



## **TOWN OF YARMOUTH CITIZEN PARTICIPATION PLAN**

### **Citizen Participation Plan**

The Town of Yarmouth is an entitlement recipient of the Community Development Block Grant funds (CDBG) under Title I of the Housing and Community Development Act of 1974 (as amended). The Citizen Participation Plan (CPP) was prepared in accordance with section 104(a)3 of the Housing and Community Development Act of 1974 and has been amended as required for the Consolidated Plan in accordance with CFR Part 91, Section 105. The purpose of the Citizen Participation Plan is to detail the Town's policies and procedures to provide for and encourage citizen participation in the development and implementation of the Town's Five-Year Consolidated Plan, Annual One-Year Action Plan, Substantial Amendments to the Five-Year Consolidated Plan or One-Year Action Plans, the Assessment of Fair Housing (AFH), and Assessment of the CDBG Consolidated Annual Performance and Evaluation Report (CAPER). As the Town of Yarmouth is a member of the Barnstable County HOME Consortium, which is responsible to prepare and submit to U.S. HUD one single AFH.

The community involvement process has three main objectives:

1. To help determine the housing, community, and economic development needs of our community.
2. To assess how well the Town is meeting these needs.
3. To help determine priorities.

The Town of Yarmouth will make reasonable efforts to encourage all citizens, including low- and moderate-income persons, persons living in slum and blighted areas, minorities, non-English speaking persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons/agencies and, in conjunction with public housing authorities, residents of public and assisted housing developments to participate during the community development process and throughout the planning, implementation and assessment of all CDBG program(s) undertaken by the Town of Yarmouth.

### **Availability to the Public**

The Town of Yarmouth's Department of Community Development, will keep all documents related to the CDBG program on file at 1146 Route 28, South Yarmouth, MA 02664. Any questions or comments relating to the program can be mailed to this address. The Department of Community Development can also be contacted by calling (508) 398-2231 Ext. 275, TTD# (508) 398-2231.

Information from the project files shall be made available for examination and duplication, on request, during regular business hours. The Town of Yarmouth will make every reasonable

effort to assure that CDBG program information is available to all citizens, especially those of low- and moderate-incomes and those residing in blighted neighborhoods and/or CDBG project areas. The location of the public files and public hearings are handicapped accessible. Materials will be made available in a form accessible to persons with disabilities, upon request.

Materials to be made available shall include, but are not necessarily limited to: the Citizen Participation Plan; the Five-Year Consolidated Plan; the Annual One-Year Action Plan; the Substantial Amendments to the Five-Year Consolidated Plan or One-Year Action Plans; the CAPER; AFH; records of public hearing; mailings and promotional materials; prior CDBG applications; letters of approval; grant agreements; construction specifications; labor standards and materials; proposed and approved CDBG program applications for current year; written comments or complaints received concerning the community development program; and written responses from the Town of Yarmouth; and copies of the applicable Federal and State rules.

*In no case shall the Town of Yarmouth disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefit. Furthermore, the Town of Yarmouth shall not disclose any information which may, in the opinion of the Town Administrator, be deemed of a confidential nature.*

## **Public Hearings**

Through two (2) formal public hearings, the general public has the opportunity to assist the Town in identifying priority housing and community development needs, making recommendations for funding and reviewing the program performance. One of these hearing will be held during the development of the Town's Five-Year Consolidated Plan and Annual One-Year Action Plan, prior to the proposed plans publication for comment. The second hearing will be held during the development of the CAPER. While the Barnstable County HOME Consortium will hold the public hearing on the AFH, the Town of Yarmouth shall advertise the public hearing on the AFH as described below.

The Town of Yarmouth will provide timely notification of local meetings and public hearings. The Town will notify the general public of the time and date of all public hearings by placing a legal advertisement in the official designated newspaper of general local circulation at least 14 days prior to the date of the hearing.

The legal advertisement will include sufficient information about the subject of the hearing to permit informed comment, specify the comment period, state when the plan will be available for review, and state the Town's contact information for the program. The legal advertisement for the CAPER will include the purpose of the CAPER.

The legal advertisement regarding the Five-Year Consolidated Plan, the AFH, and the Annual One-Year Action plan will include the amount of assistance expected to be received and the range of activities that may be undertaken including the amount that will benefit persons of low- and moderate-income. The amount of assistance in the legal advertisement may be estimated if US HUD has not announced the formula allocation for the Town of Yarmouth at the time of publication. Should the actual allocation amount exceed the estimated amount, then the activity budgets for Program Administration and Affordable Housing shall be increased. The Program Administration and Planning shall be increased to 20% of the total allocation, and the activity budget for CDBG Affordable Housing Program will be increased by the remaining additional funding available. Should the actual allocation fall short of the estimate, then all proposed activity budgets will be proportionally decreased from the estimated funding levels to match

actual allocation amounts. This is in compliance with US HUD NOTICE CPD-13-010 “Guidance on submitting Consolidated Plans and Action Plan for Fiscal Year (FY) 2014”

Notice of the public hearings will also be e-mailed directly to Yarmouth-based and regionally-based service providers (both public and private) and public housing authorities, and be posted at Yarmouth Town Offices, on the Town’s Website ([www.yarmouth.ma.us](http://www.yarmouth.ma.us)) and on Channel 18. The Public hearings are generally held in the Main Hearing Room of the Town Offices, located at 1146 Route 28, South Yarmouth, MA in the early evenings. This location is handicapped accessible. The Town of Yarmouth will make every effort to provide translation services for those needing it, upon request. Requests should be made in advance through the Department of Community Development (508) 398-2231 Ext. 275, TTD# (508) 398-2231.

Oral comments will be accepted at the Public Hearing. Written comments should be forwarded to the Department of Community Development, 1146 Route 28, South Yarmouth, MA 02664. Comments or views of citizens received in writing or orally at the public hearing will be considered in preparing the final Five-Year Consolidated Plan. A summary of these comments shall be attached to the final Five-Year Consolidated Plan, including a summary of any comments or views not accepted and the reasons therefore.

### **Consultation Meetings**

During the development of the Five-Year Consolidated Plan, the Town of Yarmouth consults with local service providers (public and private) to obtain their opinion on the housing and community development needs of “special needs” households in Yarmouth. These households include: 1) elderly/frail elderly; 2) persons with HIV/AIDS; 3) substance abusers; 4) persons with developmental disabilities; 5) persons with mental disabilities; 6) persons with physical disabilities; and 7) the homeless. The consultations may include scheduled meetings, phone interviews, invites to public meetings, and surveys as deemed appropriate.

### **Surveys**

At times, the Town of Yarmouth may utilize surveys to collect additional input from residents or agencies providing services in the community that benefit our citizens.

### **Public Comment**

The Town’s Five-Year Consolidated Plan, Annual One-Year Action Plan, Substantial Amendments to the Five-Year Consolidated Plan or One-Year Action Plans, AFH, CAPER, and the Citizen Participation Plan will be made available for public review and comment. The Town of Yarmouth will provide timely notification of the availability of these documents for review and comment by placing a legal advertisement in the official designated newspaper of general local circulation. A summary of the documents will be available for examination and duplication at the Department of Community Development, 1146 Route 28, South Yarmouth, MA 02664 and at the Town’s libraries during regular business hours. The summary will also be available on-line at the Town’s website [www.yarmouth.ma.us](http://www.yarmouth.ma.us). The summary will describe the contents and purpose of the consolidated plan. The entire proposed consolidated plan will be available for examination and duplication at the Department of Community Development during regular business hours. Comments should be forwarded in writing to the Department of Community Development, 1146 Route 28, South Yarmouth, MA 02664. In the case of the AFH, public comment shall be sent to the Barnstable HOME Consortium, Barnstable County Human Services, P.O. Box 427 Barnstable, MA 02630. The comment period for the Five-Year

Consolidated Plan, Annual One-Year Action Plan, Substantial Amendments to the Five-Year Consolidated Plan, and the AFH will be not less than thirty (30) days from the date the public is notified via legal advertisement. The comment period for the CAPER will be not less than fifteen (15) days from the date the public is notified via legal advertisement.

### **Technical Assistance**

The Town's Department of Community Development offers technical assistance, upon request, to all low-, very low- and poverty-income individuals and/or organizations serving low-income neighborhoods or persons. The assistance is for the purpose of developing proposals to request funding under its CDBG program and activities. Town staff will also provide technical assistance to grant recipients to ensure compliance with federal rules and regulations.

### **Comments & Complaints**

To ensure that citizens are given the opportunity to assess and comment on all aspects of the CDBG program on a continuous basis, citizens may, at any time, submit written comments or complaints to the Department of Community Development, 1146 Route 28, South Yarmouth, MA 02664.

The Department of Community Development will respond to all written comments or complaints from citizens regarding the Town's Five-Year Consolidated Plan, Annual One-Year Action Plan, Substantial Amendments to the Five-Year Consolidated Plan or One-Year Action Plans, AFH, CAPER or Citizens Participation Plan within fifteen (15) working days. Responses will be substantive, where appropriate. When complaints remain unsatisfied, the staff will bring the complaint to the Town Administrator for review and resolution.

### **Displacement**

It is rare for the Town of Yarmouth to undertake projects that included displacement or relocation. The town works closely with the local housing authorities in an effort to minimize permanent residential displacement. It would be the town's general practice not to approve any proposed CDBG activities involving relocation of tenants, businesses, or owners unless circumstances warrant it. If a project is approved that results in displacement, the Town of Yarmouth, in compliance with Uniform Relocation Act under the Federal Regulations, will work with a qualified relocation advisory agency to give relocation assistance to the occupants to be replaced.

### **Amendments**

Due to changes in local needs during program years, amendments and/or revisions to the Consolidated Plan and/or Action Plan may be necessary. Some changes may be substantial enough that they significantly alter the priorities of the Action Plan and ultimately the Five-year Consolidated Plan. Amendments and/or revisions that are considered substantial will include:

- a. A change in allocation priorities or a change in the method of fund distribution;
- b. Any additions or deletions of activities or programs described in the Five-Year Consolidated Plan;
- c. Any additions or deletions of activities or programs covered by the Five-Year Consolidated Plan not previously described in the Annual One-Year Action Plan; or

- d. Any fund transfer from one approved activity to another that increases the under funded activity in excess of twenty-five percent (25%) of the original allocation.

The Town of Yarmouth will provide timely notification of any substantial amendments to the Five-Year Action Plan, the Annual One-Year Action Plan by placing a legal advertisement in a newspaper of general local circulation, including but not limited to *The Register*, at least thirty (30) days prior to adopting any changes. In the case of the AFH, the Barnstable HOME Consortium will provide timely notification of any substantial amendments. The public will have thirty (30) days to submit written and/or oral comments on the amendment from the date the public is notified by legal advertisement. Submissions should be sent to the Department of Community

Development, 1146 Route 28, South Yarmouth, MA 02664, tel: (508) 398-2231 Ext. 275, TTD# (508) 398-2231. All comments will be considered and a summary will be filed in the Department of Community Development. The Town Administrator must approve a substantial amendment.

Minor Amendments or Revisions will include:

- a. Shifting funds from one eligible activity or program to another eligible activity or program where the funding exchange is less than 25% of the item;
- b. Increasing or decreasing funds in an eligible activity due to under-over funding where the funding change does not exceed 25% of the line under-over funded activity.

The Town of Yarmouth will approve minor amendments or revisions with approval of the Town Administrator as communicated by the Director of Community Development .

### **ADOPTION OF THE CITIZEN PARTICIPATION PLAN:**

The Citizen Participation Plan will be adopted as a section of the Five-Year Consolidated Plan, thereby going through the same process of local review and public comment, ending with a 30-day public comment period.

Amendments and changes to the Citizen Participation Plan will be advertised in a newspaper of general local circulation, including but not limited to *The Register* and *The Cape Cod Times*, at least thirty (30) days prior to adopting any changes. The public will have thirty (30) days to submit written and/or oral comments on the amendment from the date the public is notified by legal advertisement. Submissions should be sent to the Department of Community. Amendments to the Citizen Participation Plan may also be presented in the annual update of the Five-Year Consolidated Plan. The Town of Yarmouth will follow the citizens participation plan as outlined in this document.

**Any questions or comments can be directed to:**

**Town of Yarmouth • Department of Community Development**

**1146 Route 28, South Yarmouth, MA 02664**

**TEL: (508) 398-2231 Ext. 275**

**TTD: (508) 398-2231**

**Office Hours: Monday through Friday 8:30 am to 4:30 pm**

SPECIAL PROVISION OF THE YARMOUTH CDBG CITIZEN PARTICIPATION PLAN IN  
ORDER TO PROVIDE A RAPID RESPONSE TO THE NEW CORONAVIRUS (COVID-19)  
AMENDMENT MADE MAY 2020

1. For any and all substantial amendments to any and all CDBG Five-Year Consolidated Plans and CDBG One-Year Annual Action Plans proposed in order to provide a rapid response to the spread of the new coronavirus (COVID-19) the town shall provide a comment period of no less than five (5) days.
2. For any and all amendments to the town's CDBG Citizen Participation Plan proposed in order to provide a rapid response to the spread of the new coronavirus (COVID-19) the town shall provide a comment period of no less than five (5) days.
3. The Town shall provide legal notice to its citizen of these proposed amendments by publishing the legal notice in the Yarmouth Register or Cape Cod Times newspapers and on the Town's website. Every effort shall be made to post this paper notice at Town Hall, 1146 Route 28, South Yarmouth, MA at one of the doorways. The Town shall also email this legal notice to its CDBG Community Partners and provide a summary of the notice to its citizens on local access cable station Channel 18.

Last Revised May 2020