

# **Citizen Participation Plan**

**For the**

## **City of Tulsa, Oklahoma**

This plan provides an outline of the citizen participation process and includes input from citizens and interested parties received through the public comment and hearing process. This plan supersedes any other existing Citizen Participation Plans for the City of Tulsa and will be implemented upon adoption to comply with the Consolidated Plan citizen participation requirements. This plan will be reviewed each fiscal year for regulatory and statutory compliance.

The City Council is the governing body of the City of Tulsa in matters related to the Consolidated Plan and associated housing and community development programs for the City of Tulsa, including Guaranteed Loan Funds. This body is composed of nine elected members representing nine council districts and makes final determinations regarding funding allocations.

The Mayor is the Chief Executive and Administrative Officer of the City of Tulsa and in matters related to the City's Consolidated Plan is authorized by the City Council to execute and submit all documents necessary for the City's Consolidated Plan and/or any application for Guarantee Loan Funds.

### **Objectives:**

The goal of the City's Citizen Participation Plan is to encourage active citizens' involvement in the Consolidated Plan and Action Plan development and implementation. Inclusive of a wide range of providers, citizens, advocacy groups, public and private agencies and community leaders. The Department of Grants Administration administers several federal grant and loan programs from the U. S. Department of Housing and Urban Development (HUD) which funds housing, emergency shelter, economic development, infrastructure improvement, neighborhood revitalization and social service activities, among others. Each grant or loan program is required to invite public comment prior to the expenditure of funds to determine needs, establish funding priorities, and at the end of the program year, assess program performance. Some of the programs administered include the HOME Investment Partnerships (HOME), Section 108 Guaranteed Loan Funds (Guaranteed Loan Funds), Emergency Shelter Grant (ESG), Community Development Block Grant Program (CDBG), and Housing Opportunities for People with Aids (HOPWA).

The intent of the Citizen Participation Plan is to provide clear guidelines citizens may follow in order to play a role in the community development planning

process. In so doing, the City addresses the spirit of citizen participation requirements as defined in the Consolidated Plan and related regulations. In addition, the Citizen Participation Plan provides a means of fulfilling the City of Tulsa's commitment to further citizen involvement, with neighborhoods as the focal point of their involvement.

## **I. Encouragement Of Citizen Participation**

The City provides for and encourages citizen participation in the development of the Consolidated Plan, Annual Plan, Guaranteed Loan Funds Application, substantial amendments to the Consolidated Plan, Annual Plan or Guaranteed Loan Funds Application, and Consolidated Annual Performance Report (CAPER). Low and moderate-income persons who reside in areas where the Consolidated Plan program or Guaranteed Loan Funds are proposed to be used are encouraged to participate. This also includes residents of public and assisted housing, non-English speaking persons, and persons with disabilities.

Council members and designated City of Tulsa staff will conduct and/or participate in workshops, subcommittee meetings, and public hearings.

This will be accomplished by the following procedures.

1. Providing frequent and timely (at least 10 working days) public notice of Consolidated Plan, Annual Plan, Guaranteed Loan Funds Application, substantial amendments to the Consolidated Plan, Annual Plan or Guaranteed Loan Funds Application and CAPER activities through:
  - Press releases and legal notices in a local newspaper of general circulation and at least one minority-owned newspaper
  - Posting at City Hall
  - Posting on the City of Tulsa Website
  - Mailing notices to past program applicants, Tulsa Housing Authority, service providers, and Planning District Chairs for dissemination.
2. Conducting public hearings to solicit input and comments from citizens on the following proposed documents:
  - Consolidated Plan
  - Annual Plan
  - Guaranteed Loan Funds Application
  - Substantial amendments to the Consolidated Plan, Annual Plan, or Guaranteed Loan Funds Application
  - CAPER

Public hearings will be posted and advertised with adequate advance notice to citizens and contain enough information so the public will understand the event being announced. Hearings will be held at locations convenient for most low-income people.

Public hearings will be conducted after normal business hours to solicit input from citizens on proposed Consolidated Plan, Annual Plan, Guaranteed Loan Funds Application, substantial amendments to the Consolidated Plan, Annual Plan, or Guaranteed Loan Funds Application, and CAPER.

City Council allocation committee meetings, which generally occur during normal business hours, will be held at City Hall at OTC located at 175 East 2<sup>nd</sup> Street.

3. The City will publish the proposed Consolidated Plan, Annual Plan, Guaranteed Loan Funds Application, substantial amendments to the Consolidated Plan, Annual Plan or Guaranteed Loan Funds Application, and CAPER in draft form for comments. A reasonable number of free copies will be provided to citizens and groups upon request. Copies of draft documents will be available for review as follows:

- City Clerk office
- INCOG
- City/County Library Branches - Central Library and all regional libraries (addresses will be published in the public notice)
- City of Tulsa website

4. Time frames for the public to provide comments in writing will be as follows:

<b>Proposed Documents</b>	<b>Comment Period</b>
<b>a. Consolidated Plan/Annual Plan and any substantial amendments to the plan</b>	<b>30 days</b>
<b>b. Guaranteed Loan Fund Applications and any substantial amendments to the application</b>	<b>10 Working (remove or revise to be consistent with format) Days</b>
<b>c. CAPER</b>	<b>15 days</b>

All comments or views of citizens received in writing, or orally at the public hearings, will be considered when preparing the final Consolidated Plan, Annual Plan, Guaranteed Loan Funds Application, substantial amendments to the Consolidated Plan, Annual Plan or Guaranteed Loan Funds Applications, and CAPER. A summary of these comments and a summary of any comments or views not accepted and the reasons therefore, shall be included in the final document.

## **II. Information To Be Provided in the Draft Consolidated Plan, Annual Plan and Guaranteed Loan Fund applications**

Prior to the adoption of the Consolidated Plan, the City will make available to citizens, public agencies, and other interested parties appropriate information that includes at a minimum:

1. The amount and type of assistance the City expects to receive (i.e., Community Development Block Grant, HOME, Emergency Shelter, HOPWA Grant, Guaranteed Loan Funds, etc.), including any program income anticipated to be generated from program activities;
2. The range of activities that may be undertaken with Community Development Block Grant, HOME, Emergency Shelter Grant, HOPWA, and Guaranteed Loan Funds Application, including the estimated amount that will benefit persons of low- and moderate-income and the use of Community Development Block Grant funds in conjunction with Guaranteed Loan Funds;
3. Plans to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance the City will make available. Such information will be made available upon request and will be included in the Consolidated Plan and/or any Guaranteed Loan Funds Application as a Certification; and
4. Plans to apply for, or continue utilizing, Guaranteed Loan Funds Application and a description of Community Development Block Grant funds used in conjunction with said Guaranteed Loan Funds.

## **III. Criteria For Substantial Amendments To Consolidated Plan, Annual Plan or Guaranteed Loan Funds Application**

The following changes will be considered substantial and will require an amendment under the following conditions:

Consolidated Plan

- 1) Purpose or beneficiaries of proposed projects changes
- 2) Budget of any fiscal year Consolidated Plan changes by more than 25%

The public will be provided with reasonable notice of any such amendments as established in section I above.

#### Guaranteed Loan Funds

- 1) Purpose, beneficiaries, or proposed location of project changes
- 2) Budget of any Guaranteed Loan Funds project changes by more than 20%
- 3) Size of any real estate project increases or decreases by 20%

The public will be provided with reasonable notice of any such amendments as established in section I above.

### **IV. Performance Reports**

Citizens will be provided with reasonable notice and opportunity to comment on the Consolidated Annual Performance Report (CAPER) as established in section I above.

The City will consider any comments or views of citizens received in writing, or orally at public hearings, in preparing the CAPER. A summary of these comments or views shall be included in the final document.

### **V. Public Hearings**

The City will conduct the following public hearings:

- Three (3) public hearings per year, at different stages of the program year, to obtain citizens' views on the Consolidated Plan or Annual Plan
  - The first public hearing will be held prior to the development of the Consolidated Plan/Annual Plan in order to obtain views of citizens, public agencies, and other interested parties. The purpose will be to discuss housing and community development needs, including priority non-housing community development needs, identify resources, formulate proposals, and respond to questions and comments.
  - A second public hearing will be held before the City Council after a draft document has been completed for the purpose of public comment prior to submitting a final

Consolidated Plan/Annual Plan to HUD. At this hearing citizens will have an opportunity to receive and comment on the proposed use of program funds.

- A third public hearing will be held for the CAPER for the purpose of assessing program performance.
- At least two (2) public hearings will be held at different stages of the City's Guaranteed Loan Funds Application process.
  - The first public hearing will be held prior to the development of the application in order to solicit input from citizens, public agencies, and other interested parties.
  - A second public hearing will be held before the City Council after a draft document has been completed for the purpose of public comment prior to submitting a final Guaranteed Loan Funds Application to HUD. During the hearing, citizens will be informed how the City plans to use the program funds in the future. Citizens will have the opportunity to comment on the planned uses of the program funds.
- At least one (1) public hearing will be held before the City Council for any Substantial amendments to the Consolidated Plan, Annual Plan or Guaranteed Loan Funds Application

## **VI. Meetings**

Citizens will be provided with reasonable and timely access to local meetings. "Reasonable and timely" shall be defined as (10) ten working days notice, where possible, through posting at City Hall, on the City of Tulsa website, email to established mailing lists, and news releases. If a citizen is interested in staying abreast of a particular project(s), it is in his/her best interest to contact the Department of Grants Administration.

Some meetings of "working groups," as they relate to specific projects, may convene on short notice at the discretion of the group leader. In those instances, the public is advised to contact the Department of Grants Administration or Human Rights Department if there is a question regarding meeting dates, times, and places.

## **VII. Availability to the Public**

The requirement for publishing will be considered met by publication of a summary of the documents and making copies available of the proposed Consolidated Plan, Annual Plan, Guaranteed Loan Funds Application, substantial amendments to the Consolidated Plan, Annual Plan or Guaranteed Loan Funds Applications, and CAPER in draft form.

The summary will describe the contents and purpose of the Consolidated Plan, Annual Plan, Guaranteed Loan Funds Application, substantial amendments to the Consolidated Plan, Annual Plan or Guaranteed Loan Funds Applications, and CAPER. It will also include a list of the locations where copies of the entire document may be examined. Materials in a form accessible to individuals with disabilities will be made available upon request.

## **VIII. Access to Records**

The City of Tulsa will ensure that citizens, public agencies, and other interested parties will be given reasonable and timely access to information and records relating to the Consolidated Plan, Annual Plan, Guaranteed Loan Funds Application, and substantial amendments to the Consolidated Plan, Annual Plan or Guaranteed Loan Funds Applications, and CAPER for the preceding five years.

All requests to inspect or copy public records must follow procedures set forth in Executive Order 95-04-Open Records Policy of the City of Tulsa. This Executive Order has been included as an appendix to the Citizen Participation Plan so that appropriate forms requesting inspection or copying of public information are easily available for use by the public.

Such public information is available for review at:

DEPARTMENT OF GRANTS ADMINISTRATION

City Hall at One Technology Center

175 E. Second Street, Suite 480

Tulsa, OK 74103

(918) 576-5500

Email: [GrantsAdmin@cityoftulsa.org](mailto:GrantsAdmin@cityoftulsa.org)

Fax: 918-699-3523

### **Technical Assistance**

Upon written request to the Department of Grants Administration and

authorization by Director, technical assistance may be provided in the development of proposals, implementation process, evaluation/performance process, and interpretation of HUD rules and regulations pertinent to the Consolidated Plan, Annual Plan, Guaranteed Loan Funds Application, substantial amendments to the Consolidated Plan, Annual Plan or Guaranteed Loan Funds Applications, and CAPER.

All potential applicants for funding are encourage to contact City staff for technical assistance before completing the proposal form. The basis on which the City may provide technical assistance to groups representative of persons of low and moderate-income that may request assistance is at the discretion of the City, and does not necessarily include providing funding to such groups.

### Complaint Procedures

Citizens with comments, complaints or grievances relating to the Consolidated Plan may submit them in writing or in person to Human Rights Department during regular business hours or may complete a Grievance form located at .....

Correspondence should be directed to:

Human Rights Department  
City Hall at One Technology Center  
175 E. Second Street, Suite 865  
Tulsa, OK 74103

(918) 596-7818  
Email: [humanrightsrec@cityoftulsa.org](mailto:humanrightsrec@cityoftulsa.org)

Fax: 918-596-7826

Written complaints will receive a written response within fifteen (15) working days. Complaints which cannot be resolved may be referred to the City Council or appropriate Federal agency. Complaints which do not come under the jurisdiction of the Department of Grants Administration will be referred to the proper entity for further review and determination.

## **Executive Order No. 95-04 Open Records Policy for the City of Tulsa**