

**CITY OF JERSEY CITY, NEW JERSEY
AMENDED CITIZEN PARTICIPATION PLAN
RELATING TO THE CONSOLIDATED PLANNING PROCESS
FOR U.S. DEPT. OF HOUSING AND URBAN DEVELOPMENT (HUD) PROGRAMS**

Pursuant to the citizen participation requirements of 24 CFR Section 91.115, the City of Jersey City, NJ, hereinafter referred to as the “City”, sets forth the following Citizen Participation Plan as it relates to the Consolidated Planning process for housing and community development programs funded by the U.S. Department of Housing and Urban Development (HUD). The Citizen Participation Plan presents the City’s plan for providing and encouraging all citizens, particularly low- and moderate-income citizens, to participate in the development and adoption of four components of the consolidated planning process as well as the Section 108 Loan Guarantee Program.

The Department of Community Development of the City is the lead agency responsible for the Consolidated Planning process and the administration of the Community Development Block Grant Program (CDBG), including the Section 108 Loan Guarantee Program, the HOME Investment Partnerships Program (HOME), and the Emergency Solutions Grant Program (ESG). All of these funds are collectively known as Community Planning and Development (CPD) funds.

Subsequent to approval of this Citizen Participation Plan by the City, the Plan shall be effective until it is amended or otherwise replaced.

A. Encouragement of Citizen Participation

The City provides for and encourages all citizens to participate in the development of the Citizen Participation Plan, the Consolidated Plan, the Annual Action Plan, the Consolidated Annual Performance Evaluation Report, and the Section 108 Loan Guarantee Program. The City encourages participation by low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CPD funds are proposed to be used, and by residents of predominantly low- and moderate-income neighborhoods. The City will also take appropriate actions to encourage the participation of minorities, non-English speaking persons, and persons with disabilities.

The City encourages the participation of local and regional institutions, the Continuum of Care and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing, amending, and implementing the Consolidated Plan, especially with regard to homelessness issues. The City encourages, in consultation with public housing agencies, the participation of residents of public and assisted housing developments located within Jersey City, in the process of developing and implementing the Consolidated Plan, along with other low- and moderate-income residents of targeted revitalization areas in which the developments are located. The City will provide information to the executive director of the Jersey City Housing Authority about Consolidated Plan activities.

The City may also explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance. The Citizen Participation Plan has been and will continue to be amended as the City continues to gain access to technology that improves the avenues of participation. Unless otherwise noted in this document, all communication regarding the Citizen Participation Plan and the Consolidated Plan documents, complaints, access to records, reasonable accommodation for disabled persons, or translation services for persons with limited English proficiency, should be directed to:

Carmen Gandulla, Director
Dept. of Housing, Economic Development & Commerce
Division of Community Development
30 Montgomery St., Suite 404
Jersey City, JC 07305

Phone: (201) 547-5916
Email: jcc-plan@jcnj.org

B. Citizen Participation Plan

The following describes the process and procedures related to the development of the Citizen Participation Plan.

1. Plan Development

The City shall follow the following procedure in the drafting and adoption of the Citizen Participation Plan.

a. Plan Considerations

As a part of the Citizen Participation Plan process, and prior to the adoption of the Consolidated Plan documents, the City will make available the information required by HUD. This information will be made available to citizens, public agencies, and other interested parties.

b. Plan Review and Public Comment

The draft Citizen Participation Plan will be made available for public review for a 30-day period prior to consideration and adoption, and may be done concurrently with the public review and comment process for the Five-Year Consolidated Plan. The Citizen Participation Plan shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound.

The Citizen Participation Plan will encourage comment and participation by minority persons and non-English speakers, and, when feasible, translation services will be available upon request by contacting the City contact person listed on page 2, or a designee.

The Citizen Participation Plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where CPD funds are proposed to be used.

Written comments will be accepted by the City contact person listed on page 2, or a designee, during the 30-day public review period. A summary of all written comments and

those received during the public hearing as well as the City's responses will be attached to the Citizen Participation Plan prior to submission to HUD.

c. Public Hearing

The City shall conduct a public hearing to accept public comments on the draft Citizen Participation Plan prior to its approval and submittal to HUD. This may be done concurrently with the public review and comment process for the Consolidated Plan. After public comments are heard and considered by the City, it may approve or reject the Citizen Participation Plan. Section G describes the process for publishing notices for and conducting public hearings.

d. Submittal to HUD

The Citizen Participation Plan shall be approved as a stand-alone document and shall be submitted to HUD with a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 30-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be provided to HUD.

2. Amendments to the Citizen Participation Plan

The City shall follow the following procedure to amend the Citizen Participation Plan, as needed.

a. Amendment Considerations

The City shall amend the Citizen Participation Plan, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to the programs and documents governed by 24 CFR Part 91.115. Formal amendment of the Citizen Participation Plan may be required should a provision of the Citizen Participation Plan be found by the City to conflict with HUD regulations. At a minimum, the Citizen Participation Plan shall be reviewed, and amended as needed, every five years in conjunction with the preparation of the Consolidated Plan.

b. Amendment Review and Public Comment

Amendments to the Citizen Participation Plan shall be made available for public review for a 30-day period prior to consideration and adoption. A public hearing shall be conducted by the City so that citizens may express their views prior to consideration and adoption. Written comments will be accepted by the City contact person listed on page 2, or a designee, during the public review period. A summary of all written comments and those received during the public hearing as well as the City's responses will be attached to the amended Citizen Participation Plan prior to submission to HUD.

Revisions to the plan that only include updated contact information or editorial changes for clarity will not be released for public review and comment. Copies will be made available following the process described in Section G.

c. Public Hearing

The City shall conduct a public hearing to review and accept public comments on the draft amendment to the Citizen Participation Plan prior to its approval and submittal to HUD. After public comments are heard and considered by the City, it may approve or reject the amendment to the Citizen Participation Plan. Section G describes the process for publishing notices for and conducting public hearings.

d. Submittal to HUD

A copy of the Amended Citizen Participation Plan, including a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 30-day public review and comment period requirement, shall be submitted to HUD. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD.

3. Plan Access and Comments

The approved Citizen Participation Plan will be kept on file and online by the City at <http://www.cityofjerseycity.com/hedc.aspx?id=5332>.

Hard copies can be made available to those requesting the Plan by contacting the City contact person listed on page 2, or a designee. Upon request, the approved Plan will be made available in a manner accessible to non-English speakers or those with disabilities. The process for submitting comments or complaints on the approved Citizen Participation Plan is set forth in Section H.

C. Five-Year Consolidated Plan

The following describes the process and procedures related to the development of the Five Year Consolidated Plan. To comply with 24 CFR Part 91 Subpart D, the information supplied to the public in the Consolidated Plan, in general, will include:

- The information required in 24 CFR Sec. 91.300 through Sec. 91.330, submitted in accordance with instructions prescribed by HUD (including tables and narratives), or in such other format as jointly agreed upon by HUD and the City.
- The lead agency or entity responsible for overseeing the development of the plan and the significant aspects of the process by which the Consolidated Plan was developed; the identity of the agencies, groups, organizations, and others who participated in the process; and a description of the City's consultations with social service, health, and child service agencies and other entities.
- A concise executive summary that includes the objectives and outcomes identified in the Plan as well as an evaluation of past performance. The Plan shall also contain a concise summary of the citizen participation process, public comments, and efforts made to broaden public participation in the development of the Consolidated Plan.

More specifically, the full Plan will include the following sections:

- Executive Summary
- Process to Develop the Plan
- Needs Assessment
- Market Analysis
- Strategic Plan
- Annual Action Plan

- Certifications
- Monitoring
- Appendices, as appropriate

In the notice of public hearing(s) on the proposed Consolidated Plan, the City will provide to citizens, public agencies and other interested parties information that outlines the amount of assistance the City expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income persons, the plans to minimize displacement of persons, and the plans to assist any persons displaced.

1. Plan Development

The City encourages the participation of residents and stakeholders in the development of the Consolidated Plan. The City shall follow the following procedure in the drafting and adoption of the Consolidated Plan.

a. Public Participation and Consultation

In the development of the Consolidated Plan, the City will consult other public and private agencies including but not limited to those providing:

- Assisted housing
- Health services, and
- Social services and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, economic development, neighborhood development and other housing and community development services).

When preparing the Consolidated Plan and describing the City's homeless strategy and the resources available to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) and persons at risk of homelessness, the City will consult with representatives from the Hudson County Continuum of Care; public and private agencies that address housing, health, social service, victim services, employment, or education needs of low- and moderate-income individuals and families; homeless individuals and families, including homeless veterans; youth; other persons with special needs; publicly funded institutions and systems of care that may discharge persons into homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, business and civic leaders.

When preparing the portion of the Consolidated Plan concerning lead-based paint hazards, the City shall consult with local health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead poisoned.

The City will consult with the Hudson County Continuum of Care in determining how to allocate its ESG grant for eligible activities; in developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and in developing funding, policies, and procedures for the operation and administration of the Homeless Management and Information System (HMIS).

A variety of mechanisms may be utilized to solicit input from these entities. These include telephone or personal interviews, mail surveys, internet-based feedback and surveys, and consultation workshops.

b. Plan Review and Public Comment

- i. At least one public hearing on the City's housing and community development needs will be held before the proposed Consolidated Plan is published for comment. Oral and written input will be sought through this public hearing process and written comments received will be considered when preparing the draft Consolidated Plan.
- ii. The draft Consolidated Plan shall be made available for public review for a 30-day period prior to consideration and adoption. The Consolidated Plan shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound.
- iii. The Plan will encourage comment and participation by minority persons and non-English speakers, and translation services will be available upon request.
- iv. The Plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where HUD funds are proposed to be used.
- v. Written comments will be accepted by the City contact person listed on page 2, or a designee, during the public review period. A summary of all written comments and those received during the public hearing as well as the City's responses, will be attached to the Consolidated Plan.

c. Public Hearing

The City shall conduct a second public hearing to accept public comments on the draft Five-Year Consolidated Plan prior to its approval and submittal to HUD. After public comments are heard and considered by the City, it may approve or reject the Consolidated Plan. Section G describes the process for publishing notices for and conducting public hearings.

d. Submittal to HUD

The Consolidated Plan shall be submitted to HUD with a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 30-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD. The Consolidated Plan will be submitted to HUD no less than 45 days before the program year begins.

2. Amendments to the Consolidated Plan

a. Amendment Considerations

The City will provide citizens with reasonable notice and an opportunity to comment on substantial amendments to the adopted Consolidated Plan prior to consideration and adoption. The City will consider the following criteria as constituting a substantial change to the Consolidated Plan thereby requiring an amendment:

- An activity added to or deleted from the Consolidated Plan, or
- A substantial change in the purpose, scope, location, or beneficiaries of an activity previously described, or
- A fifty percent (50%) change in federal funding where the project is \$25,000 or less, or
- A twenty-five percent (25%) change in federal funding where the project is more than \$25,000, or
- A substantial change in the purpose, scope, location, or beneficiaries of Section 108 funded projects.

All other changes to the method of distribution or investment strategy that do not meet the criteria defined above will be reviewed and approved by Department of Community Development staff, and will not be subject to public comments. These changes will be fully documented and shall be signed by the official representative of the jurisdiction authorized to take such action.

The City may submit a copy of each amendment to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments must be signed by the official representative of the jurisdiction authorized to take such action.

b. Amendment Review and Public Comment

In order to formally amend the Consolidated Plan, the following procedure will be followed:

- i. Citizens will be given a reasonable opportunity to comment on the proposed Substantial Amendment to the Consolidated Plan at least 30 days in advance of the approval of the Substantial Amendment.
- ii. The City will consider any comments or views of citizens received in writing in preparing the Substantial Amendment to the Consolidated Plan. A summary of any comments or views not accepted and the reasons for not accepting them shall be attached to the Substantial Amendment.
- iii. The draft Substantial Amendment to the Consolidated Plan shall be made available for public review for a 30-day period prior to consideration and adoption. The City will publish a newspaper and website summary describing the Substantial Amendment contents and purpose, and listing the locations where the entire Substantial Amendment may be examined. The draft Substantial Amendment shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the Substantial Amendment to those visually impaired and delivering copies to those who are homebound.
- iv. The draft Substantial Amendment will encourage comment and participation by minority persons and non-English speakers, and translation services will be available upon request.

- v. The draft Substantial Amendment will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where CPD funds are proposed to be used.
- vi. Written comments will be accepted by the City contact person listed on page 2, or a designee, during the public review period. A summary of all written comments as well as the City's responses will be attached to the draft Substantial Amendment.

c. Submittal to HUD

A copy of the Amended Consolidated Plan, including a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 30-day public review and comment period requirement, shall be submitted to HUD. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD.

d. Plan Access and Comments

The approved Consolidated Plan or Substantial Amendment to the Consolidated Plan will be kept on file and online by the City at <http://www.cityofjerseycity.com/hedc.aspx?id=5332>.

Hard copies can be made available to those requesting the approved Consolidated Plan or Substantial Amendment to the Consolidated Plan by contacting the City contact person listed on page 2, or a designee. Upon request, the approved Consolidated Plan or Substantial Amendment to the Consolidated Plan will be made available in a manner accessible to non-English speakers or those with disabilities. The process to access documents is further described in Section G. The process for submitting comments or complaints on the approved Consolidated Plan or Substantial Amendment to the Consolidated Plan is set forth in Section H.

D. Annual Action Plan

The Annual Action Plan is a component of the Five-Year Consolidated Plan, and it describes the City's proposed use of available federal and other resources to address the priority needs and specific objectives in the Consolidated Plan for each program year, the City's method for distributing funds to local governments and non-profit organizations, and the geographic areas of the City to which it will direct assistance. The following describes the process and procedures related to the development of the Annual Action Plan in compliance with 24 CFR Section 91.320.

1. Plan Development

The City encourages the participation of residents and stakeholders in the development of the Annual Action Plan. The City shall follow the following procedure in the drafting and adoption of the Annual Action Plan:

a. Public Participation and Consultation

In the development of the Annual Action Plan, the City will consult other public and private agencies including, but not limited to, those providing:

- Assisted housing
- Health services

- Social services and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, economic development, neighborhood development and other housing and community development services).

A variety of mechanisms may be utilized to solicit input from these persons/service providers/agencies. These include telephone or personal interviews, mail surveys, internet-based feedback and surveys, and consultation workshops.

b. Plan Review and Public Comment

- i. At least one public hearing on the City's proposed Annual Action Plan will be held before the Plan is published for review and comment. Oral and written input will be sought through this public hearing process and written comments received via email and the written comment process will be considered when preparing the draft Annual Action Plan.
- ii. The City will consider any comments or views of citizens received in writing, or orally at public hearings in preparing the Annual Action Plan. A summary of any comments or views, not accepted and the reasons for not accepting the comments/views shall be attached to the Annual Action Plan.
- iii. The draft Plan shall be made available for public review for a 30-day period prior to consideration and adoption. The Annual Action Plan shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound.
- iv. The draft Plan will encourage comment and participation by minority and non-English speakers, and translation services will be available upon request.
- v. The draft Plan will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where HUD funds are proposed to be used.
- vi. Written comments will be accepted by the contact person listed on page 2, or a designee, during the public review period. A summary of all written comments and those received during the public hearings as well as the City's responses will be attached to the Annual Action Plan.

c. Public Hearing

The City shall conduct a second public hearing to accept public comments on the draft Annual Action Plan prior to its review, approval and submittal to HUD. This may be done concurrently with the public review and comment process for the Five-Year Consolidated Plan during any year that a new Five-Year Consolidated Plan is being proposed. After public comments are heard and considered, the City may approve or reject the Annual Action Plan. Section G describes the process for publishing notices for and conducting public hearings.

d. Submittal to HUD

The Annual Action Plan shall be submitted to HUD with a summary of all written comments and those received during the public hearings as well as the City's responses and proof of compliance with the minimum 30-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD. The Annual Action Plan will be submitted to HUD 45 days before the program year begins.

2. Amendments to the Annual Action Plan

a. Amendment Considerations

The City will provide citizens with reasonable notice and an opportunity to comment on substantial amendments to the adopted Annual Action Plan prior to consideration and adoption. The City will consider the following criteria as constituting a substantial change to the Annual Action Plan thereby requiring an amendment:

- An activity added to or deleted from the Annual Action Plan, or
- A substantial change in the purpose, scope, location, or beneficiaries of an activity previously described, or
- A fifty percent (50%) change in federal funding where the project is \$25,000 or less, or
- A twenty-five percent (25%) change in federal funding where the project is more than \$25,000, or
- A substantial change in the purpose, scope, location, or beneficiaries of Section 108 funded projects.

All other changes to the method of distribution or investment strategy that do not meet the criteria defined above will be reviewed and approved by Department of Community Development staff, and will not be subject to public comments. These changes will be fully documented and signed by the official representative of the jurisdiction authorized to take such action.

The City may submit a copy of each amendment to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments must be signed by the official representative of the jurisdiction authorized to take such action.

b. Amendment Review and Public Comment

In order to formally amend the Annual Action Plan, the following procedure will be followed:

- i. Citizens will be given a reasonable opportunity to comment on the proposed Substantial Amendment to the Plan at least 30 days in advance of the approval of the Substantial Amendment.
- ii. The City will consider any comments or views of citizens received in writing in preparing the Substantial Amendment to the Plan. A summary of any comments or views not accepted and the reasons for not accepting them shall be attached to the Substantial Amendment.
- iii. The draft Substantial Amendment to the Plan shall be made available for public review for a 30-day period prior to consideration and adoption. The City will publish a newspaper and website summary describing the Substantial Amendment contents and

purpose, and listing the locations where the entire Substantial Amendment may be examined. The draft Substantial Amendment shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the Substantial Amendment to those visually impaired and delivering copies to those who are homebound.

- iv. The draft Substantial Amendment will encourage comment and participation by minority persons and non-English speakers, and translation services will be available upon request.
- v. The draft Substantial Amendment will encourage comment and participation by low- and moderate-income residents, especially those living in low- and moderate-income neighborhoods and in areas where CPD funds are proposed to be used.
- vi. Written comments will be accepted by the City contact person listed on page 2, or a designee, during the public review period. A summary of all written comments as well as the City's responses will be attached to the draft Substantial Amendment.

c. Submittal to HUD

A copy of the Amended Annual Action Plan, including a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 30-day public review and comment period requirement, shall be submitted to HUD. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD.

d. Plan Access and Comments

The approved Annual Action Plan will be kept on file and online by the City at <http://www.cityofjerseycity.com/hedc.aspx?id=5332>.

Hard copies can be made available to those requesting the Plan by contacting the contact person listed on page 2, or a designee. Upon request, the approved Plan will be made available in a manner accessible to non-English speakers or those with disabilities. The process to access documents is further described in Section G. The process for submitting comments or complaints on the approved Annual Action Plan is set forth in Section H.

E. Consolidated Annual Performance and Evaluation Report (CAPER)

The following describes the process and procedures related to the development of the Consolidated Annual Performance and Evaluation Report (CAPER):

1. Plan Development

The City shall follow the following procedure in the drafting and adoption of the Consolidated Annual Performance and Evaluation Report (CAPER).

a. Report Considerations

City staff will evaluate and report the accomplishments of the previous program year for CDBG, HOME and ESG, and will summarize expenditures from the previous program year.

b. Report Review and Public Comment

The City encourages citizen participation in the development of the CAPER. The draft CAPER shall be made available for public review for a 15-day period prior to consideration and adoption at a scheduled public hearing. Written comments will be accepted during the public review period by the contact person listed on page 2, or a designee. A summary of the comments and the City's responses to the comments will be attached to the draft CAPER. Copies will be made available following the process described in Section G.

c. Public Hearing

The City shall conduct a public hearing to accept public comments on the draft CAPER. After public comments are heard and considered, the City shall approve or reject the CAPER. Section G describes the process for publishing notices for and conducting public hearings.

d. Submittal to HUD

Upon adoption of the CAPER pursuant to HUD regulations, the City shall submit the CAPER to HUD. Documents related to the public participation process, including copies of public notices and a summary of all public comments received, shall be attached to the CAPER. The CAPER shall be submitted to HUD within 90 days following the end of the program year.

e. Report Access and Comments

The approved CAPER will be kept on file and online by the City at <http://www.cityofjerseycity.com/hedc.aspx?id=5332>.

Hard copies can be made available to those requesting the CAPER by contacting the contact person listed on page 2, or a designee. Upon request, the approved CAPER will be made available in a manner accessible to non-English speakers or those with disabilities. The process to access documents is further described in Section G. The process for submitting comments or complaints on the approved CAPER is set forth in Section H.

F. Development of Section 108 Loan Guarantee Assistance Applications

1. Applications for assistance filed by the City for Section 108 Loan Guarantee Assistance authorized under HUD regulation 24 CFR Part 570, Subpart M, are subject to all provisions set forth within this Citizen Participation Plan. Such applications for Section 108 Loan Guarantee Assistance may be included as part of the Consolidated Planning process, or may be undertaken separately anytime during the program year. The required public hearing to inform citizens of program requirements will be carried out by the City.
2. Before the City submits an application for Section 108 Loan Guarantee Assistance, it will make available to citizens, public agencies and other interested parties information that includes the amount of assistance the City expects to be made available (including program income), the range of activities that may be undertaken, the estimated amount that will benefit persons of low- and moderate-income, and any activities likely to result in displacement.
3. The City will publish its proposed application for review and comment. The City will publish a newspaper and website summary describing the contents and purpose of the application and

listing the locations where the entire application may be examined. An application for Section 108 Loan Guarantee funding shall be made available for public review for a 30-day period prior to consideration and submission to HUD, and may be carried out concurrently with the public review and comment process for the Five-Year Consolidated Plan. The approved Section 108 Loan Guarantee funding application will be kept on file and online by the City at <http://www.cityofjerseycity.com/hedc.aspx?id=5332>.

4. Hard copies can be made available to those requesting the application by contacting the City contact person listed on page 2, or a designee. Upon request, the approved application will be made available in a manner accessible to non-English speakers or persons with disabilities. The process for submitting comments or complaints on the approved activities included in the Section 108 Loan Guarantee Program is set forth in Section H.

G. Public Hearings, Notification and Access

The following describes the process and procedures related to public notification and hearings, and applies to the development of and substantial amendments to the Five-Year Consolidated Plan, the Citizen Participation Plan, the Annual Action Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), and Section 108 Loan Guarantee Assistance applications.

1. Public Hearing Process

The City will conduct at least one public hearing annually to obtain citizen views and comments on the Consolidated Plan and its related documents during the public review and comment period. These meetings will be conducted at different times of the program year and together will cover the following topics:

- Housing and Community Development Needs
- Development of the Method of Distribution of Funds
- Review of Program Performance

During a program year when the City develops a Consolidated Plan, at least one additional public hearing will be conducted prior to the Plan being published for comment.

2. Public Hearing Notification

Staff will ensure adequate advance notice of all public meetings and hearings. Notices will be printed/posted at least 14 days prior to the meeting date. Adequate noticing will include, but not be limited to:

- a. Following preparation of the proposed Consolidated Planning documents, a summary of each document will be published in one or more newspapers of general circulation at least 14 days prior to the Public Hearing. This summary will describe the contents and purpose of the document, and will include a list of locations where copies of the entire draft documents may be examined.
- b. Before the City adopts a Consolidated Plan document, the City will make available to citizens, public agencies, and other interested parties information that describes the contents and purpose of the draft document, and includes the amount of assistance the City expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income, and the plans to minimize displacement of persons, and to assist any persons displaced. This information, and copies of

the entire draft documents, will be available on the City website, and its office, and by contacting the contact person listed on page 2, or a designee.

- c. The Public Hearings will encourage comment and participation by minority and non-English speakers. Publication of the draft documents will be advertised in necessary non-English languages and translation services will be available upon request.
- d. The City will make every effort to hold the hearing(s) at a time and place which is convenient to the actual and potential beneficiaries of the program by holding the meeting(s) in the evening in location(s) accessible to potential participants.
- e. For citizens that are not able to attend the Public Hearing, all notices will contain information on how to submit comments by other means.
- f. The Consolidated Planning documents shall be provided in a format accessible to persons with disabilities upon request. Such formats may include, but are not limited to providing oral, Braille, electronic or large print versions of the plan to those visually impaired and delivering copies to those who are homebound. The City will provide translators during, or written translations after Public Hearings attended by non-English speaking residents upon their request whenever they represent a significant proportion of the persons benefited by proposed or actual activities. Requests for these services should be made with the contact person listed on page 2, or a designee. A determination of what constitutes "...a significant proportion of the persons benefited by proposed or actual activities" shall be at the discretion of the City's point of contact person listed on page 2, or a designee, and made based on the City's approved Language Access Plan.
- g. Staff will ensure adequate advance notice of all public review/comment periods. Notices will be printed / posted prior to the commencement of the public review period alerting residents of the documents for review. The public comment period for each Consolidated Plan document is listed below:

Document	Minimum Length of Public Comment Period
Consolidated Plan	30 days
Annual Action Plan	30 days
CAPER	15 days
Citizen Participation Plan	30 days
Section 108 Loan Guarantee Program	30 days

- h. The City will place an adequate supply of draft copies of each Consolidated Planning document subject to public review at each public hearing location, and at the following locations:

Division of Community Development
 30 Montgomery Street, Suite 404
 Jersey City, NJ 07302

City Hall
 Office of City Clerk
 280 Grove Street
 Jersey City, NJ 07302

Jersey City Public Library
Main Branch
472 Jersey Avenue
Jersey City, NJ 07302

The Bethune Center
140 Martin Luther King Jr Drive
Jersey City, NJ 07305

Hard copies can be made available to those requesting the documents by contacting the contact person listed on page 2, or a designee. Upon request, the approved documents will be made available in a manner accessible to non-English speakers or those with disabilities. The process for submitting comments or complaints on the approved Consolidated Planning documents is set forth in Section H.

3. Access to Public Hearings

Efforts to ensure access to Public Hearings may include, but are not limited to, scheduling meetings during the evening and weekend and requesting feedback from stakeholders for guidance in effective meeting scheduling. Such hearings will be posted and advertised to allow sufficient notice to all interested persons.

It is the intention of the City to comply with the Americans with Disabilities Act (ADA) in all respects. If an attendee or participant at a Public Hearing needs special assistance beyond what is normally provided, the City will attempt to accommodate these persons in every reasonable manner. Efforts may include, but are not limited to, accessible seating, video recording for those homebound, sign language services and production of written transcripts. Requests for reasonable accommodations shall be made with the contact person list on page 2, or a designee, at least 48 hours prior to the Public Hearing.

4. Access to Records

The City will ensure timely and reasonable access to information and records related to the development of the Consolidated Plan documents and the use of CPD funds from the preceding five years. Information to be made available will include budget and program performance information, meeting minutes, and comments received by the City during the development of the Consolidated Plan and its supporting documents.

Requests for information and records must be made to the contact person listed on page 2, or a designee, in writing. Staff will respond to such requests within 15 working days or as soon as possible thereafter.

H. Comments and Complaints

1. Comments

Written and verbal comments received at Public Hearings or during the public comment period, will be considered and summarized, and included as an attachment to the City's final Consolidated

Planning documents. Written comments should be addressed to the contact person listed on page 2, or a designee.

A written response will be made to all written comments within ten working days when practicable, acknowledging the letter and identifying a plan of action, if necessary. Every effort will be made to send a complete response within 15 working days to those who submit written proposals or comments.

Copies of the complete final Consolidated Planning documents will be available to residents at the following locations:

Division of Community Development
30 Montgomery Street, Suite 404
Jersey City, NJ 07302

City Hall
Office of City Clerk
280 Grove Street
Jersey City, NJ 07302

Jersey City Public Library
Main Branch
472 Jersey Avenue
Jersey City, NJ 07302

Hard copies can be made available to those requesting the documents by contacting the contact person listed on page 2, or a designee. Upon request, the approved documents will be made available in a manner accessible to non-English speakers or those with disabilities. The process for submitting comments or complaints on the approved documents is set forth in Section H.

2. Complaints

A complaint regarding the Consolidated Planning process, Consolidated Plan documents, and applicable programs must be submitted in writing to the contact person listed on page 2, or a designee. A written response will be made to written complaints within 15 working days, acknowledging the letter and identifying a plan of action, if necessary.

The City will accept written dated complaints provided they specify:

- The description of the objection, and supporting facts and data, and
- The name, address, telephone number, and e-mail address, if available, of the individual filing the complaint.

All written complaints shall be submitted to the contact person listed on page 2, or a designee.