
CITY OF WALTHAM

CITIZEN PARTICIPATION PLAN

for

Consolidated Strategy and Plan

I. Introduction

This Citizen Participation Plan (CPP) provides specific time frames and procedures pertinent to the City's Community Development Block Grant (CDBG) Program and the Home Investments Partnership (HOME) Program. In 1994, the City of Waltham CPP was modified to reflect the new HUD Consolidated Plan requirements. Public meetings for both the HOME and CDBG programs are part of an effort to comprehensively plan for federal entitlement grants.

Waltham is a member of the West Metro Consortium for the HOME Program. Citizen Participation meetings will be held on the Consortium level in Newton to plan for regional elements of the HOME program in the Consolidated Plan. However, separate citizen participation meetings will be held for the both the CDBG and HOME programs.

II. Goals and Objectives for Citizen Participation

The City of Waltham is following a detailed Citizen Participation Plan which:

- Provides for and encourages citizen participation, with particular emphasis on participation by residents in CDBG "target areas" (those areas with over 44.8% low to moderate-income population), and residents of low, very low, and extremely low income, taking special actions to encourage the participation of all its residents, including minorities and non-English speaking persons, as well as persons with mobility, visual or hearing impairments in all stages of the process;
- Provides citizens with reasonable and timely access to local meetings, information, and records relating to the City of Waltham's proposed use of funds, as required by the regulations of the Secretary, and relating to the actual use of Funds;
- Provides for technical assistance to groups representative of persons of low, very low and extremely low income that request assistance under the consolidated submission;
- Provides for conveniently timed public hearings in the City Government Center to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times

and locations convenient to potential or actual beneficiaries, and with accommodation for people with disabilities;

- Provides for a non-English speaking interpreter, should one be requested, for public meetings with non-English speaking participants;
- Provides for participation with the Waltham Housing Authority to encourage the participation of public and assisted housing residents;
- Provides for a timely written answer to written complaints and grievances, within 15 working days where practicable.

III. Access to Meetings

All public hearings held by the City of Waltham for the Consolidated Plan will be advertised at least 10 days prior to each meeting in the Waltham News Tribune.

In addition to advertisements, notices of each meeting and proposal information and forms will be mailed to the Interested Persons and Agencies List for the CDBG and HOME Programs. Any person or agency may request to be placed on this mailing list.

At least three Public Meetings will be held by the City of Waltham during the Consolidated Planning Process. Two meetings may be combined and conducted jointly in one hearing.

- *Housing and Community Development Needs Public Hearing: Early December.*

Housing and Community Development needs will be analyzed; time schedules and assistance in proposal development will be provided. This meeting will also review the Citizen Participation Process and comments and suggestions will be taken by the Planning Departments.

- *Proposed Consolidated Strategy and Plan Public Hearing: Early March.*

Proposed use of funds will be reviewed and questions will be taken on the upcoming program year.

Public Hearings will be held in the evening at the Waltham Government Center Auditorium or Public Meeting Room, which are accessible to the handicapped. Please see the attached Consolidated Plan Schedule for dates and times of Public Hearings.

IV. Access to Information

Any citizen, public agency, non-profit organization, or other interested party may request information, and review and submit comments on any proposed Consolidated Plan activity, including the estimated amount proposed to benefit low, very low, and extremely low income residents. In addition, the City of Waltham will make available its plan to minimize displacement and assist those displaced as a result of these activities. Citizens and citizen groups will have access to records for at least five years.

V. Publishing the Consolidated Plan

A summary of the proposed Consolidated Plan and Strategy as well as the CDBG proposed budget will be published in the Waltham Edition of the *News Tribune* in Mid-February. Copies of the Consolidated Plan will be made available at the Waltham Planning Department and the Waltham Public Library.

VI. Comments and Timely Response

Citizens and citizen groups will have at least 30 days from the public hearing on the proposed Consolidated Plan to comment on the Plan prior to its submission to HUD. The City of Waltham will consider all comments from citizens, public agencies, non-profit organizations, and other interested parties in preparing its final Consolidated Plan submission. A summary of any comments made during the planning process will be attached to the final submission. The summary will include an explanation of any comments not accepted and the reasons these comments were not accepted. The Waltham Planning Department will give written answers to written complaints and grievances within 15 days, where practical.

VII. Amendments

If there are any *substantial changes* to the proposed use of funds, a Public Hearing will be held in the City of Waltham on the revised proposed use of funds with notice of the hearing and the procedure for comments published in the Waltham News Tribune at least ten days prior to the hearing date.

Substantial Change is defined, in accordance with 24 CFR part 91.505(a), as:

1. A substantial change in its allocation priorities (e.g., a change greater than 25% in an individual project budget) or a substantial change in the method of distribution of funds;
2. An activity (including those funded exclusively with program income) not previously covered by the consolidated plan; or a
3. Substantial change in the purpose, scope, location, or beneficiaries of an activity.