

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CITY OF STILLWATER
2022 CITIZEN PARTICIPATION PLAN**

The City of Stillwater intends to implement a citizen participation program for its CDBG application process to accomplish the following objectives:

- A. Provide for and encourage citizen participation particularly by low and moderate income persons who reside in areas where CDBG funds are proposed to be used. This will be accomplished by:
 - 1. Providing frequent and timely public notice of CDBG program activities in the local newspapers, City operated website and government access cable channel, and by posting at City Hall.
 - 2. Formulating a comprehensive CDBG Statement of Needs.
 - 3. Conducting a minimum of two (2) Neighborhood Input Meetings and a Public Hearing to inform citizens of the proposed CDBG project(s) and authorizing the Mayor to sign a CDBG application in a formal City Council meeting.

- B. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to proposed and actual use of funds including but not limited to:
 - 1. The amount of CDBG funds to be made available for the current fiscal year if the proposed project(s) is approved.
 - 2. The range of activities that may be undertaken with those funds.
 - 3. The estimated amount of those funds proposed to be used for activities that will benefit low and moderate income persons.
 - 4. The proposed CDBG activities likely to result in displacement and any anti-displacement and relocation plans developed by the City of Stillwater in accordance with Section 104(d)(1) and (2) of the Housing and Community Development Act of 1974, as amended.
 - 5. The basis on which the City of Stillwater may provide technical assistance to groups' representative of persons of low and moderate income that may request assistance in developing proposals. The level and type of assistance to be provided is at the discretion of the City of Stillwater and does not necessarily include providing funding to such groups.
 - 6. This requirement will be accomplished by discussing the CDBG proposal during regular City Council meetings, in one formal Public Hearing and a minimum of two (2) Neighborhood Input Sessions prior to the submittal of the City of Stillwater's CDBG application. During the initial public hearing and input sessions, the five (5) items listed above will be explained to the public. A brief summary of any proposed CDBG project or activity will be available for public review after the City Council has made its final selection. A second public hearing will be held at the end of the grant period that discusses Stillwater's accomplishments in relation to initial plan or activity. Records of the CDBG project(s) or activities will be maintained in the Municipal Building of the City of Stillwater and will be available upon request for review by the public.

- C. Provide for a minimum of two (2) public hearings: one (1) public hearing prior to submission of the application for funding of the project(s) or activity(ies) for the purpose of obtaining citizen views and formulating or responding to proposals and questions, and the second hearing at the end of the grant period that discusses Stillwater's accomplishments in relation to initial plan or activity. The application stage hearing will include discussion of CDBG needs and the development of projects or activities being proposed for CDBG funding. There will be reasonable notice of all input meetings and public hearings, which will be scheduled for times and locations convenient to the potential and actual beneficiaries and which will accommodate the disabled and other persons with special needs. This will be accomplished by:

Scheduling one (1) Public Hearing to discuss the City of Stillwater's CDBG proposal or activity and a minimum of two (2) neighborhood input meetings. At the public hearing and the input meetings, the proposed project(s) or activity(ies) will be reviewed for the public and further citizen input will be solicited. Notice will be given seven (7)

to ten (10) days in advance of this hearing and the input meetings in local newspapers and by posting at City Hall. The public hearing will be held on a weekday in the early evening so that citizens who work may attend and the input meetings will be held in the early evening during the weekday or on a Saturday. A second public hearing will be held at the end of the grant period if the City of Stillwater is funded.

- D. Meet the needs of non-English speaking residents in those instances where a significant number of non-English speaking residents can reasonably be expected to participate. The City of Stillwater does not currently have a significant population of non-English speaking citizens. However, every effort will be made to accommodate the needs of any non-English speaking citizens who wish to participate.
- E. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities not previously described in the City of Stillwater’s funding request and on activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries.

The proposed seven (7) to ten (10) day notice for all input meetings and public hearings in connection with the City of Stillwater’s CDBG application process is believed by the City of Stillwater to afford citizens with reasonable advance notice. In addition, if any change is proposed to the purpose, scope, location, or beneficiaries of the proposed project or if the CDBG project budget changes by more than 25%, the public will be notified and afforded an opportunity for additional input.

- F. Provide the place, telephone number, and times when citizens are able to submit written complaints or grievances, and the process the City of Stillwater will use to provide a timely written response to such complaints or grievances.

Citizens with comments, complaints or grievances on the CDBG Program process may submit them in writing or in person to Community Development, City of Stillwater Municipal Building, 723 S. Lewis, P.O. Box 1449, Stillwater, OK, 74074 during regular business hours or may call 405-742-8213. The City of Stillwater will respond to such comments or grievances in writing within fifteen (15) working days where practicable.

By formally adopting this Citizen Participation Plan, the Stillwater City Council accepts the responsibility for implementing its provisions. The Council further charges all employees and contractors with the responsibility of implementing this plan and living up to the spirit of the citizen participation requirements of the CDBG program.

Adopted this 7th day of February, 2022 by the Stillwater City Council.

William H. Joyce, Mayor

Attest:

Teresa Kadavy, City Clerk