to required standards.

Comments

The Consolidated Plan and Action Plans shall provide at least a thirty (30) day comment period, unless waived by HUD. All Public Hearings for the plans will provide comment sheets for written public commentary.

Any substantial amendment to a 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 existing activities in excess of \$15,000 shall be considered a substantial amendment. Any substantial amendment to a plan will have a thirty (30) day comment period at the local level. Amendments will be published as a Public Notice in a local 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 Libraries (Main Branch, 8215 Mentor Avenue; Headlands Branch, 4669 Corduroy Road) and at Mentor Municipal Center (City Hall), 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 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 Plans may be obtained by written request to the City Manager's office. The City 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 encourage and aid in the submission of proposals by persons 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 all written and oral complaints received during Public Hearings and the Public Comment period for the Consolidated Plan, Action Plans and the C.A.P.E.R.