

City of Sterling Heights, Michigan

Citizen Participation Plan

INTRODUCTION

It is the policy of the City of Sterling Heights to ensure adequate citizen involvement in the planning, implementation, and evaluation of its housing and community development programs. The following Citizen Participation Plan (CPP) establishes the citizen participation standards for the grant programs covered by the Consolidated Plan (Con Plan) and the Annual Action Plan (AAP) the Assessment of Fair Housing (AFH) under the Community Development Block Grant (CDBG).

The Citizens Advisory Committee (CAC) was established by City Council to involve a wide segment of residents in community development affairs and to advise and recommend projects for City Council selection.

The following Citizen Participation Plan is based on the criteria established by HUD to comply with minimum standards to involve citizens in community development activities, as well as other procedural requirements to manage the Community Development Block Grant Program.

DEVELOPMENT OF THE CITIZEN PARTICIPATION PLAN AND AMENDMENTS

The City of Sterling Heights provides this Citizen Participation Plan for the purposes of providing for and encouraging public participation, emphasizing the involvement of low- and moderate-income people.

The City of Sterling Heights will make every reasonable effort to provide, CDBG files and documents to the public through the Office of the City Clerk. The City will encourage the participation of minorities, non- English speaking persons, limited English proficiency persons and persons with disabilities. Efforts may include, but are not limited to, making reports available in a format that is accessible to persons with disabilities (e.g., providing electronic, or large print copies, Braille), providing translation of notices and documents, translation services at public hearings. Such requests will require at least a five (5) working day notice so that adequate arrangements can be made.

Low- and Moderate-Income Persons

The City provides this CPP for the purposes of providing for and encouraging public participation, in the development and implementation of the Assessment of Fair Housing (AFH), the Consolidated Plan, the Annual Action Plan (APP) and the Consolidated Annual Performance Report (CAPER) emphasizing the involvement of low- and moderate-income people, especially those living in neighborhoods identified as low- and moderate income, as defined by census tract block groups.

Stakeholders

The federal regulations at 24 CFR 91.100 requires that the City of Sterling Heights consult with public and private agencies when developing and implementing the AFH and the consolidated plan.

The City of Sterling Heights will encourage the participation of local and regional institutions, Continuums of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith- based organizations in the process of developing and implementing the Consolidated Plan (Con Plan) and the Annual Action Plan (AAP) and the Assessment of Fair Housing (AFH).

Public Housing Agencies

The City of Sterling Heights will encourage, consultation with public housing agencies, the 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 AFH and the consolidated plan.

The City will provide information to the Sterling Heights Housing Commission about the AFH, AFFH strategy, and consolidated plan activities related to its developments and surrounding communities so that the Housing Commission can make this information available at the annual public hearing(s) required for the PHA Plan.

Public Involvement Techniques

The City will utilize traditional media for outreach to citizens and stakeholders including public hearings, publications in the newspaper(s) of general circulation, community meetings, and the City's website.

To reach the broadest audience, the City may also use internet-based approaches such as email, social media, and online surveys, as well as stakeholder meetings and interviews, focus groups, or other methods that encourage citizen participation during the development and implementation process for the documents covered by this CPP.

1. Citizen Comment on the Citizen Participation Plan and amendments

The City will amend the Citizen Participation Plan, as necessary, to ensure adequate involvement of the public in making decisions related to the development of the CPP.

This Citizen Participation Plan can be amended only after the public has been notified of the City's intent to modify it, and only after the public has had a reasonable chance to review and comment on proposed substantive changes. Or, during the regular consolidated planning process which provides for proper public noticing.

The Citizen Participation Plan and any proposed substantial amendments to the CPP will be made available for public review for a period of 30 calendar days prior to adoption by the City.

A substantial amendment to the CPP shall be any change that affects the size or function of the Citizens Advisory Committee or distribution of information to the citizens of Sterling Heights. The CPP will be available for at least 30 days prior to adoption by City Council. The City will provide reasonable notice to the public via the City's website and postings within City Hall. Upon request, the plan will be presented in an accessible format to persons with disabilities.

DISASTER/EMERGENCY EVENTS THAT MAY REQUIRE EXPEDITED CITIZEN PARTICIPATION PLAN AMENDMENTS: It may be necessary to expedite amendments to the Citizen Participation Plan in the event of a declared disaster or emergency. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including (1) Man-Made-disasters, (2) Natural disasters, and (3) Terrorism. Man-made disasters can include chemical spills, mass rioting, power outages, plant explosions, etc. Natural disasters can include earthquakes, tsunamis, hurricanes, tornadoes, wild fires, flooding and public health issues such as wide-spread disease such as the recent coronavirus disease 2019 (COVID-19) etc. Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyberattacks like hacking,

phishing, and virus distribution, etc. Therefore, the City may provide a 5-day notice for public comments as allowed under the HUD waiver, and use the City website to satisfy this requirement. During times of a declared disaster or pandemic such as COVID19, in person public hearings will not be required.

Virtual public hearings are acceptable. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible. In addition, during times of a national disaster or pandemic, advertisements and public notices may be made solely on the City of Sterling Heights website.

2. Development of the Consolidated Plan/Annual Action Plan and the Assessment of Fair Housing

The policies and procedures in this Citizen Participation Plan relate to specific stages of action mandated by the United States Department of Housing and Urban Development (US HUD) and the entitlement program guidelines in the fair housing and consolidated planning processes.

3. Development of the Consolidated Plan and/or Annual Action Plan

The Con Plan is a strategic plan, effective for a 3-5 year period of time. As a part of the Macomb HOME Consortium the City is required to do a detailed analysis of housing and community development needs for its Jurisdiction. The Plan sets priority goals and objectives to guide the City during the effective time period of the plan.

The Annual Action Plan is a detailed plan, outlining actions, and activities to be undertaken during the coming fiscal year.

4. Consolidated Plan/Annual Action Plan

- A. Before adoption of the Consolidated Plan/AAP, the City will inform the public of the amount of assistance the City expects to receive. This notification will usually be contained in the Proposed Annual Action Plan (AAP) and Notice of Finding of No Significant Impact that is published in the local newspaper 30 days prior to the Mayor's submission of the application for federal assistance.
- B. The City will publish a summary of the proposed Consolidated Plan/AAP via the City's local newspaper. The published plan will contain the location(s) where the plan may be viewed in its entirety.
- C. There will be at least one public hearing to solicit citizen views on activities and to provide eligibility, funding and other information essential to inform the public about the development of the Consolidated Plan/AAP. A public hearing will be held at the time when interviews and presentations are being conducted by the CAC. This hearing is held the first Monday in December.
- D. City residents will be given notice of a 30-day period to comment on the proposed Consolidated Plan/AAP. This notice will be contained in the proposed Annual Action Plan as defined in (A) above.
- E. The City Council will be provided a summary of any comments or views of citizens received in writing or orally at public hearings. These comments may include the meeting minutes from the

CAC as they relate to selection of projects.

5. Criteria for amending the Consolidated Plan/Annual Action Plan

Substantial Amendments to the Consolidated Plan/AAP requires not less than a 30-day comment period from citizens. The City will provide reasonable notice via the local newspaper. A Substantial Amendment is one which increases or decreases the original allocation of any project over 35% within a given program year or eliminates any project in the first year of its original allocation. After the first year, a project may be eliminated without public comment if the original allocation is \$10,000 or less. Any proposed changes to the Consolidated Plan/AAP that does not meet the Substantial Amendment criteria may be made internally without public notification or comment.

All comments and views of citizens received in writing or orally will be attached to the Substantial Amendment of the Consolidated Plan/AAP in actual or summary form. In addition, an explanation will be included specifying the reason(s) why opposing comments or views to the Substantial Amendment was not accepted.

DISASTER/EMERGENCY EVENTS THAT MAY REQUIRE EXPEDITED SUBSTANTIAL AMENDMENTS: It may be necessary to expedite substantial amendments to the Consolidated Plan in the event of a declared disaster or emergency. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including (1) Man-Made-disasters, (2) Natural disasters, and (3) Terrorism. Man-made disasters can include chemical spills, mass rioting, power outages, plant explosions, etc. Natural disasters can include earthquakes, tsunamis, hurricanes, tornadoes, wild fires, flooding and public health issues such as wide-spread disease such as the recent coronavirus disease 2019 (COVID-19) etc. Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyberattacks like hacking, phishing, and virus distribution, etc. These expedited substantial amendments may include funding new activities and/or reprogramming of funds including cancelling activities to meet needs resulting from a declared disaster or emergency. Therefore, the City may utilize CDBG funds to meet these needs with a 5-day public comment period instead of a 30-day public comment period which is otherwise required for substantial amendments. For CDBG funding of the Coronavirus Aid Relief and Economic Security ACT or CARES Act, the City may provide 5-day notices for public comments as allowed under the HUD waiver, and notice may be posted on the City website.

During times of a declared disaster or pandemic such as COVID19, in person public hearings will not be required.

Virtual public hearings are acceptable. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible. In addition, during times of a national disaster or pandemic, advertisements and public notices may be made solely on the City of Sterling Heights website.

6. Development of the AFH

To obtain the view of the community on AFH related data and affirmatively furthering fair housing, the City in conjunction, (when feasible) with the HOME Consortium will hold one public hearing prior to publishing the AFH for public comment.

The City will make the HUD-data and any other data to be included in the AFH, available to the public and provide reasonable opportunities for public involvement during the development of the AFH and in the incorporation of the AFH into the Consolidated Plan and Annual Action Plan as described in this CPP. The data or links to the data will be posted on the City's website as soon as feasible after the start

of the public participation process.

7. Criteria for amending the AFH

The City will revise its previously accepted AFH under the following circumstances:

A material change is a change in circumstances in the City that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. A material change includes, but is not limited to:

Presidentially declared disasters, under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.), in the City that are of such a nature as to significantly impact the steps the City may need to take to affirmatively further fair housing; Significant demographic changes; new significant contributing factors in the City; and a civil rights finding, determination, settlement (including Voluntary Compliance Agreements), or court order. Or upon HUD's written notification specifying a material change that requires the revision.

8. Citizen Comment on the Assessment of Fair Housing and amendments

Revisions to an AFH, as described in this section, are subject to community participation. The City will follow the notice and comment process applicable to Con Plan substantial amendments provided in this CPP.

Citizens will have reasonable notice and opportunity to comment on the Con Plan, and AAP (or the final AFH as applicable) or any substantial amendment or revisions.

A public notice explaining the nature of, and reasons for, the amendment or revision and, a public hearing. The notice will be published in a newspaper of general circulation, and will advise the public of the date, time and venue for the hearing. Citizens will be provided at least thirty (30) days for public comment before such amendments are implemented or the revision to HUD is submitted to HUD for review.

Comments or views received (oral, written or electronic), as they pertain to the Con Plan, and AAP (or the final AFH as applicable) or any substantial amendment or revisions to the same from residents will be given consideration before submission to HUD. A summary of comments and how they were considered will be attached to the Con Plan, and AAP (or the final AFH as applicable) in conformance with HUD regulations.

9. Performance Reports

Every year the City must submit to HUD the Consolidated Annual Performance Evaluation Report (CAPER), within 90 days of the close of the program year.

The Annual Performance Report will be made available for review and comment. Notice will be made in accordance with the procedures described earlier in this Citizen Participation Plan and provide at a minimum the following:

The City shall provide 15 days advance notice of and availability of a proposed Annual Performance Report before there is a public hearing regarding the Annual Performance Report.

A complete copy of the Annual Performance Report will be made available to the public. Copies will also be made available at locations as indicated in this Citizen Participation Plan under Availability to

the Public.

The City will hold a public hearing regarding the Annual Performance Report.

A public hearing will be conducted by the Citizens Advisory Committee in the interest of public accountability.

Public comments will be accepted during a fifteen (15) day comment period described in the public notice.

In preparing the City's Annual Performance Report for submission to HUD, careful consideration will be given to all comments and views expressed by the public, whether given as verbal comment at the public hearing or submitted in writing. The Annual Performance Report sent to HUD will have a "public comment" section that presents all comments and staff explanations.

10. Public Hearing

The CAC will hold at least two public hearings per year to obtain citizen's views and to respond to proposals and questions. The hearings must address housing and community development needs, development of proposed activities, and review of program performance. At least one of these hearings must be held before the proposed Consolidated Plan is published for comment. The public hearing defined in subsection (4c) satisfies the requirements to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs.

The City will publish a notice of public hearing in the local newspaper at least fourteen days prior to the public hearing.

Public hearings will be held at a place and time convenient to potential and actual beneficiaries and with accommodation for persons with disabilities. The hearings will be held at a city-owned public facility accessible to persons with disabilities such as City Hall, the Police Department, the Library, or the Fire Administration Building. Furthermore, public hearings will be conducted after 5:00 p.m. local time.

The City will obtain a person of appropriate bilingual skills when it has prior knowledge that a significant number of non-English speaking residents can be reasonably expected to participate at a public hearing.

The City will provide reasonable and timely access to Citizens Advisory Committee meetings by holding the regular meetings at times based on the times and schedules determined by the CAC.

During times of a declared disaster or pandemic such as COVID19, in person public hearings will not be required.

Virtual public hearings are acceptable. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible. In addition, during times of a national disaster or pandemic, advertisements and public notices may be made solely on the City of Sterling Heights website.

11. Availability to the public

The city will retain files containing the adopted Consolidated Plan, Substantial Amendments, and the CAPER. These files and documents will be available to the public upon request through the Office of the City Clerk. Alternative formats are available for persons with disabilities, upon request. The City shall provide a reasonable number of free copies to citizens upon request.

12. Access to records

Information and records relating to the Consolidated Plan, such as the Five-Year Consolidated Plan development process, and the City's use of assistance under the programs covered by this part during the preceding five years such as past Consolidated Annual Performance Evaluation Reports will be available through the City Clerk's Office.

13. Technical Assistance

The City will provide technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan.

14. Complaints

The City will provide a written response to written citizen complaints within an established period of fifteen working days. In cases where fifteen working days are not sufficient time to provide a written response, the City will inform the citizen of the delay in writing within fifteen days of the original complaint.

15. Anti-Displacement and Relocation Plan

The City's intent is to minimize displacement by carefully reviewing and analyzing its options to achieve the stated goals and objectives of a particular plan. Rehabilitation of structures will be encouraged and displacement will occur only as a last resort, or when necessary. If federal monies are utilized for projects and activities that result in displacement, the City of Sterling Heights will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended. Where federal funds are not used and displacement is proposed, the City will be available for consultation and referral assistance; no funds will be available for any kind of relocation activity.

Role of the Citizens Advisory Committee:

ARTICLE I: COMMITTEE STRUCTURE

The CAC shall consist of seven members appointed by the City Council. Vacancies arising by operation of Charter § 4.05 shall be filled by appointment in the same manner. Members shall be appointed for a one-year term. Members of the CAC shall serve without compensation. All meetings of the CAC shall be conducted in accordance with Michigan's Open Meeting Act, MCL 15.261, et seq, as amended. For purposes of establishing a quorum to act at a meeting, a majority of the CAC members appointed and serving must be present. Members' attendance shall conform with the requirements established by the City for boards and commissions, a copy of which shall be provided to members at the time of appointment.

ARTICLE II: ELECTION OF OFFICERS

Officers shall be nominated and elected at the first regularly scheduled meeting or public hearing usually in the month of October, by most votes. The election process shall begin with the office of "Chair" (Chairman or Chairwoman), followed by Vice-Chair, and then the Secretary. Officers are elected for a term of one year or up to the first regularly scheduled meeting or public hearing, whichever comes first.

ARTICLE III: VACANCY OF OFFICERS

A. Vacancy of the Office of Chairman

1. The Vice-Chair becomes the Chair of the Commission for the balance of the Chair's term of office.
2. The Vice-Chair, in becoming the Chair and accepting the duties of the Chairship, vacates the office of Vice-Chair and the office shall remain vacant until a nominee is elected by most votes.

B. Vacancy of the Office of Vice-Chairman

1. The Chair shall call a special election to fill a vacancy for Vice-Chair that shall be held within thirty days of the occurrence of said vacancy.

C. Vacancy of the Office of Secretary

1. The Chair shall call a special election to fill a vacancy for Secretary that shall be held within thirty days of the occurrence of said vacancy.

ARTICLE IV: DUTIES OF THE OFFICERS

Section 1: The Chair

1. The Chair shall be the chief officer of the Commission and shall preside at all meetings of the Commission.
2. The Chair shall provide, by volunteer or appointment, for an adequate number of committee members to serve on Subcommittees for press releases, cable releases, and the like. The Chair shall also serve as ex-officio member of all subcommittees.
3. The Chair shall maintain the role of Citizens Advisory Commissioner and vote on all resolutions.
4. The Chair may review any or all meeting minutes prior to submission to the Planning Commission and City Council.
5. The Chair shall be the official representative of the CAC at City Council meetings.

Section 2: The Vice-Chair

1. In the event that the office of Chair becomes vacant by resignation or otherwise, the Vice-Chair shall serve as Chair for the remainder of the elected term.
2. In the event of the absence or the inability of the Chair to discharge the duties of the office, such duties shall devolve upon the Vice-Chair during such disability of the Chair.

Section 3: The Secretary

1. The Secretary shall sign the official meeting minutes of all meetings and public hearings and have access to the official minute books and records.
2. The Secretary shall perform the usual functions such as contacting other commissioners as a reminder for meeting times and such other duties as the Chairman or Commission may direct.
3. In the event of the absence or inability of the Chair and Vice-Chair to discharge the duties of the Chair, such duties shall devolve upon the Secretary during such disability of the Chair and Vice-Chair.

ARTICLE V: PARLIAMENTARY AUTHORITY

A. For meetings of the Citizens Advisory Committee, "Robert's Rules of Parliamentary Procedure" shall govern in all cases in which they are not inconsistent with the standing rules and orders of the Committee and not contrary to any existing laws of the State of Michigan.

INTRODUCED BY Chris McLeod May 19, 2020

ADOPTED BY Citizens Advisory Committee May 4, 2020

ADOPTED BY City Council May 19, 2020

EFFECTIVE May 19, 2020