

City of Columbia  
COMMUNITY DEVELOPMENT  
CITIZEN PARTICIPATION PLAN

## **I. PURPOSE**

This citizen participation plan provides for citizen input in the process of allocating resources that, when done effectively, will have a positive impact on people's lives. In the context of this plan, these resources are being provided primarily, by federal, state, and local governmental sources, in coordination with ongoing private and not-for-profit organizations. The results of the process will be used to help the City Council, advisory boards and city staff make better decisions concerning the allocation of these various resources. These processes will be detailed in the City's Consolidated Plan document for the five year planning period of 2005 through 2009. All citizens are encouraged to take part in all stages of the Consolidated Planning process and in other City sponsored community development activities. This Citizen Participation Plan will formally designate structures, procedures, roles, and policies to be followed by program participants.

A secondary purpose and timing of this Plan is to implement federal regulations regarding citizen participation for the Consolidated Planning process described by Title 24 CFR 91.105 of the Housing and Community Development Act of 1974, as amended. Nothing in this Plan shall restrict the responsibility and authority of the City of Columbia (City) from developing and executing its Consolidated Plan. This document may be amended by the City Council, as needed.

The Department of Planning and Development is the office where all documents, meeting announcements, and information concerning the Consolidated Plan are available to the general public. Office hours are from 8:00 - 12:00 and 1:00 to 5:00 Monday through Friday. Copies of the original plan, annual plan, amendments to the plan and performance reports are available to the general public free of charge at this location with the most recent version of these documents available on the department's website. The department is accessible to those that are physically impaired. The address of the department is:

Department of Planning and Development  
P.O. Box 6015, 701 E. Broadway  
Columbia, Missouri 65205  
(573)874-7239  
TTY for hearing impaired: (573) 874-6364  
FAX: (573) 874-7546  
Website:

## **II. CITIZEN PARTICIPATION METHODS**

In order to encourage citizen participation during the development of the Plan and the five year Plan period, the following methods and opportunities will be employed to obtain citizen input from various groups, organizations and/or individual citizens.

### **City Staff**

*Department of Planning and Development:* The City's Neighborhood Specialist provides a conduit within the City Department of Planning and Development to field citizen comments on issues in the Consolidated Plan of interest to neighborhood based organizations. The Neighborhood Specialist attends events and meetings where there is a reasonable expectation of significant citizen input concerning the goals and objectives of the Consolidated Plan. The Neighborhood Specialist reports back to the Community Development Coordinator where comments will be compiled and brought to the attention of the Community Development Commission and/or other city officials charged with developing or implementing the Consolidated Plan. Cards shall be available at neighborhood and community events concerning community development goals and objectives suggested through the Consolidated Plan development process. These cards may be provided to the Neighborhood Specialist or mailed in at a later date to the Department of Planning and Development. Cards requesting input will also be available in Spanish and distributed to organizations representing persons of Hispanic Ethnicity.

The Neighborhood Specialist shall also be available for events and meetings sponsored by neighborhood organizations representing lower income neighborhoods and areas eligible for CDBG funds. The Neighborhood Specialist will attend the annual meetings of neighborhood associations and will employ methods to obtain citizen input, as directed by the advisory organizations described below. All such information obtained shall be compiled by city staff and provided to the Community Development Commission and/or other city officials.

*Columbia Housing Authority:* All information regarding meetings and events held where the City will take input concerning the priorities, goals, and objectives of the Consolidated Plan will be provided to the Columbia Housing Authority for the purpose of encouraging resident input in decision making regarding the plan. The Housing Authority will include information regarding the City's Consolidated Plan and subsequent annual plans at the public hearing required for its Comprehensive Grant program. Information provided by the Columbia Housing Authority and their residents will be compiled by the Department of Planning and Development for input into its Consolidated Plan process.

### **Public Meetings**

*Columbia City Council:* The City Council will hold public hearings to approve this Plan and other documents as outlined in this Plan. Upon request, through a form available at the City Clerk's office and on the City's website, any citizen may also appear before the City Council to express their opinions of any Community Development activity. All public hearing notices will be published 7 - 14 days prior to each hearing in a daily newspaper of wide circulation. All Council hearings will be held in the City Council chambers, located on the 4<sup>th</sup> Floor of the City Building, 701 E. Broadway, in the evening. The Council Chambers are accessible by elevator. Prior to each public hearing, upon publication of each public hearing notice, a comment period will begin where written comments may be provided to the Department of Planning and Development and submitted to the Council. Additional comments may be provided orally at the public hearing. The City will respond to all such comments, as appropriate. All comments expressed in writing or at the public hearing shall be submitted to the Department of Housing and Urban Development with the Plan, amendment, or report, along with the City's response as to why the comments were accepted or rejected.

*Community Development Commission:* The City's Community Development Commission, a nine member body appointed by the City Council, allows public comments at any of its meetings. The Community Development Commission will be the primary organization that advises the Department of Planning and Development in preparation of Consolidated Plan documents and will make recommendations to the City Council regarding the adoption of the Consolidated Plan and Annual Community Development Block Grant funding allocations. Meeting notices and agendas are posted on the media bulletin board outside of the Council Chambers and on the Planning Department's website approximately one week prior to the meeting. Citizens are encouraged to attend these meetings and are provided an opportunity for input on specific topics during the meeting or on any community development topic toward the end of each meeting. Recent meeting minutes are posted on the City's website. The Community Development Commission shall hold public hearings, as outlined in this document, to specifically solicit public input on various aspects of the City's Community Development activities. Hearing notices will be published in the newspaper and on the City's website, seven to fourteen days in advance of each public hearing.

*Commissions and Committees:* As described in the section below, the Housing Market Analysis Steering Committee, Community Development Commission, and Community Services Advisory Commission will employ methods to solicit public input. Methods employed by these groups may include focus groups, surveys, and other methods deemed to be appropriate by the Commission or Committee. The Housing Market Analysis Steering Committee and Community Services Advisory Commission shall provide report to the Community Development Commission concerning the results of their citizen participation efforts.

*Accessible meetings:* All meetings and events held where the City will take input concerning priorities, goals, and objectives of the Consolidated Plan will occur at locations that are accessible to those that are physically disabled. Upon request, this plan shall be available on audio tape for persons who are visually impaired.

### **Website**

The City will provide a website that complies with federal accessibility standards. The site will include all approved documents as provided in this plan, and shall include all other documents that are out for public comment. The site includes minutes of all recent CDC meetings and agendas for these meetings. The site will also allow places where an on-line survey may be conducted where requested by the Community Development Commission.

*Online Feedback:* The City provides a mailbox on the City's website for citizen comment concerning any community development topic or resource allocation. The website address is

### **III. DEVELOPMENT OF THE FIVE YEAR CONSOLIDATED PLAN**

The City recognizes that the scope of the Consolidated Plan is broad and must include advisory groups representing various constituencies with a stake in the plan. Therefore, during the process of developing the five year plan, various commissions, committees, and focus groups will be established for the purpose of analyzing data collected, soliciting and reviewing citizen input received on the plan, and providing recommendations to the Community Development Commission

and City Council concerning the priorities and objectives of the plan. The various commissions and committees will contain members that have knowledge and represent clientele within the various subject areas. The Housing Market Analysis Steering Committee and Community Services Advisory Commission may have at least one liaison member from the Community Development Commission to foster the flow of information and coordination of activities. The following three topics will be addressed through the Commission or Committee designated to address the topic:

- **Housing:** The Housing Market Analysis Steering Committee will develop recommendations concerning the housing section of the Consolidated Plan, including housing market conditions, housing gaps and unmet needs, housing for special needs populations, barriers to affordable housing, lead-based paint, public housing, and housing for the homeless. The steering committee will include approximately 12 members, with at least one member appointed from the Board of Realtors, Homebuilders Association, Regional Economic Development Inc., Chamber of Commerce, and the Columbia Housing Authority. Two members shall be appointed from the banking community and at least two members shall be appointed from interested neighborhood associations or not-for-profit housing development organizations. Three additional members may be appointed to include persons knowledgeable in homeless issues and other matters affecting low income persons.
- **Public Improvements and Community Facilities:** The Community Development Commission will develop recommendations concerning public infrastructure improvements such as streets, sidewalks, parks, and utilities that are contained within the community and economic development and homeless sections of the Plan. The Community Development Commission will also develop recommendations concerning community buildings and facilities that are contained within the community and economic development and homeless sections of the Plan.
- **Community Services:** The Community Services Advisory Commission will develop recommendations concerning supportive services for the housing, anti-poverty and homeless services sections of the plan.

The Housing Market Analysis Steering Committee, Community Development Commission, and Community Services Advisory Commission will perform the following tasks:

1. Establish a scope of work and timetable for completing this work within the time frame required.
2. In cooperation with City staff, select citizen participation methods to obtain feedback and data for established issue areas and compile this data.
3. Based on citizen feedback and committee expertise, identify needs and priorities for each issue area and provide a report to the Community Development Commission for presentation at a public hearing.
4. Develop suggested outcomes, performance targets and evaluation methods for priority areas.
5. Develop a final report for presentation to the Community Development Commission at a public hearing.

The Housing Market Analysis Steering Committee, Community Development Commission, and Community Services Advisory Commission will meet as needed and as data and citizen comments become available and shall meet a minimum of three times to discuss the topics assigned. Notices for all meetings of these three entities shall be posted at the City Building with a time and place for these meetings. All citizens are invited to attend, although comments from the general public shall be limited to the extent allowed to ensure their required work is completed in a timely manner.

### **Establishing Needs and Priorities**

The Community Development Commission (CDC) shall hold a meeting during the first quarter of 2004 whereby the Housing Market Analysis Steering Committee and Community Services Advisory Commission shall each present a report detailing community development needs and priorities in their respective issue areas as identified by research and citizen feedback. Committee reports shall also include recommended objectives, performance outcomes and evaluation methods to measure results for priority areas to be included in the plan document. A public hearing on community development needs shall be held by the Commission following presentation of these reports to make recommendations regarding needs and priorities to be included in the Plan

### **Objectives and Measurable Results**

During the second quarter of 2004, based upon the needs and priorities established, and based upon the objectives and measurable results suggested by the issue committees, the Community Development Commission shall hold a public hearing and prepare a list of recommended objectives and measurable results for inclusion in the Consolidated Plan document.

### **Implementation Strategies**

During the third quarter of 2004, the Community Development Commission shall hold a public hearing on implementation strategies of the Consolidated Plan to meet the objectives of the plan. The hearing will solicit input on specific activities that might be included in the plan and comments on activities that have been previously suggested. Based upon this hearing, the Commission shall develop recommendations on the types of activities necessary to meet the objectives. The Commission shall make an attempt to approve activities that minimize the relocation and displacement of persons in accordance with an Antidisplacement Plan attached, and incorporated by reference into this plan document.

### **Plan Approval**

Based upon Community Development Commission recommendations and HUD requirements, staff shall prepare a draft version of the plan to be forwarded to the City Council, City Manager, Boone County Commission, Basic Needs Coalition, Community Services Advisory Commission, and Columbia Housing Authority for review, comment and suggested changes. After making any needed changes, a final version of the plan shall be forwarded to the Council for consideration at a public hearing. The City Council shall review the plan, and after making any changes deemed necessary, shall adopt the Consolidated Plan for the 2005-2009 program period. The public hearing notice shall contain a summary of the amount and type of funding sources contained within the plan document. The comment period for the general public on the final plan document shall begin upon

publication of a notice in the newspaper and shall end thirty days after that notice is published. The Council shall review any final comments and make changes that are deemed appropriate, prior to the submission of the plan to the Department of Housing and Urban Development.

#### **IV. CITIZEN PARTICIPATION FOR ANNUAL PLAN YEARS 2005 - 2009**

The City's five year Consolidated Plan document identifies the needs, priorities, objectives, strategies, activities and measurable results that provide a framework for each subsequent year's funding. The Annual Plans will provide for specific activities and locations of the activities that will implement the strategies and the resources that will be used to meet the objectives specified in the Plan.

Each Annual Plan will define what previously specified needs and priorities will be met during the proposed fiscal year. City staff shall prepare a summary of the annual plan year that specifies the amount of CDBG, HOME, Housing Opportunities for Persons with AIDS and Emergency Shelter Grant assistance the City expects to receive, and range of activities that will be undertaken, including the estimated amount of funds that will benefit low to moderate income persons. For each Annual Plan, a public hearing will be held by the Community Development Commission to define the needs in the five year Consolidated Plan that will be addressed for the proposed year. The results of the hearing and comments from the Commission will be forwarded to the City Council for their review. The Community Development Commission shall develop criteria for rating applications for CDBG and HOME funding based upon the needs specified in the Consolidated Plan. The discussion will include a review of the Annual Performance Report for the previous fiscal year and what is needed for the next fiscal year. Prior to a review of proposals, the Community Development Commission shall solicit public input at one or more hearings on proposals received for CDBG funding for the proposed fiscal year. The Community Development Commission shall approve a CDBG budget to be sent to the Council for inclusion in their budget process.

The City Council shall hold two hearings regarding the City's Annual Plan. The first hearing shall be a budget hearing, which includes all CDBG activities. The comment period for this hearing shall begin upon the publication of a notice in the paper, and shall end on the date the budget is adopted. A second hearing shall be held by the City Council to consider the City's Annual Plan document. The public hearing notice shall contain a summary of the activities to be implemented and funding sources contained within the plan document. The comment period for comments from the general public on the final plan document shall begin upon publication of a notice in the newspaper and shall end thirty days after that notice is published. The Council shall review any final comments and make changes that are deemed appropriate in the Plan, prior to the submission of the plan to the Department of Housing and Urban Development.

#### **V. AMENDMENTS TO THE PLAN**

The following sections provide for a citizen participation process involving a "Substantial Amendment" to the Consolidated Plan. A substantial amendment occurs whenever one of the following actions take place:

1. An activity included in the plan is proposed to be deleted;

2. A new activity is proposed to be added to the plan;
3. The City Council makes a change in its allocation priorities or a change in its method of distributing funds;
4. An activity not previously described in the action plan is to be funded using funds from any program covered in the Consolidated Plan (including program income);
5. The purpose, scope, location, or beneficiaries of an activity are to be changed.

The following criteria will be used to define purpose, scope, location, and beneficiaries:

- A change in the *purpose* occurs when the activity will serve a purpose other than what was originally intended. In order to clarify purposes, the following categories are established:
  1. Housing
  2. Public Infrastructure
  3. Community Facilities
  4. Community Services
  5. Planning and Administration
  6. Economic Development (job creation)
  7. A change in the national objective
- A change in the *scope* of the activity will occur when the cost of the activity is reduced or increased by more than 50% or the measurable quantities of the activity are increased by more than 50%.
- A change in the *location* of an activity occurs when either of the following takes place:
  1. A targeted area is increased or reduced by more than 50% of the original area;
  2. A change in project location will eliminate the use of the project by more than 50% of the original project beneficiaries.
- A change in *beneficiaries* occurs when the location stays the same, but more than 50% of the originally targeted beneficiaries will no longer benefit from the project.

A public hearing shall be held by the City Council to consider all substantial amendments to the Consolidated Plan. A public comment period shall begin on the date the notice is published and will close 30 days after the notice is published. Any comments received shall be considered by the City Council before the amendment is submitted to the Department of Housing and Urban Development.

## **VI. PERFORMANCE REPORTS**

The Department of Planning and Development shall prepare a performance report after the completion of each Annual Plan year concerning the extent to which the objectives of the previous plan year were achieved in accordance with the measurable results presented in the Consolidated Plan document and through other means, as appropriate. A public hearing shall be held to obtain citizen comment on what was accomplished during the plan year. The City shall accept comments on the City's performance during a fifteen day comment period beginning on the day a public hearing notice is published. The report and comments shall be considered by the Community

Development Commission in developing their goals and objectives for the succeeding plan years. The City's performance will also be reviewed through a survey of applicants for CDBG and HOME funding to make comments on the application, evaluation and approval process.

## **VII. TECHNICAL ASSISTANCE**

The Department of Planning and Development shall provide technical assistance to organizations seeking assistance for funding through programs described in the Consolidated Plan document. The following technical assistance will be provided:

- An annual application training session open to the general public concerning the basic elements of the CDBG and HOME program and how to fill out the application.
- Organizations may visit with Planning Department staff to receive assistance in preparing their application and to ensure the applications meet the eligibility requirements of the funding source.
- Staff will provide assistance, as is appropriate, to organizations and lower income persons to apply for assistance not administered by the Planning Department, but mentioned in the Consolidated Plan document. Such assistance shall be provided through referrals or provision of needed information.
- The Community Development Coordinator is available to assist Community Housing Development Organizations to develop the capacity to undertake HOME - CHDO eligible projects and make necessary organizational changes to qualify as a CHDO.
- The Community Development Division publishes a newsletter, not less than twice annually, concerning various programs, best practices, and schedules of community development activities and application deadlines.
- The Community Development Division provides assistance to applicants in obtaining needed data to develop supporting information for applicants.

## **VIII. COMPLAINTS**

All written complaints shall be responded to within 15 days of the receipt of the complaint by the City. The following is the procedure to lodge such a complaint:

Step 1. Any person wishing to lodge a complaint concerning the City's Consolidated Plan, Annual Plans, amendments, or Performance Report shall provide the complaint in written form and addressed to Community Development Coordinator, City of Columbia, P.O. Box 6015, Columbia, Missouri 65205 .

Step 2. If the person does not get a satisfactory response from the Community Development

Coordinator, the complaint shall be addressed to the Director of Planning and Development with a statement that the Community Development Coordinator did not give a satisfactory response. The complaint shall also be in written form and sent to the Director of Planning and Development at the address shown above.

- Step 3. If the person does not get a satisfactory response from the Director of Planning and Development, the complaint shall be addressed to the City Manager with a statement that the Director of Planning and Development did not give a satisfactory response. The complaint shall also be in written form and sent to the City Manager at the address shown above.
- Step 4. If the person does not get a satisfactory response from the City Manager, he or she may request that the complaint be included as an item on the agenda of a regularly scheduled City Council meeting for hearing, using the "Request for Public Comment Form" available on the City's website. A record of this meeting and any action taken by the City Council will be maintained.
- Step 5. If the complainant does not receive a satisfactory response from the City Council, he or she may submit the complaint to the St. Louis Field Office of the U.S. Department of Housing and Urban Development (HUD), Attention, Area Director, Robert A. Young Federal Building, 1222 Spruce Street - 3<sup>rd</sup> Floor, St. Louis, Missouri 63103-2836. The City will forward all letters and records of meetings relative to the complaint to HUD upon request.

All complaints shall be submitted on a form provided by the Department of Planning and Development and shall be signed by the complainant or complainants. This form shall be available at the offices of the Department of Planning and Development.