

## **Orem CDBG Citizen Participation Plan**

*As required under the Consolidated Plan at 91.105*

The objectives and procedures of the Orem Community Development Block Grant (CDBG) program for meeting the Citizen Participation Plan requirements of the U.S. Department of Housing and Urban Development (HUD) for the Consolidated Plan, Annual Action Plans and CAPERS are set forth below.

I. It is the policy of the Orem Community Development Block Grant (CDBG) program to give citizens timely notice of local meetings and reasonable and timely access to local meetings, information, performance reports, and records relating to the program's proposed and actual use of Community Development Block Grant Procedures.

A. Notification of the public hearings will be by publication of a Notice of Public Hearing at least 5 days prior to each hearing date.

B. Notice of public hearings will be published on the Utah Public Notice website at [publicnotice.utah.gov](http://publicnotice.utah.gov) prior to hearing dates.

C. Notice of the public hearings will be sent to various organizations to be made available to the very low-, low-, and moderate-income residents they service. These organizations include but are not limited to: Local government jurisdictions that have opted in for the program year and community organizations that serve low- and moderate-income individuals.

D. Information that may be reviewed includes, but is not limited to:

i. Amount of grant funding and program income anticipated in the coming year.

ii. Range of activities that may be undertaken.

iii. Estimated amount of grant funding and program income proposed to be used for activities that will benefit low and moderate-income persons.

iv. Any proposed activities likely to result in displacement.

II. It is the policy of the Orem CDBG program to take reasonable steps to provide technical assistance to groups representing persons of low and moderate-income that request assistance in developing proposals.

A. Groups representing persons of low and moderate income who are interested in receiving technical assistance may contact the Orem CDBG program at (801) 229-3691 or:

Mountainland Association of Governments

Attn:

Orem CDBG program

586 East 800 North

Orem, UT 84097

B. An assessment of the type and extent of technical assistance needed by the representative group will be made by program staff upon request and in a timely manner.

C. The program will make a good faith effort to see that reasonable requests for technical assistance are responded to in a timely manner.

III. It is the policy of the Orem CDBG program to hold public hearings for the purpose of obtaining the views of citizens and responding to proposals and questions.

A. Two public hearings to obtain the views of citizens on community development and housing needs will be held by the program staff prior to publication of the Consolidated Plan and Annual Action Plan for public comment. One public hearing will be held prior to the publication of the CAPER for the same purpose. The city will make available to interested parties the entire Drafts of all Consolidated Plans, Annual Action Plans and CAPERs for a comment period of no less than 30 days for Consolidated Plans and Annual Action Plans, and 15 days for CAPERs.

B. Citizens will have 30 days (Consolidated Plans; Annual Action Plans) or 15 days (CAPERs) to comment.

C. Other public meetings may be held as necessary.

D. Together, the hearings will address community development and housing needs, development of proposed activities, and review of program performance.

The site or sites will be accessible to all sections of the city with the intent of enhancing citizen participation.

E. Reasonable accommodation for persons with disabilities will be provided at public hearing sites. All public meetings, workshops, and hearings are held in facilities that are accessible to people with disabilities and meet ADA requirements. Upon reasonable request, Orem will provide translators at public hearings and meetings. People requiring auxiliary aids or special arrangements in order to participate in hearings should call (801) 229-3800 at least two days prior to the scheduled hearing.

F. Comments received during the public comment period and at public hearings will be incorporated into the Consolidated Plan, Annual Action Plan, and CAPERs.

IV. It is the policy of the Orem CDBG program to take reasonable steps to assist non-English speaking residents to be able to understand and participate in discussions that take place at public hearings, when a significant number of non-English speaking residents can reasonably be expected to attend.

- A. Anyone anticipating that the effectiveness of the public hearing will be significantly reduced because of English language limitations should contact the Mountainland Association of Governments, Attn: Orem CDBG Program Director, 586 East 800 North, Orem, UT 84097 as far in advance of the public hearing as possible.
- B. At least 48 hours (two complete business days) advance notice is required.

#### Amendment to the Consolidated Plan or Annual Action Plans

- A. If the proposed Consolidated Plan or Annual Action Plan is approved and it subsequently becomes necessary to substantially change the program content, a formal substantial amendment process will be followed.
  - i. An additional public hearing will be held.
  - ii. Reasonable advance notice of the date, time, and place of the public hearing will be made available to the public.
  - iii. The nature of the proposed change(s) will be described in sufficient detail to allow citizens to determine if they are affected and desire to comment on the proposed change.
  - iv. Citizens will have 30 days to comment on amendments.
- B. "Substantial Change is defined by the Orem CDBG program to be:
  - i. A change in the use of funds that is greater than 25% of the CDBG entitlement for a program year.
  - ii. An activity is funded which has not been funded in the past five years.
- C. The criteria to be used in determining if an activity is at risk of becoming substantially changed from its originally intended purpose will be based upon further program staff and/or Orem CDBG Commission actions to modify/amend the Consolidated Plan or Annual Action Plan proposed activities.

All other minor changes to activities will be considered informal programmatic amendments and will be noted in the program file.

- D. Program staff shall proactively monitor each funded project for compliance with its respective performance criteria.

VI. It is the policy of the Orem CDBG program to take reasonable steps to address concerns expressed by citizens and to respond to any formal complaints or grievances in a timely manner.

- A. Citizens are urged to bring any concerns they may have regarding the Consolidated Plan, Annual Action Plan and CAPERS to the attention of the Orem CDBG program by calling (801) 229-3800.

It is anticipated that most concerns can be quickly and successfully addressed through direct conversation.

Unresolved issues, complaints, or grievances may be formally submitted to the following address:

Mountainland Association of Governments  
Attn: Orem CDBG program  
586 East 800 North  
Orem, UT 84097

B. In order for the program to be able to respond effectively, any formal complaint or grievance must be in writing and follow the procedures shown below:

- i. It must be legible – typed correspondence is strongly urged.
- ii. It must be signed, dated, and indicate if the correspondent is representing his/her personal concerns or those of a larger group, in which case, the name and description of the group must be stated.
- iii. It must clearly identify the specific complaint or grievance and should state what corrective action is being sought.

C. The program will provide timely written answers to written complaints and grievances. The time required to respond may vary depending upon the nature and complexity of the specific complaint. When practicable, written answers will be provided within 15 working days of the receipt of the written complaint.

VII. It is the policy of the Orem CDBG program to encourage participation of other agencies involved in the development and implementation of projects to assist low- and moderate-income citizens, including the Utah County Housing Authority, Continuum of Care, many area nonprofit organizations, businesses and community development agencies. These agencies and organizations are encouraged to participate in the development of the Consolidated Plan, Annual Action Plan and CAPER and are asked to review and comment on the proposed documents.

VIII. Access to Records - Public and nonprofit housing agencies, residents of low, very low and poverty income neighborhoods, citizens of Orem City, social service agencies and other interested community groups, including those most affected (and those interested in minimizing displacement or assisting those displaced) will be notified of the availability of copies of the draft Consolidated Plan, Annual Action Plan and CAPERS for review and may submit comments pertaining to the planning and reporting documents. Copies of Consolidated Plan, Annual Action Plan and CAPER will be made available through:

Mountainland Association of Governments  
586 E 800 N  
Orem, UT 84097  
[magutah.gov](http://magutah.gov)

The Orem CDBG Program Citizen Participation Plan approved by City Council and:

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Mayor David Young  
Orem Mayor

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Date

