
CITY OF WALTHAM

CITIZEN PARTICIPATION PLAN

Amended June 9, 2020

I. Introduction

As required by Section 104(a)(2) of the Housing and Community Development Act and by 24 CFR 570.486(a)(6) The City of Waltham Citizen Participation Plan (CPP) provides specific time frames and procedures pertinent to the City's Community Development Block Grant (CDBG) Program. In 2015, 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, however, separate citizen participation meetings will be held by the City of Waltham for the change in use of HOME program funds.

II. Goals of the Citizen Participation Plan

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

- Provides for and encourages citizen participation, with emphasis on participation by residents of low, very low, and extremely low income, 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 and actual use of federal funds, as required by the regulations;
- Provides for conveniently timed and located public meetings in the Arthur J. Clark 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, such 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.

III. Access to Public Meetings

All public meetings held by the City of Waltham for the Consolidated Plan, Annual Action Plan and Consolidated Annual Performance Evaluation Report will be advertised no less than 10 days prior to each public meeting in the Waltham News Tribune, and on the City of Waltham Planning Department CDBG website. All Public meetings will be held in handicapped accessible locations or *web-based broadcast*.

In the circumstances that an event happens outside of the control of the City, such as a snow emergency, weather event or pandemic, the City will do everything possible to ensure Citizen Participation is not adversely impacted. The City will utilize web-based broadcasting in the event a public gathering must happen. In instances where an email communication can take place, the City will provide all necessary information to the entire CDBG List Serve. To be added to this List Serve please email Jennifer Englehart at jenglehart@city.waltham.ma.us. The City will adhere to the comment period established by HUD in any special guidance issued during these circumstances.

- No less than three public meetings will be held by the City of Waltham for the Consolidated Plan;
- No less than one public meeting will be held by the City of Waltham for the Annual Action Plan;
- No less than one public meeting will be held by the City of Waltham for the Consolidated Annual Performance Evaluation Report;
- No less than one public meeting will be held by the City of Waltham for amendments to existing plans

Each public meeting held by the City of Waltham on any of the above topics will include the following components:

1) Housing and Community Development Needs Discussion

Housing and Community Development needs will be discussed along with time schedules and upcoming funding notices. This meeting shall also include open review of the existing Citizen Participation Plan and comments will be taken by the Planning Department.

2) Annual Consolidated Strategy

Proposed use of funds shall be discussed and comments will be taken on the current and future program year's strategy for utilizing funds.

IV. Public 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, Annual Action Plan or Consolidated Annual Performance Evaluation Report activity. Citizens and citizen groups will have access to records for at least five years.

V. Publishing Documents

A copy of the draft and final Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report will be posted on the City of Waltham Planning Department website. Copies of each shall be made available at the Waltham Planning Department and the Waltham Public Library. Copies shall also be provided to citizens upon request.

VI. Response to Comments

Any citizen, public agency, non-profit organization, or other interested party will have no less than thirty (30) days from the date of each public meeting to comment on the document or 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 submission. A summary of any comments made during the comment period 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.

VII. Amendments to Final Documents

In the event of any **substantial changes** to a final document a public meeting will be held to discuss and gather public comment on the proposed changes a notice of the meeting shall be published in the Waltham News Tribune and on the City of Waltham Planning Department CDBG webpage no less than ten (10) days prior to the meeting date.

A “substantial change” is defined, in accordance with 24 CFR part 91.505(a), as:

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

[END DOCUMENT]