



CITIZEN PARTICIPATION PLAN CITY OF PONTIAC

MARCH 2024

POLICY CHANGES OR UPDATES TABLE

Action	Affected Section	Date
Version 1 - Approval	Entire document	

Table of Contents

CITY OF PONTIAC DEPARTMENT OF GRANTS & PHILANTHROPY CITIZEN PARTICIPATION PLAN	5
Purpose	5
Goals	5
Citizen Participation Process.....	6
Open Participation	6
Participation of Critical Parties	6
Assurance of Engagement Efforts	7
Social Media Dissemination	8
Accessibility and Provisions	8
CDBG & HOME	9
Availability to the Public and Access to Records	9
CDBG Consolidated Plan & Annual Action Plan:.....	10
Public Notice and Comment Period	10
Informational Meeting	11
Publishing the Plan with Reasonable Opportunity for Public Review	11
Public Hearings	13
Time Period for Comments	13
Contingency Provisions.....	14
Substantial Amendments	14
Citizen Objection to the Community Development Program	15
Assessment of Performance.....	15
Access to Records.....	16
Use of Citizen Participation Plan	16
Attachment A: CDBG and HOME Language Access Plan.....	17
CITY OF PONTIAC DEPARTMENT OF GRANTS & PHILANTHROPY LANGUAGE ACCESS PLAN	18
Purpose	18
History	18
City of Pontiac Four-Factor Analysis:	18
Factor 1	18

Factor 2	19
Factor 3	19
Factor 4	19
City of Pontiac Language Access Plan.....	20
Attachment B: City of Pontiac Website Policies and Procedures	21
for CDBG and HOME	21
Website Purpose.....	21
Website Content.....	21
CDBG Requirements	21
HOME Requirements.....	22
Website Process	23
CDBG and HOME Website Update Checklist	23
CDBG Webpage Review	24
HOME Webpage Review	25

CITY OF PONTIAC

DEPARTMENT OF GRANTS & PHILANTHROPY

CITIZEN PARTICIPATION PLAN

Purpose

The overall purpose of the Citizen Participation Plan is to provide for and encourage citizens to participate in an advisory role in planning, implementing, and assessing the programs of City of Pontiac’s Department of Grants & Philanthropy (hereafter “the Department”). This Department is charged with the responsibility for fundraising, grant-writing, administration, compliance, oversight, and project management support for City Departments and subrecipients with active grants in both pre and post award phases.

The City of Pontiac has adopted a Citizen Participation Plan (CPP) that sets forth the City's policies and procedures for citizen participation during the development and implementation of HUD-funded activities and programs.

The City of Pontiac's Citizen Participation Plan encourages citizens to participate in the development of:

- The Five-year Consolidated Plan
- Annual Action Plan
- Consolidated Annual Performance and Evaluation Report (CAPER)
- HOME Investment Partnerships (HOME)
- Community Development Block Grant (CDBG)
- Any Substantial Amendments

The design of the Citizen Participation Plan aligns with the requirements listed in the 24 CFR Part 91.105 (Citizen Participation Plan for local governments) and the HUD requirements contained in any applicable Federal Register Notices allocating funds.

Goals

The goals of the Citizen Participation Plan are to:

1. Encourage participation in the significant planning and implementation efforts of the Department of Grants and Philanthropy by low- and moderate-income persons, particularly those living in blighted areas and/or disaster-impacted communities, and persons living in proposed designated areas for CDBG, and/or HOME funds.

2. Provide information and data on community needs that can be addressed by the Department of Grants and Philanthropy.
3. Provide community support and engagement in various projects sponsored by the Department of Grants & Philanthropy.
4. Provide citizens (including minorities, the disabled, and non-English speaking persons), units of local government, Tribes, Continuums of Care, organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) and other interested parties a reasonable opportunity to comment on the plan and encourages them to do so.

Citizen Participation Process

The Department of Grants & Philanthropy will provide citizens and interested parties with a reasonable opportunity to comment on the CPP and any subsequent substantial CPP amendments. It will make the CPP available to the public, available on its website and subsites for CDBG and/or HOME.

Open Participation

1. Planning and implementation of programs at the Department of Grants & Philanthropy will be conducted openly, with freedom of access for all interested persons.
2. In the case of target-area improvement projects, such as streets or parks, target-area residents may be involved in the development and review of policy decisions regarding the design and implementation of such projects.
3. Citizens may be involved in the development of programs offered by the Department of Grants & Philanthropy, including recommending program policies and funding allocations.
4. Citizens may also participate in suggesting program improvements, and in the marketing and evaluation of Department of Grants and Philanthropy programs.

Participation of Critical Parties

There are three groups in the Department's citizen participation process -- individual citizens, neighborhoods, and other stakeholders serving the City of Pontiac. This structure maximizes the opportunities that citizens and all those with interests have to provide their input in Department Programs. Each group involves various forms of information distribution, community outreach, and public hearings/meetings to plan and implement the program.

Individual Citizens

Citizens have an opportunity to register comments and/or complaints by email, social media, post-mail, telephone, or in-person. A summary of comments, and a summary of any comment not accepted and subsequent reasoning, will be attached to the applicable document upon submission to HUD. Department of Grants & Philanthropy staff will respond to all citizen comments and complaints within fifteen (15) working days of their receipt.

Neighborhoods

Within the City there are target neighborhoods, which may be the focus of Departmental activities. These neighborhoods are located in select census tracts and block groups in which over 50% of the households classify as low-to-moderate incomes.

Public meetings and other means of outreach will be designed to encourage the participation of target neighborhoods in the planning and implementation of projects that impact them. These meetings will be advertised in accordance with the Citizen Participation Plan, and efforts will be made to notify target neighborhood residents of the meetings.

Other Stakeholders

Within the City of Pontiac there are several high-capacity nonprofit community development organizations, as well as City departments, like the Pontiac Housing Commission, and other governmental units with an investment in Pontiac's success. Their input and participation in the planning and implementation of projects utilizing CDBG and HOME funding is vital to maximizing the expertise in the community. The Department will consult with these groups as an important part of the planning process.

Assurance of Engagement Efforts

The Department of Grants & Philanthropy, as the lead agency for the City of Pontiac HUD grants, will ensure all HUD requirements for citizen participation are met. Before the release and following the publication of any plan, the City will execute techniques that encourage the development of a shared vision of change for the community and the review of program performance. The techniques are clarified throughout the length of the Citizen Participation Plan.

In summary, they include:

- Informational Meetings and Public Hearings.
- City Website Announcements.
- Quarterly newsletters
- Social Media.
- Public Advertisement in the Non-legal Section of the Oakland Press

- Posting in Conspicuous Locations that Directly and Indirectly Affect Proposed Activity.

Social Media Dissemination

The Department of Grants and Philanthropy will use social media to disseminate information and encourage dialog within the social media universe. The Department will use the City's social media presence to increase citizen participation, while also informing the consultation process as well.

Social media offers advantages, including low implementation costs and rapidly expanding public use. The demographic of social media users - particularly the growing digitally savvy generations - may be underserved by traditional media sources such as television, radio, and print news sources.

Social media also provides grantees with a flexible, real-time tool for two-way communication with the public. Social media strategies typically involve:

- Posting citizen participation related information on a new or existing public agency social media account.
- Highlighting events and achievements by the Department. (e.g., Facebook page to highlight buildings built with CDBG funds and to update people with upcoming events.)
- Creating Department email addresses (depending on the program) to increase access for submitting citizen complaints and concerns.

Accessibility and Provisions

The City of Pontiac is committed to compliance with the Americans with Disabilities Act. Persons with mobility, visual or hearing impairments requiring special accommodation will be directed to contact the Department. Reasonable modifications and equal access to communications will be provided upon request. For assistance, please call **248-758-3040** or **dial 7-1-1 TDD**, or email at grants@pontiac.mi.us. Upon advance notification, appropriate provisions will be made to accommodate persons with disabilities. All reports such as the Consolidated Plan, Annual Action Plans, CDBG Action Plans, CAPERS and substantial amendments can be made available upon request regardless of the disability.

20.6% of Pontiac's population speak a language other than English at home¹. That language is predominantly Spanish. The City plans to translate any vital documents, including executive summaries of the Consolidated Plan and Action Plan into Spanish; and will endeavor to facilitate the translation of all program information to residents requiring other than Spanish translations, upon request. Translators will be present at those public hearings where a request has been made in advance by non-English speaking residents who intend to participate.

¹ American Communities Survey, 2018-2022.

CDBG & HOME

To ensure LEP individuals and persons with disabilities have prior notice and access to the public hearings, the Department will take the following actions:

- Announce public hearings to organizations that represent minorities and persons with disabilities at least ten business days prior to the public hearing date(s).
- Include a statement in notices of public hearings indicating that participants in the hearings may request language interpretation to assist in their participation.
- Include a statement in notices of public hearings that location of the meetings is accessible to persons with physical disabilities.
- Include a statement in the notices that participants can request reasonable accommodation from the Department to participate in public meetings.
- As a CDBG grantee, the City will make a reasonable effort to translate significant documents and include a "Google Translate" on the websites to accommodate LEP communities.

Availability to the Public and Access to Records

The Citizen Participation Plan, the Consolidated Plan, Annual Action Plans, and CAPERS will be made available to the public. See table below for the various formats and locations where the public will be able to access or request the plans and reports.

Obtain All Plans & Reports	Locations
Online, Free of Charge	Department of Grants & Philanthropy Website: https://www.pontiac.mi.us/departments/grants_and_philanthropy/index.php
In-person Pick Up	Department of Grants & Philanthropy Office: City Hall, 47450 Woodward 8:00 a.m.- 5:00 p.m., Monday - Friday
Request via Email or phone	Consolidated Plan, CAPERS, Annual Action Plan: grants@pontiac.mi.us 248-758-3040 Press 1
Request by Post-Mail	Ship Request To: Department of Grants & Philanthropy City Hall, 47450 Woodward Pontiac, MI 48342

This plan provides for full and timely disclosure of program records and information consistent with applicable State and local laws regarding personal privacy and obligations of confidentiality. Documents relevant to the program shall be made available at the offices of the Department of Grants & Philanthropy, 47450 Woodward, during normal working hours for citizen review upon a written public records request. Such documents include the following:

- All mailings and promotional materials.
- Records of hearings.
- All key documents, including all prior applications, letters of approval, grant agreements, the Citizen Participation Plan, CAPERS, other reports required by HUD, and the proposed and approved application for the current year.
- Copies of the regulations and issuances governing the program.
- Documents regarding other important program requirements, such as contracting procedures, environmental policies, fair housing and other equal opportunity requirements, and relocation provisions.

CDBG Consolidated Plan & Annual Action Plan: Public Notice and Comment Period

The U.S. Department of Housing and Urban Development (HUD) requires the City of Pontiac to develop a Consolidated Plan affecting all its community planning and

development and housing programs. The programs affected by the consolidated plan are Community Development Block Grant (CDBG), and HOME Investment Partnerships (HOME).

Every five years the City of Pontiac completes a Consolidated Plan for its HUD funded programs and an Annual Action Plan each subsequent year. Along with developing the Consolidated Plan, an Annual Statement of Community Development Objectives and Projected Uses of Funds including CDBG and HOME Program applications are submitted to HUD.

The benefit of having a Consolidated Plan ensures a collaborative and comprehensive process to establish a unified vision for community development actions. The citizens of Pontiac are encouraged to participate in the development of the Consolidated and Annual Actions Plans.

Along with developing the Consolidated Plan, an Annual Statement of Community Development Objectives and Projected Uses of Funds including Community Development Block Grant (CDBG) and Home Investment Partnership (HOME Program applications are submitted to HUD.

Informational Meeting

Prior to the start of the Consolidated Plan or annual Action Plan process, the City will hold an informational meeting each year prior to the release of the Draft Plans which will inform the public and interested parties of the upcoming Consolidated Plan/Action Plan process.

The City will provide notice of this meeting via the following methods:

- City Website Announcements.
- Quarterly newsletter
- Social Media.
- Public Advertisement in the Non-legal Section of the Oakland Press
- Posting in Conspicuous Locations that Directly and Indirectly Affect Proposed Activity.

Publishing the Plan with Reasonable Opportunity for Public Review

The City will make every effort to publish the proposed Consolidated Plan and Annual Action Plan in a manner that affords citizens, public agencies, and other interested community stakeholders a reasonable opportunity to examine its contents and to submit comments.

Technical Assistance

Technical assistance will be available to all individuals, groups or organizations concerning planning, implementation, and assessment of the Community Development program as well as with the development of proposals for the Consolidated Plan and Annual Action Plan Program funding. A workshop on all federal regulations pertaining to the operation of the Community Development Program is provided for the CAC and is open to the public.

Public Notice

No less than thirty (30) days prior to the adoption of a Consolidated Plan and Annual Action Plan, draft information will be made available to citizens, public agencies, and other interested community stakeholders. This will include information about the programs involved in the plan, including:

- How citizens engage in an advisory role in planning, implementation, and assessment.
- The amount of assistance the City expects to receive.
- The range of activities that may be undertaken, including the estimated amount that will benefit persons of low-to-moderate income.
- The plans to minimize displacement of persons and to assist any persons displaced.
- Instructions for requesting accommodations for persons with disabilities or limited English proficiency (LEP).

The City of Pontiac also encourages minorities, non- English-speaking persons, and disabled citizens to participate and respond to the Citizen Participation Plan.

Input for the Annual Action Plan shall be solicited from neighborhood residents of areas designated within that program year. Designated neighborhoods may vary by inclusion or deletion, from those areas specified in the five (5) year plan. A Notice of Funding Availability (NOFA) process is utilized to solicit eligible projects and activities on an annual basis. Department staff manage the NOFA process and make recommendations for funding. Consultation with stakeholders will be held prior to presentation of recommendations for funding for the Consolidated Plan and Annual Action Plan. Department staff will work with the residents in these designated neighborhoods coordinating activities and soliciting input on a continual basis.

Please review Sections 3 and 4 of this Citizen Participation Plan for further details on the Citizen Participation Process and Assurance of Engagement Efforts.

A summary or draft of the proposed Consolidated Plan will be advertised on the City's website, as well as copies of the plan will be available in the Department, various city

offices and on the City’s website. The summary or draft will include the purpose, funding amounts and description of proposed projects and activities that address the priority needs and goals of the Consolidated Plan.

A copy of the Consolidated Plan and Annual Action Plan may be accessed by:

Obtain All Plans & Reports	Locations
Online, Free of Charge	Department of Grants & Philanthropy Website: https://www.pontiac.mi.us/departments/grants_and_philanthropy/index.php
In-person Pick Up	Department of Grants & Philanthropy Office: City Hall, 47450 Woodward 8:00 a.m.- 5:00 p.m., Monday - Friday
Request via Email or phone	Consolidated Plan, CAPERS, Annual Action Plan: grants@pontiac.mi.us Phone: 248-758-3040
Request by Post-Mail	Ship Request To: Department of Grants & Philanthropy City Hall, 47450 Woodward Pontiac, MI 48342

Public Hearings

In compliance with Federal requirements, a minimum of two (2) public hearings on the Consolidated Plan and Annual Action Plan at two different stages of the program year will be held to inform the citizens of eligible areas, eligible projects, and to solicit suggestions for projects to be funded in future years. Public hearings will:

1. Address housing and community development needs.
2. Development of proposed activities.
3. Review of program performance.

Notice of the public hearings will be published in the in the Oakland Press, on the City of Pontiac’s official website and/or social media sites at least two weeks in advance of the hearing. The notice will include a description of the proposed funding programs and the projected funding levels. At least one of these public hearings will provide an opportunity for the public to give comments on the Consolidated or Action Plan. The location of any public hearing will be in a facility that provides access to persons with disabilities.

Time Period for Comments

Comments and input for the Consolidated Plan will be solicited through advertisements placed in the Oakland Press, written and/or online survey forms,

community forums, social media and at public hearings. Comments will be accepted for **thirty (30) days** after the notice appears in print.

Low and moderate-income persons, particularly those living in slum and blighted areas, residents of public and assisted housing, neighborhood organizations and agencies serving community development-eligible areas where CDBG funds are proposed to be used, will be encouraged to participate, and submit comments. Their input will be solicited through neighborhood meetings, the newspaper, special mailings, city website announcements, social media, and planning hearings.

Comments will be received in writing, orally at public hearings or during public comment period and will be summarized and attached to the final Consolidated Plan.

Contingency Provisions

If HUD is unable to announce fiscal year allocation amounts in advance of submission of the Consolidated Plan or Annual Action Plan, the City will submit a “draft” plan using estimated funding levels based on historic allocation data. In this event, the City will include a “contingency provision” in its Action Plan and Consolidated Plan that explains how it will adjust its proposed Plan to match its actual allocation amounts once actual amounts become known. The City will take one of two actions in under this scenario:

- The Plan will state that all proposed activities’ budgets will be proportionally increased or decreased from estimated funding levels to match actual allocation amounts, OR
- Any increase or decrease in funding to match actual allocations amounts will be applied to one or more specific activities, as indicated in the draft plan.

Substantial Amendments

A substantial amendment to the Consolidated or Annual Action Plan is an increase or decrease of over 50% of the budgeted funding amount or a change in the general activity or national objective of an activity.

In accordance with 24 CFR 91.505, other amendments to the plan shall include:

1. Making changes in allocation priorities or change in method of distribution of funds.
2. Carrying out an activity, using funds from any program covered by the Consolidated Plan, including program income, not previously described in the action plan; or
3. Changing the purpose, scope, location, or beneficiaries of an activity.

There will be a 30-day period to receive comments on a substantial amendment to the Consolidated Plan or the Annual Action Plan prior to the amendment being implemented. The notice of the 30-day comment period will be issued as a legal

notice of the activity printed in the local newspaper with general circulation, on the City of Pontiac's website:

(https://www.pontiac.mi.us/departments/grants_and_philanthropy/index.php) and/or through social media. All comments and views of citizens received in writing or via the Internet will be considered in preparation of the Substantial Amendment. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons, therefore, shall be attached to the Substantial Amendment of the consolidated plan.

Citizen Objection to the Community Development Program

Any written complaints concerning the Community Development operations, CDBG or HOME Programs will be referred to the appropriate administrator of the activity for response. A written response will be made within fifteen working days upon receipt of complaint. A copy of the written complaint and response will be maintained by the Department of Grants & Philanthropy, City Hall, 47450 Woodward, Pontiac, MI 48342.

Persons objecting to approval of an application for the CDBG, or HOME, Programs, the CP Plan, environmental assessments, Consolidated Plan, or its annual performance report, CD program or performance, may present their written objection to or should make objection known to the U.S. HUD area office:

**Detroit Area Field Office
U.S. Department of Housing and Urban Development
Community Planning and Development Division
477 Michigan Avenue, #1700, Detroit, MI 48226**

Assessment of Performance

A public hearing to assess the prior year's program performance will be held prior to the start of planning for the next program year. The purpose of the hearing is to review progress and performance of the CD Program. Citizens and citizen organizations are given the opportunity to assess and submit comments on all aspects of the Department's, CDBG and HOME Programs. This includes assessing the performance of projects and activities to determine if objectives have been achieved. The hearing is held up to three (3) months before or after the program year begins and is advertised in a newspaper of general circulation up to ten (10) days prior to the date of the hearing.

City staff will use citizen input in planning for the next activity year. Copies of the comments received, and summary of action taken will be maintained on file in the Department of Grants and Philanthropy for neighborhood organizations and the public to review.

Citizens are encouraged to participate in the development of the Consolidated Annual Performance and Evaluation Report (CAPER). All comments submitted by citizens, along with the City's responses and a summary of any action taken will be included in the CAPER. A period of not less than 15 days is established to receive comments on performance reports before the report is submitted to HUD. This report is submitted 60 days after the end of the reporting year.

Access to Records

Residents, public agencies, and other interested parties are given reasonable and timely access to the information and records relating to the City's Consolidated Plan and use of assistance under the programs. Presentation materials, resources used to compile the information in the plan, comments compiled at public hearings, and all other related materials from the previous 5 years are available to the public upon request. Requests may be made by email to grants@pontiac.mi.us.

Use of Citizen Participation Plan

The City will follow the citizen participation plan in full and to the best ability possible, as described above.

Attachment A:
CDBG and HOME Language Access Plan

POLICY CHANGES OR UPDATES TABLE

Action	Affected Section	Date
Version 1 - Approval	Entire document	

Table of Contents

CITY OF PONTIAC DEPARTMENT OF GRANTS & PHILANTHROPY LANGUAGE ACCESS PLAN 18

Purpose 18

History 18

City of Pontiac Four-Factor Analysis: 18

 Factor 1 18

 Factor 2 19

 Factor 3 19

 Factor 4 19

City of Pontiac Language Access Plan..... 20

CITY OF PONTIAC

DEPARTMENT OF GRANTS & PHILANTHROPY

LANGUAGE ACCESS PLAN

Purpose

In compliance with Executive Order 13166, the City of Pontiac has developed the following Language Access Plan (LAP)/Four Factor Analysis for Limited English Proficiency (LEP) persons.

History

Title VI of the Civil Rights Act of 1964 is the federal law which protects individuals from discrimination based on their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Persons who, because of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI to receive a particular service, benefit, or encounter.

City of Pontiac Four-Factor Analysis:

The following Four-Factor Analysis will serve as the guide for determining which language assistance measures the City of Pontiac will undertake to guarantee access to the City of Pontiac's Community Development Block Grant (CDBG) and HOME programs by LEP persons.

Factor 1:

Number or proportion of LEP persons served or encountered in the eligible service population (served or encountered includes those persons who would be served by the recipient if the person received education and outreach and the recipient provided sufficient language services).

The City of Pontiac utilized 2020 Decennial Census data and 2022 American Community Survey 5-year Estimates to determine the population and percent of individuals where language other than English is spoken in the home.

The total population of Pontiac is 61,606.² Of those individuals, 20.1% (approximately 12,383) speak a language other than English in the home.³ Of those where English is not the primary language of the household, 15.3% speak Spanish.⁴ The other language grouping is Asian and Pacific Islander at 3.0%.⁵ The American Community Survey does not break this grouping further into specific language groupings.

Factor 2

The frequency with which the LEP persons come into contact with the program.

The projects to be proposed in the Consolidated Plan and Annual Action Plans may include acquisition, relocation, housing rehabilitation, and/or water/sewer hookups, and other public improvements. Therefore, residents are likely to have direct contact with the program and its staff.

Factor 3

The nature and importance of the program, activity, or service provided by the program.

The projects to be undertaken using CDBG or HOME funds may provide direct assistance to project area beneficiaries related to housing and rental assistance, and public improvements. The nature of the activity or service is of importance to the proposed project area(s) residents.

Factor 4

The resources available and costs to the recipient.

Given the limited funding available to the City of Pontiac, it intends to use for most ESL populations, to the maximum extent possible, free websites that can be utilized to translate some written materials. The City will also make full use of the common forms used in the implementation of a CDBG project are available in multiple languages on the HUD websites. Additionally, translation activities are an eligible

² 2020 Decennial Census

³ 2022 American Community Survey 5-year Estimate

⁴ Ibid.

⁵ Ibid.

CDBG administrative expense. Therefore, limited LAP measures are reasonable given the resources available to the City of Pontiac.

City of Pontiac Language Access Plan

As a result of the preceding Four-Factor Analysis, the City of Pontiac has identified the following types of language assistance to be provided on an as needed basis by Pontiac throughout the implementation of the CDBG and HOME programs:

- Due to the large Spanish-speaking population, a summary of both the Consolidate Plan and Annual Action Plan – including descriptions of programs, beneficiaries, and applications and application instructions will be translated into Spanish and posted to the City’s website and at City Hall. Other project-related resolutions, public notices, and amendments will be published in Spanish on bulletin boards at the City Hall.
- Additionally, all published citizen participation advertisements will include a statement in Spanish indicating other program materials are available in Spanish upon request.
- Additionally, the City will identify staff and/or local volunteers to provide oral translation services at public meetings and during conversations with LEP residents during the implementation of proposed projects that will impact area residents.
- If needed, a translator may be retained to provide oral translation in the field during the implementation of the project activities.
- If other populations of LEP persons are identified in the future, Pontiac will consider additional measures to serve the language access needs of those persons.

Attachment B:

City of Pontiac Website Policies and Procedures for CDBG and HOME

Website Purpose

The City of Pontiac is currently creating and will maintain comprehensive tab on the City's website for the U. S. Department of Housing and Urban Development (HUD), Community Development Block Grant and HOME programs.

The website tab will serve as a central source for CDBG and HOME information and is intended to provide transparency into the City of Pontiac's community development activities using these funds. The website tabs will host: Action Plans and Amendments; Citizen Participation Policies; Public Hearing Notices; CDBG and HOME program policies, eligibility requirements, and steps to apply for funding; procurement policies, solicitations, and awarded contracts (including those procured by subrecipients); procedures for Complaints, Appeals, and fraud reporting; CAPERS and the Consolidated Plan.

The Lead Agency (i.e., Grantee) for City of Pontiac's CDBG and HOME allocations has been designated as the Department of Grants & Philanthropy. As such, the Department will be responsible for working with the City's webmaster to maintain websites associated with the City's CDBG program.

Website Content

The City's website is: <https://www.pontiac.mi.us/>

Each program tab will have links to its counterpart (i.e., the CDBG page will link to the HOME page and vice versa). Website locations will be printed on all program advertisements and outreach materials. The City of Pontiac adheres to ADA compliant standards for website accessibility and readability. Content and website layout will be designed with best practices for adaptive use in mind. The State supports accommodations for citizens with limited English proficiency and will publish program documents in languages based on the need of non-English speaking communities.

The information that will be available for CDBG tab on the website will include but may not be limited to the following:

CDBG Requirements

- CDBG Consolidated Plan
- CDBG Action Plan and Amendments
- CDBG Announcements of Public Hearing(s)
- Citizen Participation Plan

- Accessibility and LAP requirements
- Information on each CDBG program, eligibility requirements, and steps to apply.
- CDBG Appeals Procedure
- CDBG Citizen Complaint Procedures
- List of all CDBG Sub-Recipients and Contractors
- CDBG Procurement
 - Procurement Policies
 - Current RFPs
 - Eligibility for competitive sub-awards (if applicable)
 - Awarded contracts and sub-recipient contract summary.
- CDBG CAPERS
- A link to HOME web page (when developed)
- Additional reporting as required by HUD.

HOME Requirements

The information on the HOME webpage tab will be developed once Pontiac receives its allocation. This web page may include but may not be limited to:

- CDBG & HOME Action plans and amendments
- CDBG & HOME Announcements and Public Hearings
- Citizen Participation Plan
- Accessibility and LEP requirements
- Information on each HOME program, eligibility requirements, and steps to apply.
- HOME Citizen Complaint Procedures
- HOME Procurement
 - Procurement Policies
 - Current RFPs
 - Eligibility for competitive sub-awards
 - All awarded contracts to be paid with CDBG-MIT
- HOME Statistics/graphics displaying expenditures and outcomes to date and projections.
- A link to the CDBG web page
- Additional reporting as required by HUD.

Website Process

The City's Webmaster will ensure that the CDBG and HOME webpages are reviewed at least quarterly and updated as required by this website policy. The Webmaster in coordination with staff of the Department of Grants & Philanthropy will use the Website Update Checklist to complete the review and any required updating.

CDBG and HOME Website Update Checklist

The Department of Grants & Philanthropy and the City's Webmaster will use these checklists to review, no less than quarterly, each program tab, to determine required updates to its websites for CDBG and HOME. Updated categories will be marked "New" in red on the website page when updated.

CDBG Webpage Review

Categories	Update Required (Yes/No)	Brief Description of Update	Documents to Post	Translate? (Yes/No)	Date Posted	Last Updated
Consolidated Plan						
Current Action Plan						
Substantial Amendment						
Non-Substantial Amendment						
Public Hearing Notice(s)						
Announcements						
Citizen Participation						
Citizen Participation Plan						
504 Access Plan and Coordinator						
LEP Plan						
Citizen Complaints						
Appeal Process						
AFWA Policy						
Program(s)						
Policy						
Application Methodology						
Funding Amounts						
Procurement						
Policies						
Current Solicitations						
Past Solicitations						
Steps to Apply/Scoring Criteria						
Reports						
CAPER						
Expenditures and Projections						
Project Map						

HOME Webpage Review

Categories	Update Required (Yes/No)	Brief Description of Update	Documents to Post	Translate? (Yes/No)	Date Posted	Last Updated
Consolidated Plan						
Current Action Plan						
Substantial Amendment						
Non-Substantial Amendment						
Public Hearing Notice(s)						
Announcements						
Implementation Plan						
Citizen Participation						
Citizen Participation Plan						
504 Access Plan and Coordinator						
LEP Plan						
Citizen Complaints						
Appeal Process						
AFWA Policy						
Conflict of Interest Policy						
Program(s)						
Policy						
Application Methodology						
Funding Amounts						
Procurement						
Policies						
Current Solicitations						
Past Solicitations						
Steps to Apply and Scoring Criteria						
Reports						
CAPER						
Expenditures and Projections						
Project Map						
Citizen Resilience Committee						
Contact Info						
Meetings						