

# **Appendix J**

## **Revised Citizen Participation Plan**

**Mayor Stephanie A. Miner**



**City of Syracuse  
Citizen Participation Plan  
(Amended 2011)**

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May, 2011

# City of Syracuse

## Citizen Participation Plan for the Consolidated Plan Process

### **Introduction**

This Citizen Participation plan serves as a guide for how the City of Syracuse will involve citizens in the process of developing the 5 year Consolidated Plan and Annual Action Plans. The City of Syracuse is required by law to follow a detailed Citizen Participation Plan that describes the City's policies and procedures for public involvement in the Consolidated Plan process and the use of Community Development Block Grant (CDBG), HOME, and Emergency Shelter Grant (ESG) funds. This Citizen Participation Plan must be available to the public.

### Encouraging Public Participation

The law requires that our Citizen Participation Plan provides for and encourages public participation in the development of the consolidated plan, any substantial amendments to the consolidated plan, and the performance report. This involvement is designed to emphasize citizen involvement, especially those living in low and moderate income neighborhoods. Also, the U.S. Department of Housing and Urban Development (HUD) expects the City of Syracuse to take whatever actions are appropriate to encourage participation of minorities, non English speaking persons, and people with mobility, visual or hearing impairments.

The City of Syracuse also encourages the participation of residents of public and assisted housing developments and recipients of tenant based assistance in the process of developing and implementing the consolidated plan, along with other low income residents of targeted revitalization areas in which the developments are located. The City of Syracuse shall make an effort to provide information to the housing agency about consolidated plan activities related to its development projects and surrounding communities so the housing agency can make available in the annual public hearing required for the Public Housing Agency Plan.

Copies of the Citizen Participation Plan, as well as summaries of basic information about CDBG, HOME, ESG, and the Consolidated Planning process will be made available, upon request to the City of Syracuse Department of Neighborhood and Business Development, in a format to be understood by persons with visual impairments and by non English speaking persons. The City will collaborate and facilitate this process

through the help of organizations that serve these residents such as the Spanish Action League, Southeast Asian Center, etc.

### The Role of Low Income People

The primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing decent housing, a suitable living environment, and increasing economic development opportunities, principally for low and moderate income people. The City of Syracuse will encourage the participation of all citizens in the Consolidated Plan process. The City has identified the following types of groups that relate to the primary purpose to be particularly targeted for outreach efforts when developing the Consolidated Plan and the Annual Action Plans.

- Persons who do not speak English
- Persons with HIV/AIDS and HIV/AIDS service providers
- Homeless and homeless service providers
- Public Housing residents and the Syracuse Housing Authority
- Community Development Corporations and residents served
- Mental health agencies/organizations and clients
- Alcohol and drug agencies/organizations and clients
- Health department and the Division of Lead Abatement
- Children and youth and children and youth advocacy groups
- Elderly and elderly service providers
- Persons with disabilities and service providers for persons with disabilities
- Economic Development, job creation agencies and community businesses
- Private housing developers/banks/Fair Housing Council of CNY
- Residents of assisted housing
- Neighborhood based community groups such as TNT, Neighborhood, Associations and watch groups

Because the amount of federal CDBG, HOME, and ESG funding allocated to Syracuse each year is primarily based upon the severity of both poverty and substandard housing conditions in Syracuse, it is necessary that public participation genuinely involve low income residents who experience these conditions. Genuine involvement by low income people must take place at all stages of the process, including identifying needs, setting priorities amongst those needs, suggesting how much money should be allocated to each high priority need, and suggesting the types of programs to meet high-priority needs, as well as, overseeing the way in which programs are carried out. The Mayor's Citizen Cabinet in conjunction with the Tomorrow's

Neighborhoods Today Planning Councils (TNT) provides a major portion of involvement through these stages.

### Displacement

Although the City of Syracuse Department of Neighborhood and Business Development attempts to minimize the displacement of persons by concentrating housing efforts on those that are currently vacant, the department outlines services to be provided to households displaced as a result of HUD assisted activities or the Division of Code Enforcement actions that designate a structure to be unfit for habitation. Services include assistance in identifying alternative housing, moving needs, and payments of benefits based upon federal guidelines. All displacement/relocation services and benefits provided as a result of HUD assisted activities will be in accordance with Section 104 of the Housing and Community Development Act or the Uniform Relocation Act, and with the direction from staff of the Department of Neighborhood and Business Development.

### Selected Stages of the Consolidated Plan Process

1. Identification of housing and community development needs through the neighborhood plans based on the citizen based planning efforts.
2. CDBG, HOME, and ESG request for proposals are posted on the City of Syracuse website, distributed to agencies, organizations, Citizen Cabinet members, and other individuals/agencies/organizations that have requested via email or postal mail. Availability is also advertised at all TNT meetings and a display ad is placed in the Syracuse newspaper.
3. RFP selection subcommittees review all applications, prioritize applications, and prepare budget recommendations for the Commissioner of Neighborhood and Business Development.
4. ESG applications are reviewed by a Selection Committee, which is comprised of individuals of government, public housing, and service providers who have an interest in discussing poverty and homelessness issues. Funding recommendations are presented to the Commissioner of NBD.
5. Preparation of a draft use of funds for the upcoming year called the draft Annual Action Plan takes place in January.
6. A 30-day comment period provides opportunity for public review and comment on the draft Action Plan. A Public Meeting is held, sponsored by the Department. Citizens are invited and encouraged to comment at the public meeting and throughout the 30-day comment period.

7. The Syracuse Common Council holds a Public Hearing to garner further community input and formally approves the final Annual Action Plan or Five Year Consolidated Plan. Once approval has been received from the Common Council and signed by the Mayor, the Consolidated Plan is submitted to HUD for approval.
8. Throughout the year, the Department reviews and evaluates funded programs and agencies, including onsite monitoring visits.
9. On occasions during the year, it might be necessary to change the use of the funding budgeted in an Annual Action Plan, or to change the priorities established in the Five-Year Strategic Plan (Consolidated Plan). In that case, a formal substantial amendment will be proposed, considered and acted upon. Description of a substantial amendment and necessary procedures is outlined further in the Citizen Participation Plan.
10. After a program year is complete, a Consolidated Performance and Evaluation Report (CAPER) will be drafted by the Department. A 15-day public review and comment period is required prior to a public hearing being held by the Department. A public hearing is held prior to the CAPER being submitted to HUD which must occur prior to the July 30<sup>th</sup> submission of the CAPER to HUD.

#### The Program Year

The program year for the City of Syracuse is May 1<sup>st</sup> through April 30<sup>th</sup>.

#### **Public Notice**

##### Items Covered by the Public Notice Requirement

There shall be advanced public notice once a federally required document is available, such as the draft Annual Action Plan or Five Year Consolidated Plan; any proposed Substantial Amendments to the Action Plan or Consolidated Plan, and the Annual Performance Report.

In addition, there shall be advanced public notice of all public meetings or hearings relating to the funds or planning process covered by this Citizen Participation Plan.

##### Adequate Public Notice

Adequate advance notice is timely; it is given with enough lead-time for the public to take informed action. Although the amount of lead time can vary, depending on the event, a standard of 5 business days notice will be provided for all public meetings or hearings, unless otherwise specified. Specific amounts of time are given for different

events later in this Citizen Participation Plan. The content of notices will give residents a clear understanding of the event being announced as well as a summary of the contents, purpose and location of availability of a document being discussed.

#### Forms of Public Notice

1. a. Public notices will be published in The Post Standard as display ads in a non-legal section of the newspaper. Normally these display ads are published in the daily newspaper insert on Thursdays and entitled City Neighbors.  
b. In addition, press releases may be sent to other publications and/or public broadcasters tailoring to special needs populations or minority individuals within the city.
2. Notice will also be given through letters or flyers to Area TNT meetings, neighborhood organizations, public housing resident groups, religious organizations in lower income neighborhoods, and agencies providing services to lower income people.
3. Notice will be provided via the City of Syracuse website and email to all interested parties.
4. Notice will be sent to any person or organization requesting to be on a mailing list. Anyone interested in being added to the mailing list should contact:

City of Syracuse Department of Neighborhood and  
Business Development, City Hall, Room 312, 233 E.  
Washington Street, Syracuse, New York 13202.  
(315) 448-8109

Or by email at:

nbd@ci.syracuse.ny.us

#### **Public Access to Information**

Citizens, public agencies, and other interested parties, including those most affected, must have the opportunity to receive information, review and submit comments on any proposed submission concerning the proposed activities, including the amount of assistance the jurisdiction 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.

The City of Syracuse will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this Citizen Participation Plan. Regarding the past use of funds, reasonable public access will be given to records about any uses of these funds during the previous five years.

Also, the City of Syracuse will provide the public with reasonable and timely access to local meetings relating to the proposed or actual use of funds.

#### Standard Documents

Standard documents include the draft and final Annual Action Plans, the draft and final Five Year Consolidated Plan, draft and final Substantial Amendments to an Annual Plan or Consolidated Plan, CAPER, and the Citizen Participation Plan.

#### Availability of Standard Documents

In the spirit of encouraging public participation, copies of standard documents will be provided to the public at no cost and within five working days of a request.

These materials will be available in a form accessible to persons with disabilities, when requested.

#### Places Where Standard Documents are Available

Standard documents will also be available at the City of Syracuse Department of Neighborhood and Business Development, other City government offices, City of Syracuse official website, Onondaga County Executive Office, and the Onondaga County Central library

#### **Public Meetings/Hearings**

The City of Syracuse must provide for at least one public meeting and one public hearing per year in order to obtain the public's views, and to provide the public with the City's responses to public questions and proposals. Public meetings are held by the Department of Neighborhood and Business Development, while Public Hearings are conducted by the City of Syracuse Common Council.

Public meetings and hearings are held to address housing and community development needs, review the proposed uses of funds, and review how funds were spent during the previous program year. The City of Syracuse will hold a public meeting during the 30-day comment period of the draft Consolidated Plan to obtain the views of citizens on housing and community developments needs, including priority non-housing community development needs. A public hearing will be held after the 30 day public comment period of the draft consolidated plan to discuss the proposed activities seeking funding. A final public hearing will be held after the 15-day comment period has ended and prior to the submission of the CAPER to HUD.

### Access to Public Meetings and Hearings

Public meetings and hearings will be held only after there has been adequate notice, as described in the section titled "Public Notice" of this Citizen Participation Plan, including display advertisement in the non-legal section of the newspaper ten days prior to the public meeting/hearing.

Public meetings and hearings will be held at a time convenient to most people who might benefit from the use of funds, such as after normal working hours.

Public meetings and hearings will be held at places not only accessible by bus and otherwise convenient to most people who might benefit from the use of funds, but also accessible by persons with disabilities.

### Public Meetings/Hearings and Populations with Unique Needs

All public meetings and hearings will be held at locations accessible to people with disabilities, and provisions will be made for people with hearing or sight disabilities when requests are made at least three working days prior to a hearing. Also, translators will be provided for people who do not speak English when requests are made at least five working days prior to a hearing.

### The Conduct of Public Hearings

Each resident choosing to speak will be allowed a maximum of three (3) minutes to make a verbal presentation in order to allow everyone who wishes to speak a chance to do so. Comment cards will also be available for those wishing to make comments, but not verbal presentations. Written comments can be sent to the City of Syracuse Department of Neighborhood and Business Development, Commissioner's Office, City Hall, Room 312, 233 E. Washington Street, Syracuse, New York 13202. Comments can also be sent via email to: [nbd@ci.syracuse.ny.us](mailto:nbd@ci.syracuse.ny.us)

## **The Stages in the Process**

### **A. Identifying Needs**

Because the housing and community development needs of low and moderate income people are so great and diverse, priorities must be set in order to decide how resources will be allocated. This is the basic reason for the Consolidated Plan.

In order to determine what the needs of the neighborhoods are, the TNT Neighborhood Planning Councils (described later in the Citizen

Participation Plan), each year, will hold meetings to obtain and discuss residents' opinions about needs in their areas, and what priorities those needs have. The determination of needs will be conducted through a series of public meetings as a way to determine community development needs at the neighborhood level before a draft Annual Action Plan is published for comment so that the needs identified can be considered by the City and addressed in the draft Annual Action Plan.

## **B. The Proposed Annual Action Plan (and/or Five year Strategy)**

The law provides for funds covered by this Citizen Participation Plan calls for improved accountability of jurisdictions to the public. In that spirit and in compliance with the terms of the law, the City of Syracuse will use the following procedures:

### Request for Proposals

The Department of Neighborhood and Business Development will provide organizations/agencies with an application (request for proposal) for funding through CDBG, HOME, or ESG monies. The applications will be distributed by mail, email and notification given to the public through the manner described in the "Public Notice" section of this Citizen Participation Plan. Applicants will be given at least four weeks to complete the request for proposal and return it to the Department of Neighborhood and Business Development.

### General Information

In the request for proposal, the City of Syracuse will provide the public with an estimate of the amount of CDBG, HOME, ESG, (and HOPWA, if applicable) it expects to receive in the upcoming year, along with a description of the range of types of activities that can be funded with these resources.

### Technical Assistance

City of Syracuse Department of Neighborhood and Business Development staff will work with organizations and individuals representative of low and moderate income people who are interested in submitting a Request for Proposal (RFP) to obtain funding for an activity. All potential applicants for funding are encouraged to contact City staff within the Department of Neighborhood and Business Development, Division of Neighborhood Planning for technical assistance before completing a RFP.

### Availability of a Draft Annual Action Plan

The City of Syracuse will notify the public that a Draft Annual Action Plan is available. The means of notice described earlier in this Citizen Participation Plan will be used.

The date the Draft Annual Action Plan is available to the public will be at least 30 days prior to the date a Final Annual Action Plan is submitted to the Common Council for their action so that low- and moderate-income people will have a reasonable opportunity to examine it and submit comments. After the 30-day review and comment period has ended the Consolidated Plan is presented to the Common Council for their review and consideration. In turn, the Common Council must hold a public hearing prior to their authorizing the submission of the Consolidated Plan to HUD. This Common Council action also authorizes the Mayor to enter into a contract with HUD for the fiscal year entitlement funds.

- So that low and moderate-income people can determine the degree that they might be affected, the Draft Annual Action Plan will contain:
- HUD required sections;
- HUD required Priorities Tables;
- Written description of all proposed uses of CDBG, HOME, ESG, (and HOPWA, if applicable).
- At a minimum, the written description shall include the type of activity, its location, the amount of federal money to be allocated for the activity, and the amount of money allocated to benefit low and moderate income individuals.

Copies of the Draft Annual Action Plan will be made available to the public at no charge from the City of Syracuse Department of Neighborhood and Business Development. In addition, copies will be available at the locations specified above in the section, "Public Access to Information".

### Public Meeting/Hearing and Further Action

The City of Syracuse will hold at least one public meeting before the draft consolidated plan is published to obtain the views of citizens on housing and community developments needs, including priority non-housing community development needs. Community Development will conduct a public meeting to release the Draft Annual Action Plan and the summary of the plan, receive comments on the proposed activities seeking funding, and begin the 30 day public comment period. After the 30 day public comment period, the Common Council will hold a

public hearing before the Final Annual Action Plan is approved so that the elected officials can consider the public's comments prior to submission to HUD.

In preparing a Final Annual Action Plan, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at a public meeting or submitted in writing during the 30 day review and comment period. The Final Annual Action Plan will have a section that presents all comments.

**C. The Final Annual Action Plan (and/or Five year Strategy)**

Copies of the Final Annual Action Plan and its summary will be made available to the public at no charge and within five days of a request. In addition, copies will be available at the locations specified in the section, "Public Access to Information".

**D. Amendments to the Annual Action Plan (and/or Five year Strategy)**

The Final Annual Action Plan will be amended anytime there is: (1) a change in one of the Priorities presented on the HUD required Priority Table; (2) a change in the purpose, location, scope, or beneficiaries of an activity (described more fully later). The public will be notified whenever there is an amendment as per the "Public Notice" section of this Citizen Participation Plan

Substantial Amendments

The following will be considered substantial amendments:

1. A change in the use of CDBG funds from one category activity to another category activity such that there is a 20% increase or decrease in the amount of funding allocated to the activity.
2. A change in the use of HOME, ESG, (or HOPWA, if applicable) funds from one activity to another such that there is a 20% increase or decrease in the amount of funding allocated to the activity.
3. The elimination of an activity originally described in the Annual Action Plan.
4. The addition of an activity not originally described in the Annual Action Plan.
5. A change in the purpose of an activity, such as a change in the type of activity or its ultimate objective.
6. A meaningful change in the location of an activity.
7. A change in the type or characteristics of people expected to benefit from an activity.

8. A change in the scope of an activity, such that there is a 20% increase or decrease in the amount of money allocated to the activity.
9. A change in overall CDBD, HOME, ESG or HOPWA (if applicable) funding allocation such that there is a 20% increase or decrease to the total amount of funding allocated.

### **Public Notice and Public Meeting/Hearing for Substantial Amendments**

There must be reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following specifically for Substantial Amendments:

1. Citizens will be provided with reasonable notice of any Substantial Amendment to the Annual Action Plan, a 30 day comment period will begin.
2. A detailed written description of the proposed Substantial Amendment will be made available to the public at no cost within five working days of a request. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under "Public Access to Information".
3. There will be a public hearing regarding the proposed Substantial Amendment conducted by the City of Syracuse Department of Neighborhood and Business Development. This public hearing will not take place until the public has had 30 days to review and/or comment on the proposed Substantial Amendment.
4. In preparing a Final Substantial Amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The Final Substantial Amendment will have a section that presents all comments.

### **E. The Consolidated Performance and Evaluation Report (CAPER)**

Every year, City of Syracuse must submit to HUD a CAPER, also known as an annual performance report, within 90 days of the close of the program year. In general, the CAPER must describe how funds were actually used and the extent to which these funds were used for activities that benefited low and moderate-income people.

### Public Notice and Public Hearing for CAPER

There must be reasonable notice that a CAPER is available so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for the CAPER:

1. Once citizens have been provided with reasonable notice of the CAPER, a 15 day public comment and review period will begin.
2. A complete copy of the CAPER will be made available to the public at no cost within five working days of a request. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under "Public Access to Information".
3. There will be a public hearing conducted by the City of Syracuse Department of Neighborhood and Business Development regarding the CAPER.
4. This public hearing will not take place until the public has had 15 days to review and/or comment on the CAPER.
5. In preparing the CAPER, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the 15 day review and comment period. The CAPER will have a section that presents all comments.

### Contents of the CAPER

The CAPER presented to the public will contain as much detail as was required by HUD for Grantee Performance Reports. The CAPER will have an accounting for each activity in any Action Plan, until an activity is officially "closed out" or "reprogrammed", with HUD's permission, by the City of Syracuse. For each activity the details presented will include, but are not limited to:

1. Activity from the Action Plan.
2. Name of the Activity plus its HUD eligibility with regulation reference.
3. A description of the activity will include enough detail for the public to have a clear understanding of the nature of the activity.
4. The name of the entity carrying out the activity.
5. The location of the activity.
  - a. Generally, this should be a street address or some other information showing specifically where the activity was (or is being carried) out.

- b. For public facility activities such as street reconstruction, location includes a specific street address providing beginning and ending points.
  - c. For activities claiming to meet the "area wide benefit test", the location should also include the census tracts and/or block groups making up the service area of the activity. Also, the percentage of low/mod persons in the service area will be indicated.
  - d. For multi-family housing activities, the address of each building and the number of units in the building both before and after assistance will be given.
6. The description of economic development activities will include: the amount of the loan, and the number of permanent, full time jobs created and/or retained.
  7. Float Loan Funded activities should be clearly identified as such.
  8. The date the activity was initially funded.
  9. The national objective the activity claims to meet.
  10. The status of an activity, such as whether it is completed, underway or canceled.
  11. The amount of dollars budgeted and the amount spent. The amount spent shall be given for the year, and separately for the life of the activity to date.
  12. The accomplishments for the activity should be a description of what was actually done, including numerical measures when appropriate, such as number of units of housing rehabbed, number of individuals or households served.
  13. For activities that provide a direct benefit to individuals or households, show: the number of individuals or households served; the number which were moderate income; the number which were low income; and ethnic demographics.

The above mentioned items are covered by IDIS Reports for each reporting year:

- PR 03: CDBG Activity Summary Report (GPR)
- PR 06: Summary of Consolidated Plan Projects
- PR 23: Summary of Accomplishments Report
- PR 26: CDBG Financial Summary Report

### **Complaint Procedures**

Written comments regarding the Consolidated/Annual Plan, Amendments to the Plan, or the CAPER can be sent to the City of Syracuse Department of Neighborhood and Business Development, Commissioner's Office, City Hall, Room 312, 233 E. Washington Street, Syracuse, New York 13202. Written complaints from the public will

receive a meaningful, written reply within 15 working days upon receipt.

### **Mayor's Citizens Cabinet**

The Mayor's Citizens Cabinet is a group of City residents that facilitate dialogue between the Mayor's Office and the various communities of the City. The Cabinet meets regularly with the Mayor and acts as a vehicle for providing guidance and feedback throughout the year on all the City's activities.

In 2010, the Citizens Cabinet replaced the Community Development Advisory Committee (CDAC) as the primary means of citizen advisement on the Community Development Block Grant program. The Citizens Cabinet consists of twenty (20) members. Eight of these members are selected by the eight TNT Planning Councils by popular vote. The remaining twelve members are appointed by the Mayor. All Cabinet members serve for a term of two years.

Members of the Citizens Cabinet reviewed applications for CDBG funding and made recommendations on all activities related to CDBG before their final presentation to the Common Council and the Mayor. At least one member of the Citizens Cabinet was included on each RFP selection sub-committee. These sub-committees also included professionals with grant experience from various local foundations and institutions.

Additionally, the Citizens Cabinet was developed to assist the City administration in the planning and implementation of community development programs in Syracuse and specifically:

1. To provide a forum for expression and discussion of community development issues which affect the City of Syracuse.
2. To assist the City in the determination and planning of programs to be undertaken with community development funds, and to recommend such programs to the Mayor and the Common Council.
3. To inform the residents of Syracuse about such programs and to solicit the view of all affected citizens in making recommendations.
4. To assist the City in the review and the evaluation of program proposals.

All Cabinet members must reside within the city limits, and be at least 18 years of age. Also, they must live or work in the neighborhood they are selected to represent and continue to live in the neighborhood during their tenure.

### **Tomorrow's Neighborhoods Today**

As created under General Ordinance No. 48, the City of Syracuse has implemented the TNT program as a neighborhood forum for keeping City officials informed as to the needs of the various neighborhoods that make up the City. Eight Neighborhood Planning Councils are established to correspond to the City's eight planning areas: Downtown, Westside, Southside, Valley, Eastside, Eastwood, Northside, and the Lakefront.

The TNT Neighborhood Planning Councils continue to create a comprehensive process for involving neighborhood residents, businesses, and organizations in planning for their neighborhoods that identifies and builds upon community assets and helps direct City resources into priority areas. As neighborhoods change, the TNT councils want to ensure a variety of "voices" have input.

The TNT Neighborhood Planning Councils create asset driven plans for its area. These plans and comprehensive evaluations of the neighborhoods are used as a tool in the identification of housing, economic and community development needs. These plans are routinely reviewed and revised to include updated information.

Each TNT Neighborhood Planning Council serves as a "community roundtable" where issues of pertinence and concern can be discussed; where education on complex community issues and action can take place, and where people from many different parts of the community can come together as equals to address issues of common concern.

### **Public Notice for TNT Meetings**

Advanced public notice of all TNT monthly meetings will be provided. Adequate advance notice is timely when given with enough lead-time for the public to take informed action. Although the amount of lead-time can vary, depending on the event, a standard of 5 days notice will be provided for all public meetings or hearings, unless otherwise specified. The notices will give residents a clear understanding of the date, time and location of the meeting and an overview of the agenda for the meeting.

### Forms of Public Notice

1. Press releases may be sent to the daily newspaper, The Post Standard, other publications and/or public broadcasters tailoring to special needs populations or minority individuals within the city.
2. The monthly calendar of TNT meetings will be posted on the City of Syracuse Website.
3. Notice will also be given through post cards, letters or flyers to residents, neighborhood organizations, public housing resident groups, religious organizations in lower income neighborhoods, and agencies providing services to lower income people.
4. Notice will be sent to any person or organization requesting to be on a mailing list. Anyone interested in being added to the mailing list should contact the City of Syracuse Department of Neighborhood and Business Development, Commissioner's Office, City Hall, Room 312, 233 E. Washington Street, Syracuse, New York 13202 or by email at [nbd@ci.syracuse.ny.us](mailto:nbd@ci.syracuse.ny.us)

### TNT Monthly Meetings

TNT monthly meetings are held at a time convenient to most people who might benefit from the collaborative efforts of residents, neighborhood groups, businesses and the City of Syracuse, such as after normal working hours. The meetings have standard meeting times (i.e. the 2<sup>nd</sup> Tuesday of each month) to provide consistency for participants.

These meetings will be held at places not only accessible by bus and otherwise convenient to most people who might benefit from the use of funds, but also accessible by persons with disabilities.

### **Amendments to the Citizen Participation Plan**

There must be reasonable notice of a proposed amendment to this Citizen Participation Plan so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following specifically for Amendments to the Citizen Participation Plan:

1. Once citizens have been provided notice of amendment(s) to the Citizen Participation Plan, a 30 day comment period will begin. This notice will be published in "The Post Standard" as display advertisements in a non-legal section of the newspaper.
2. A detailed written description of the proposed Amendment will be made available to the public at no cost within three working

days of a request. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under "Public Access to Information".

3. There will be a public hearing regarding the proposed Amendment to the Citizen Participation Plan conducted by the City of Syracuse Department of Neighborhood and Business Development. This public hearing will not take place until the public has had 30 days to review and/or comment on the proposed amendment.
4. In preparing a final Citizen Participation Plan, careful consideration will be given to all comments and view expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The final Citizen Participation Plan will have a section that presents all comments received during the comment period.
5. May also be amended in conjunction with the preparation of the Annual Action Plan or Five Year Consolidated Plan, although both will require a separate public hearing.
6. Approval by HUD is the final step.