



Citizen Participation Plan

Community Development Block Grant (CDBG) Program
(Revised 4-27-23)

City of Roswell
Grants Division
38 Hill Street, Suite 130
Roswell, GA 30075
Phone: 770-641-3727

Citizen Participation Plan

Introduction

The City of Roswell, Georgia Citizen Participation Plan (CPP) was prepared in accordance with Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended. The 24 CFR 91.105 federal regulations outline the “citizen participation” requirements. This document has been established in order for the City of Roswell, Georgia to comply with the requirements of these regulations.

Applicability and Adoption of the Citizen Participation Plan

The CPP sets forth the City’s policies and procedures for attaining citizen input, participation, and comment on the federally-funded Community Development Block Grant Program (CDBG). Citizen input regarding the use of federal funds received annually from the U.S. Department of Housing and Urban Development (HUD) is vital; therefore, this CPP will have an open comment period along with a public hearing prior to the City’s adoption.

To successfully manage the City’s CDBG program, citizen input is necessary in the following areas:

- Citizen Participation Plan and amendments to the Citizen Participation Plan;
- A Five-Year Consolidated Plan (Con Plan);
- An Annual Action Plan (AAP);
- Analysis of Impediments (AI);
- Consolidated Annual Performance Evaluation Report (CAPER); and
- Substantial Amendments to the Consolidated Plan or Annual Action Plan.

The City will seek input from civic organizations, citizens, housing and human service agencies, the county school system, and other groups as necessary to assist in fully engaging the community in the planning and implementation of this federal program. Additionally, all CDBG information will be placed on the City’s website and an e-mail address will be established to serve as a gateway for all questions and comments relative to the program. All draft documents will be placed on the City’s website, in the Grants Division, at the Roswell Public Library, the East Roswell Public Library, and the Roswell Housing Authority. The Grants Division will also post notices of meetings on the City’s online calendar and Facebook.

Consolidated Plan/Annual Action Plan

Based on population, the City of Roswell is considered an entitlement community. The CDBG entitlement program allocates annual grants to assist in the development of viable communities by providing decent housing, a suitable living environment, and to expand economic opportunities, principally for low and moderate income persons. To receive an annual allocation of federal funds from HUD, the City is required to create a five-year Consolidated Plan (strategic plan) with a one-year Action Plan. Subsequently, the five-year Plan will be updated with Annual Action Plans for years two through five. The Consolidated Plan includes the amount of assistance City expects to receive and the range of activities that may be undertaken including the estimated benefit to persons of low- and moderate-income. The

Annual Action Plans are required to include project or program specifics, such as, location, cost, proposed outcome, and any additional descriptive information. Primarily, federal regulations require that funds be aimed where the greatest benefit may be attained for low- and moderate-income residents.

To acquire ample public engagement in all aspects and phases of Plan development, the City of Roswell will interact with various stakeholders in meetings, workshops, public hearings, and with written correspondence. Additionally, the City will inform the Roswell Housing Authority (RHA) when the Consolidated Plan may impact any public housing development or the surrounding community so that the agency may include the City’s information in its Annual Comprehensive Grant Program application. Prior to the adoption of the Consolidated Plan/Action Plan, a 30 calendar day public comment period will be observed. All comments will be recorded and considered in the formulation of the Plan. In addition, all comments and responses will be included in the appendix of the Plan and will be forwarded to HUD upon adoption.

Public Comment, Public Notice, Public Advertisement, and Public Hearings

Public input will be integral in the preparation of the Citizen Participation Plan, Consolidated Plan, Annual Action Plan, substantial amendments, and Annual Performance Report. To that end, the following timeline for participation has been established:

Public Meetings/Input	Date
Presentation at Administration, Finance, and Recreation & Parks Committee ¹	5-9-23
Publicize draft of CPP, AI, Con Plan, and AAP; and open public comment period	5-18-23
Public Hearing at City Hall to discuss drafts ²	6-6-23
Close public comment period	6-19-23
Adopt plans at the Mayor and City Council Meeting ³	7-10-23
Submit plans to HUD	7-17-23

¹This hearing will be held at City Hall in room 220 at 5:00 p.m.

²This meeting will be held at City Hall in room 220 at 5:30 p.m.

³This meeting will be held in the City Hall Council Chambers at 7:00 p.m.

Plan Amendments

HUD regulations require that the City define the criteria that trigger an amendment to adopted plans. Amendments could be necessary due to a change in purpose, scope, budget or other reasons. HUD allows flexibility in the City’s determination of a substantial amendment. The City of Roswell has defined a substantial amendment to the Consolidated Plan or Annual Action Plan as follows:

1. Any funding in the Annual Action Plan or Consolidated Plan that increases or decreases funding by 60 percent;
2. Any addition of a new priority, project, or program not previously considered; or
3. Any change that reallocates funds from one eligible activity to another eligible activity not previously considered in a public comment period.

The process shall follow the public notice and comment policies described in the Citizens Participation Plan (CPP) when a revision to an adopted Consolidated Plan or Annual Action Plan triggers a substantial amendment. Substantial amendments are also subject to a 30-day review and comment period.

All comments received by the City relating to substantial amendments shall be considered when preparing the amendment. All comments and the outcome of the City's consideration shall be included at the time of adoption by the City of Roswell. All substantial amendments will be forwarded to HUD as an attachment/appendix to the amended Consolidated Plan or Annual Action Plan.

Other amendments may be implemented at the discretion of the Mayor or City Administrator and are not subject to the defining criteria that apply to substantial amendments.

Performance Reports

Prior to submittal of the Consolidated Annual Performance Report (CAPER) to HUD, the report will be made available to interested parties for a comment period of no less than 15 calendar days. Citizens will be notified of the CAPER's availability through newspaper notification in the Alpharetta-Roswell Herald and on the City website at www.roswellgov.com/cdbg. Written comments will be considered and will be attached with responses as an appendix to the final CAPER.

Access to Information and Public Involvement

To encourage and foster citizen input in the development of the Citizen Participation Plan, amendments to the Citizen Participation Plan, the five-year Consolidated Plan, the Annual Action Plan, Performance Reports, and substantial amendments to the Consolidated Plan or Annual Action Plan, the City of Roswell will make all information available for public comment. Upon request, all aforementioned information may be provided in alternative formats for the disabled and to non-English speaking residents. All documents will be subjected to public input prior to submission to HUD.

A minimum of two public hearings must be held each program year to seek public input and address housing and community development needs, development of proposed activities and review program performance. This process will ensure that the City of Roswell follows the Plan and incorporates public input so that community needs are met with appropriate application of HUD funds. These public hearings will be held in different stages of the program year, and one will be held before the Consolidated Plan/Annual Action Plan is published for public comment. The Action Plan will include CDBG funds or any other HUD funds that the City expects to receive each year with the estimated benefit to low- and moderate-income residents.

To ensure access to all information, at a minimum, an executive summary of all documents will be placed on the City of Roswell's website, www.roswellgov.com/cdbg. Hard copy documents will be available at:

City of Roswell Grants Division
38 Hill Street, Suite 130
Roswell, GA 30075

Roswell Housing Authority
199 Grove Way
Roswell, GA 30075

East Roswell Public Library
2301 Holcomb Bridge Road
Roswell, GA 30076

Roswell Public Library
115 Norcross Street
Roswell, GA 30075

Reasonable and timely access will be given to public records including the City's use of assistance for the preceding five years. The City will provide a reasonable number of free copies of each document with sufficient notice. A request for a copy can be made by contacting cdbg@roswellg.com or by contacting the CDBG Program at 770-641-3727.

Communication Accommodations

Translation and Interpreter services will be made available upon request five working days prior to the scheduled meeting. Please contact the CDBG Program at 770-641-3727 or email cdbg@roswellgov.com. Hearing impaired persons who wish to participate in public hearings and who require an ASL translator, should contact the Georgia Relay Department at 800-359-4663 at least five working days prior to the public hearing date.

Public notice will be posted at least 15 days before a public hearing in the Alpharetta-Roswell Herald and on the City's website at www.roswellgov.com/cdbg. Citizens who may require this information in alternative formats may contact the CDBG Program at 770-641-3727 at least five working days prior to the public hearing date to permit the department to make arrangements to have translation services available for the public hearing(s) in question.

Displacement

Federal Regulation 24 CFR Part 91.105 (b)(1) requires that the City describe how it will address displacement of residents due to the result of any HUD-funded project or program. The City is required to identify how any displaced person, as a result of a HUD-funded project or program, will be assisted even if the City anticipates no displacement. Although the City does not anticipate displacement during this 5-year Plan, every effort will be undertaken to minimize displacement. The City will develop a policy regarding displacement prior to commencing any federally funded activity that may result in displacement. In the event displacement should occur, then 49 CFR Part 24 (Uniform Relocation Act) will be followed.

Technical Assistance

Technical assistance may be requested in writing by any persons of low- and moderate-income or groups representing such persons as it relates to developing proposals for funding assistance under any program outlined by the Consolidated Plan. The level and type of assistance needed

will be determined by the City of Roswell. All technical assistance requests should be addressed to:

City of Roswell
Grants Division
38 Hill Street, Suite 130
Roswell, Georgia 30075

All requests should specify the name of the individual or citizen group/organization, the contact person, and the nature of the technical assistance requested.

Complaint Procedure

The City of Roswell desires and encourages continuous citizen feedback and community input related to this CDBG federal program and all federal programs administered by the City. All concerns or complaints related to the Citizen Participation Plan, Consolidated Plan, Annual Action Plan, Annual Performance Report, and any substantial amendments should be submitted in writing to the CDBG Program Director. Written complaints may be submitted to:

City of Roswell
Grants Division
38 Hill St., Suite 130
Roswell, Georgia 30075

Concerns, complaints, questions, or requests for information may also be submitted electronically to cdbg@roswellgov.com. All written and electronically submitted correspondence received by the City of Roswell will be addressed in writing within 15 working days, where practicable, as required by federal regulations.