



# **CITIZEN PARTICIPATION PLAN**

**CITY OF DANVILLE**

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### **INTRODUCTION**

The City of Danville has designed this community-wide Citizen Participation Plan to provide for and encourage citizen participation in the Community Development Block Grant and the HOME Grant programs. This plan is created to be in compliance with the Title 24, Part 91.105 as referenced below.

### **HISTORY**

The original 1988 Citizen Participation Plan was substantially amended in 1995 to encourage greater participation of Danville residents. The Citizen Participation was further amended in 2002 and is being amended in 2021 to further comply with the Code of Federal Regulations, Title 24, Part 91.105, Citizen Participation Plan – local governments. The primary goal of this Citizen Participation Plan is to provide all citizens of the community with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of Danville’s CDBG and HOME programs. This plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for all citizens, especially residents of low and moderate incomes, and residents of blighted neighborhoods where community development funds are utilized. Changes are referenced here with the intent to create every possible opportunity for all citizens of the City of Danville to have an opportunity to input to and comment on the uses of the HUD grants.

### **Developing the Consolidated Plan, Annual Action Plans, and the Consolidated Annual Performance and Evaluation Report (CAPER)**

The Consolidated Plan is designed to be a collaborative process whereby a community establishes a unified vision for community development actions. The Annual Plans follow the vision of the Consolidated Plan, and the Consolidated Annual Performance and Evaluation Report gives information on the results of the past year. Meetings will be scheduled prior to the development of the Consolidated Plan, and the Annual Plans to engage with the public and receive input from the citizens and businesses of the City.

The objectives of the City’s Citizen Participation Plan for the Consolidated Plan/Annual Action Plan/Consolidated Annual Performance and Evaluation Report (CAPER) are listed here:

- To conduct all aspects of these activities in an open manner, consistent with Federal regulations, with freedom of access for all interested persons to have an opportunity to

input ideas for and comments on all aspects of the Plan in question. All comments and ideas will be discussed in meetings during development of the plan. Comments will be included in the plan to which they are directed.

- To assure the involvement of low and moderate income persons, members of minority groups, residents of the City, the business community, the handicapped and elderly, and any others of the community who might have a concern with community development in the City by making sure all possible media are used to inform everyone of plans in progress, and meetings to be held to discuss them.
- And to fulfill the requirements for citizen participation as required by the U.S. Department of Housing and Urban Development.

### **Public Notice and Information – Steps to Encourage Participation and meet our objectives**

The City of Danville uses the following general policies and strategies to meet its citizen participation responsibilities. Information about where copies of plans are available as they are being developed, phone numbers to call for more information or to have copies mailed to them, and copies as well as information will be posted on the City of Danville's webpage. We will also have a public announcement on River City T.V. and the local radio station for those who do not or cannot read the newspapers.

- The City will encourage participation by low- and moderate- income persons living in the City limits of Danville, and particularly in low- and moderate- income neighborhoods by making copies of all plans available locally in their neighborhoods. Low to moderate income is determined by HUD FY Income Limits Documentation System which includes Section 8 Income Limits. 51% of the City of Danville is low-moderate income. Plans will be available at the City Hall, the City's libraries, Green Street Police Precinct, Third Avenue Police Precinct, the NAACP office, the Danville Community College, the Averett University library, the Danville School Board Office, the Danville Redevelopment Housing Authority, and two Spanish speaking churches. These plans will be available in both English and Spanish. We will also send copies to the several neighborhood associations located in Danville and be available to speak to these groups as requested.
- The City will conduct open hearings and meetings, publish and/or mail notices, advertise on the radio, and release other information as necessary, and maintain copies of documents for public review and inspection during regular business hours at City Hall and the Danville Reconstruction and Housing Authority, and with later hours at the City's libraries, and at the places listed above. The information is also available on the City's website. We will advertise two meetings held at various times during the day and evening to accommodate workers with various hours. Anyone requesting a meeting be held for a specific time, place or purpose will be accommodated.

- To ensure the participation of persons with disabilities, the City will hold public hearings and meetings at locations accessible to such persons. The City also maintains a TTY phone in Housing, and the Council chambers has aids for attendees who are hard of hearing. With notice, a sign language interpreter will be made available. The Housing Division and the Police Station both maintain lists of people trained in sign language, as well as six different languages. The plans are also available on the website, offering an easy to read digital format.
- Danville has a small number of non-English speaking residents, however the Housing division maintains a list of interpreters and with reasonable notice, can provide someone for interpretation in languages such as Spanish, German, French, Mandarin Chinese, Arabic, and Czechoslovakian. Especially with needs for Spanish language, there are several employees who work in the Community Development Department and other offices in the City who are fluent in that language. The plans will be offered in various languages upon request. A Spanish version will be available along with the English version at all sites.
- The City encourages participation of residents of public housing and assisted housing developments, resident advisory boards, resident councils, and resident management corporations. Various groups, clubs, and foundations will also be encouraged to comment on all plans.

### **Citizen Participation – Specific Policies and Procedures**

- The City of Danville will publish a summary of the proposed plans in the newspapers and on the City's website. It will list information on various public meetings, the City Councils public hearing, and information on where copies of the plan can be viewed, or a copy picked up. Copies are always available in the Housing division of the Community Development Department, on the website, and in the libraries. There are copies available in the offices of the Danville Redevelopment and Housing Authority. These available copies span several years. Copies will also be placed at the Police Precincts, the NAACP, the Danville Community College, the Averett University library, and the School Board, as well as Spanish Speaking churches, and at neighborhood associations. They will be mailed to anyone requesting a copy.
- A meeting is held prior to the preparation of the plan (Due to the Covid-19 Pandemic, this may be held virtually). At this meeting, discussion of what needs there are in the city and the neighborhoods, as well as ideas of how to meet them will be addressed.
- A public review and comment period of 30 days or more duration will be held after the Public Notice in the newspaper detailing money expected to be received from HUD for CDBG and HOME, and how is it proposed to be spent. This will include: 1. The amount of assistance the local government expects to receive, 2. The range of activities proposed to be undertaken, and 3. The estimated amount of funding that will benefit

persons of low-and moderate income. Details regarding public meetings and the Council meeting where it is to be approved will be listed. Email addresses are given to receive comments electronically. Information on where to find copies of the plan, and who to call to get a copy of the plan mailed are also given. A phone number is included to receive comments by phone.

- All comments and opinions received will be considered by the City and a summary of them will be made a part of the plan. If any opinions or views were not included, a summary of reasons will be attached to the final plan.

## SUBSTANTIAL AMENDMENTS TO THE CONSOLIDATED PLAN/ANNUAL ACTION PLAN

The City has established the following criteria in determining when a change in the Consolidated Plan, or Annual Action Plan is considered to be a substantial amendment of the plan.

- It involves a new project not described in the plan.
- It involves the discontinuance of a project that has been started but not completed.
- It involves a change in a project which requires preparation and publication of a revised environmental assessment.
- It involves the change in a project cost of 20% or more of total allocation.

When a substantial amendment to the consolidated plan/action plan is being considered, a notice will be published in the local newspaper and on the City's website that the City intends to amend the consolidated/Annual Action plan. This notice will describe the amendment and indicate how citizens may comment on it. A period of at least 30 days will be provided to citizen comments. The City will consider comments and views on proposed substantial amendments. All the previous listed steps, meetings, and other information will be listed.

## CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORTS (CAPER)

A notice will be published in the newspaper and on the website when the CAPER's are available for review and comment. The date of the Council Meeting will also be published. A period of 15 days will be provided for citizens to comment and submit views on the CAPER report before it is submitted to HUD. Citizens can comment by letter, telephone, email, or by appointment at the Community Development offices. All the previous steps for meetings, availability of the reports, phone numbers and email information will be the same for this report.

## CITIZEN PARTICIPATION – CONSOLIDATED PLANS/ANNUAL ACTION PLANS

The City will hold at least two public hearings to obtain citizen views and comments on the plan as it has been developed. The Council meeting and a meeting held at the library in the evening are two. One is usually held during the day in a City Hall meeting room. These hearings will cover housing and development needs, proposed activities, and ideas for future activities or developments.

Notice of all meetings will be published and advertised at least 14 days prior to the hearing. The published notice will include sufficient information as to meetings to be held, contact information, phone numbers, emails, and places where the plans can be reviewed. People needing special accommodation to attend a meeting will be aided. Plans will be mailed to anyone wanting a copy at any time.

Citizens always have access to all Consolidate Plans, Annual Action Plans, and CAPER's with reasonable notice. They can be viewed in the City's offices, various points around the City, or be mailed or emailed. There is no limit on copies.

The City will respond to any complaints made regarding the Consolidated Plan, the Annual Action Plan, or the CAPER. These complaints can be made in person, over the phone, by email, or by mail.

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