

**City of Steubenville**

**Citizen Participation Plan**

*for*

**U.S. Department of Housing and Urban Development Programs**

Adopted by the Steubenville Planning & Zoning Commission on: May 4, 2020.

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# **CITY OF STEUBENVILLE CITIZEN PARTICIPATION PLAN**

## ***INTRODUCTION***

The City of Steubenville receives *Community Development Block Grant (CDBG)* entitlement grants from the federal government; and when eligible applies for and receives *Community Housing Impact & Preservation (CHIP)* grants from the State of Ohio.

As a requirement for receiving these entitlement grants, Title I of the National Affordable Housing Act mandates that jurisdictions prepare:

- A five-year Consolidated Plan (Five-Year Plan or Con Plan) and Consolidated Annual Action Plans (Annual Plans) that identify local community development needs and set forth a funding strategy to address those needs.
- A Consolidated Annual Performance Evaluation Report (CAPER) that assesses the jurisdiction's annual achievements relative to the goals described in the Consolidated Plan.

The Consolidated Plans and Performance Report must address both affordable housing and non-housing related community development needs.

This Citizen Participation Plan (CPP) describes the City of Steubenville's process to facilitate and engage citizens to participate in an advisory role in the planning, implementation, and assessment of the Consolidated Plan and its associated Performance Report for the federally- funded entitlement programs.

## ***OBJECTIVES OF THE CPP***

The CPP establishes standards to promote citizen participation in the development of the Five-Year Plan, the Annual Plans, amendments to the Plans, and the CAPER. The CPP is designed to especially encourage participation by low- and moderate-income persons, including those living in blighted areas.

The objectives of the CPP are:

1. To form a citizen participation structure that adheres to the provisions of The Housing and Urban Development (HUD) Code of Final Regulations for the Consolidated Plan (24 CFR Part 91, et seq., dated January 5, 1995) and subsequent revisions.
2. To provide all residents of the City, especially those specified in 24 CFR Part 91 Sec. 91.105 (a), and who live in areas where federal funds are being used or proposed to be used, with the opportunity to:

- a) Attend public hearings
  - b) Define local needs
  - c) Review and evaluate the Consolidated Plan and related reports
  - d) Recommend the use of the federal entitlement funds.
3. To provide adequate citizen involvement in all phases of planning for the use of federal funds including the:
- a) Identification of housing and community development needs
  - b) Review and approval of the Consolidated Five-Year Strategic Plan and Annual Action Plans, including the proposed use of federal entitlement funds
  - c) Review and approval of substantial amendments to the Consolidated Five-Year Strategic Plan or Annual Action Plan
  - d) Review of the City’s progress in achieving the goals set out in the Consolidated Plan and Annual Action Plans, through the CAPER.

## ***DEFINITIONS***

### ***AMENDMENT, SUBSTANTIAL***

A change to a previously adopted Five-Year Plan or Annual Plan that:

- Increases or decreases by the greater of \$100,000 or a 25% change in the amount allocated to a category of funding (please see definition of “Categories of Funding” below), or
- Makes a significant change to an activity’s proposed beneficiaries or persons served, or
- Funds a new activity not previously described in the Action Plan.

### ***AMENDMENT, MINOR***

A change to a previously adopted Five-Year Plan or Annual Plan that does not meet the thresholds to qualify as a Substantial Amendment. Minor Amendment includes monetary changes or shifts, regardless of size, that are: (1) necessary for substantially preserving all the programs and activities identified in a Plan; and (2) necessitated by significant changes in the funding levels between HUD’s initial estimates of funding amounts and HUD’s final allocation notification.

### ***CATEGORIES OF FUNDING***

For the purposes of the Citizen Participation Plan, the following are categories of funding within each federal funding source. These categories are used when determining if an amendment to the Consolidated Plan qualifies as a “substantial amendment”:

- CDBG
  - Public Service
  - Administration, Planning and Fair Housing

- Community Development (Non-Construction): To include, but not be limited to, Code Enforcement, Housing Rehabilitation and Economic Development
- Community Development (Construction): To include, but not be limited to, public facility improvements, street improvements, and ADA curb ramps;

*CONSOLIDATED ANNUAL ACTION PLAN (Annual Plan)*

The Consolidated Annual Action Plan sets forth the annual funding provided to the City by HUD and describes the activities that the City plans to undertake using those funds over the course of a fiscal year to achieve the goals identified in the Five-Year Plan.

*CITIZEN PARTICIPATION PLAN (CPP)*

The CPP outlines how a jurisdiction will actively facilitate citizen participation, particularly for those who are low- and moderate-income, in the planning process for the Five-Year Plan, the Annual Plans, amendments to these Plans, and the CAPER.

*COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)*

The CDBG program allocates annual grants on a formula basis to entitlement jurisdictions for community development activities that provide decent housing, suitable living environment, and expand economic opportunities, principally for low-and-moderate income persons.

*COMMUNITY HOUSING IMPACT & PRESERVATION (CHIP)*

The CHIP program allocates grants to jurisdictions for community development activities that provide decent housing for low-and-moderate income persons.

*CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)*

HUD requires all entitlement jurisdictions to prepare a CAPER at the end of each fiscal year. The CAPER details the Jurisdiction's accomplishments in meeting the goals outlined in its Con Plan.

*DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)*

The U.S. Department of Housing and Urban Development (HUD) is the government agency that oversees the majority of federal home ownership, affordable housing, fair housing, homeless, and community and housing development programs.

*DISPLACEMENT*

Displacement refers to the involuntary relocation of individuals from their residences due to housing development and rehabilitation activities paid for by federal funds.

*ELIGIBLE ACTIVITY*

Eligible activities are activities that are allowable in CDBG program covered by the Citizen Participation Plan and as defined in the Code of Federal Regulations Title 24 for the Department of Housing and Urban Development. All eligible activities fall within a specific Category of Funding as defined above.

*FIVE-YEAR CONSOLIDATED PLAN (Five-Year Plan)*

HUD requires jurisdictions receiving entitlement funds to prepare a Consolidated Plan every five years. The Plan provides a comprehensive overview of a jurisdiction's housing and community development needs, its priorities and strategies, and how the jurisdiction's actions will address the identified needs over the subsequent five years.

*PUBLIC HEARING*

The main purpose of a public hearing is to obtain public testimony or comment. Public hearings need to be advertised in local newspapers and made accessible to persons who do not speak English or who have a disability.

***ROLES AND RESPONSIBILITIES FOR CITIZEN PARTICIPATION***

*STEUBENVILLE CITY COUNCIL*

The Steubenville City Council is the elected legislative body governing the City of Steubenville. It is responsible for approving the City's Five-Year Plan, the Annual Plans, and amendments to Plans, prior to the submission of those approved documents to HUD.

City Council meetings are generally held every Tuesday evening at 7:30 p.m. The meetings are held at the Steubenville Municipal Building, Council Chambers at 123 South Third Street, Steubenville, OH 43952. All City Council meetings are held in facilities that are accessible to persons with disabilities.

*STEUBENVILLE PLANNING & ZONING COMMISSION*

The Steubenville Planning & Zoning Commission is an appointed body of the City of Steubenville comprised of five (5) residents of the City that among numerous other functions, has been designated by Chapter 1101, Section 1101.01 of the City of Steubenville's Codified Ordinances as the Redevelopment Agency of the City. It is responsible for reviewing and recommending approval the City's Five-Year Plan, the Annual Plans, and amendments to Plans to City Council, and approval of the CAPER prior to the submission of those approved documents to HUD.

Planning & Zoning Commission meetings are generally held on the first Monday of each month at 7:00 p.m. The meetings are held at the Steubenville Municipal Building, Council Chambers at 123 South Third Street, Steubenville, OH 43952. All Planning & Zoning Commission meetings are held in facilities that are accessible to persons with disabilities.

The Commission has, on occasion, had enough vacancies that assembling a quorum has been difficult and has necessitated the cancellation of meetings on whose agendas were noticed public hearings. Thus, those hearings – some of which required long lead-times for noticing required this Plan – would have had to be rescheduled. Accordingly, the Planning & Zoning Commission has approved the following exception: The Urban Projects Director or his designee may hold a public hearing related to the Consolidated Plan, Annual Action Plan, Substantial Amendments or CAPER if the Planning & Zoning Commission is unable to hold such a hearing due to time constraints or a lack of quorum.

### STEUBENVILLE CONSOLIDATED PLANNING COMMITTEE (CPC)

The Steubenville Consolidated Planning Committee is appointed by the Mayor and is composed of representatives of both City and County public agencies, non-profit organizations, business interests and citizens. The Committee is advisory to the Steubenville Planning & Zoning Commission and the Community Development Division on matters relating to the City's Five-Year Plan, the Annual Plans, and amendments to Plans.

The CPC usually meets at the Steubenville City Hall, 115 South Third Street, Steubenville, OH 43952. Meetings are held at 2:00 pm on an as needed basis, generally 3 times per year while work on the City's Five-Year Plan and the Annual Plan is in progress. All CPC meetings are held in facilities that are accessible to persons with disabilities.

### THE CITY OF STEUBENVILLE COMMUNITY DEVELOPMENT DIVISION (CDD)

The City of Steubenville Planning & Zoning Commission's Community Development Division (CDD) is the primary administrative entity tasked with developing the Five-Year Plan, the Annual Plans, amendments to these Plans, and the CAPER for the City. The Division makes recommendations on the use of federal entitlement funds and is tasked with measuring the effectiveness of the use of federal funds in meeting the objectives defined in the Consolidated Plan.

The Community Development Division also provides technical assistance to the Planning & Zoning Commission. This assistance includes staffing support for the Commission, providing minutes and arranging meetings, and documenting and disseminating Commission recommendations.

## **CITIZEN PARTICIPATION POLICIES**

### AVAILABILITY OF DRAFT AND APPROVED DOCUMENTS

The draft and final versions of the Five-Year Plan, Annual Plans, CAPER, and all related amendments will be made available online at the City of Steubenville's website: [cityofsteubenville.us](http://cityofsteubenville.us) and copies of the documents will be available by contacting the City of Steubenville Planning & Zoning Commission, 115 South Third Street, Suite 108, Steubenville, OH 43952; by emailing the Commission at [cdp@cityofsteubenville.us](mailto:cdp@cityofsteubenville.us) or by calling the Commission at 740-283-6000, ext. 1700.

The draft Five-Year Plan, draft Annual Plans, and draft substantial amendments will be made available for public review and comment for a minimum of 30 days prior to their final adoption by the City Council. The draft CAPER will be available for public review and comment for a minimum of 15 days prior to its final adoption by the Planning & Zoning Commission. As a result of the COVID-19 Pandemic and the availability of CDBG CARES Act funds, the review period for substantial amendments for CDBG CARES Act funding (CDBG-CV) will be reduced to 5-days.

Residents, public agencies, non-profit organizations, and other interested parties will be provided access to adopted Plans, amendments, and CAPERs which describe the City's use of assistance under the CDBG program for the prior five years upon written request.

### PUBLIC HEARINGS

The following guidelines apply to public hearings for the City of Steubenville's CDBG program:

- a) The Steubenville Planning & Zoning Commission will hold *three (3)* public hearings for the Five-Year Plan and the Annual Plan and *one (1)* public hearing for the CAPER and substantial amendments. The hearings for the Five-Year Plan and the Annual Plan will include at a minimum:
  - o The first public hearing will inform the public regarding what the Five-Year Plan and the Annual Plan are; why we prepare them; what the CDBG program is; what types of activities are eligible; and how National Objectives are met.
  - o The second public hearing will be to obtain the views and input of citizens, public agencies and other interested parties on the housing, community development, and economic development needs, including prioritization of these needs. Input regarding potential activities to be funded to meet these needs will also be sought.
  - o The third public hearing will be to identify proposed activities to be funded in the Annual Plan and identify the proposed CDBG budget for the Annual Plan.
- b) The public hearings will be held at the Steubenville Municipal Building, Council Chambers at 123 South Third Street, Steubenville, OH 43952. All public hearings are held in facilities that are accessible to persons with disabilities.
- c) The City will provide listening devices and other assistance to disabled persons upon request, with at least three (3) business days' prior notification.
- d) Hearings will be held at 7:00 pm on the first Monday of the month unless this date is a holiday in which case it will be held on the second Monday of the month.
- e) Interpretation services for persons with limited English proficiency or for hearing impaired individuals will be provided if notification is provided at least three (3) business days prior to the meeting for the need of such services.

### NOTICES OF HEARINGS AND REVIEW PERIODS – FIVE-YEAR PLAN, ANNUAL PLAN, CAPER, & SUBSTANTIAL AMENDMENTS

The City will provide residents, public agencies and other interested parties with notice of their opportunity to comment on the Five-Year Plan, Annual Plan, CAPER, and Substantial Amendments to these documents using U.S. mail, e-mail, or in person at public hearings.

To ensure that all citizens, including minorities, persons with limited English proficiency, persons with disabilities, residents of public housing, and lower-income residents including those living in revitalization areas, are able to participate in the process:

- a) Notices will be distributed and published in the local newspaper at least *fourteen (14)* days before public hearings and will include information regarding how to request accommodation and services available for persons with disabilities who wish to attend the public hearings.
- b) Newspaper postings of the notices for the Five-Year Plan, Annual Action Plan, CAPER, and substantial amendments will be provided in the *Herald Star* newspaper.
- c) Public hearing notices will be posted on the City's website at [cityofsteubenville.us](http://cityofsteubenville.us).
- d) Notices of the availability of draft documents and the 30-day review periods for the Five-Year Plan, Annual Plan, and substantial amendments and the 15-day review period for the CAPER will be distributed, published and posted on the City's website as above. The notices will state the beginning and ending dates of the comment period. As a result of the COVID-19 Pandemic and the availability of CDBG CARES Act funds, the review period for substantial amendments for CDBG CARES Act funding (CDBG-CV) will be reduced to 5-days.

It has been the practice of the City to combine notices complying with several individual requirements into one document for dissemination and publication.

The City is receptive to suggestions for ways to improve its processes for notifying the public of hearings and the availability of draft documents.

#### USE OF QUESTIONNAIRES/SURVEYS

Questionnaires/surveys will be used to assist in developing priorities in the Five-Year Plan and Annual Plan. A stakeholder questionnaire will be distributed to each Consolidated Planning Committee member annually when the planning process begins. A citizen survey will be made available when the planning process begins for the Five-Year Plan. The citizen survey will be available on Survey Monkey or some similar internet-based survey mechanism and notice of the availability of the survey will be posted on the City's website at [cityofsteubenville.us](http://cityofsteubenville.us).

#### NOTICES OF HEARINGS – MINOR AMENDMENTS

By definition, minor amendments to the Five-Year Plan or Annual Plan are those falling below a threshold that requires certain public notifications, public hearings, and public body approvals as specified in this CPP. Therefore, no public hearings will be held, however Planning & Zoning Commission approval at a public meeting will still be required.

OTHER GUIDELINES FOR FIVE-YEAR PLAN, ANNUAL PLAN, AND SUBSTANTIAL AMENDMENTS

The draft Five-Year Plan and Annual Plan will be developed based on the following guidelines:

- a) The Community Development Division will solicit input from Steubenville residents, nonprofits, service providers, housing advocates, public agencies, and others interested in housing, homeless and community development issues during the Five-Year Plan and Annual Plan development process.
- b) A public review period of not less than *thirty (30)* days will be provided for each Five-Year Plan, Annual Plan, and substantial amendment to enable the public to provide comments prior to final adoption by the City Council. As a result of the COVID-19 Pandemic and the availability of CDBG CARES Act funds, the review period for substantial amendments for CDBG CARES Act funding (CDBG-CV) will be reduced to 5-days.
- c) The City will consider comments and views expressed by residents and other interested parties either in writing or orally at public meetings regarding the Five-Year Plan, Annual Plan, or substantial amendment before final adoption by the City Council. The City will provide, as an attachment to the final Five-Year Plan, Annual Plan, or substantial amendment submitted to the U.S. Department of Housing and Urban Development (HUD), all written communications received and a summary of each oral comment, the City's subsequent action, and the reasons for non-action if none was taken. This information will also be made available to the public as part of the final document.

OTHER GUIDELINES FOR CAPER

The development of the CAPER will include the following public participation guidelines:

- a) The City will establish a public period of not less than *fifteen (15)* days to allow for public comments prior to the public hearing by the Steubenville Planning & Zoning Commission.
- b) The City will consider comments and views expressed by residents and other interested parties either in writing or orally at the public hearing regarding the performance reports prior to Planning & Zoning Commission action. The City will provide as an attachment to the final performance report submitted to HUD, all written communications received and a summary of each oral comment, the City's subsequent action, and the reason for non-action if none was taken. This information will be made available to the public as part of the final document.

AVAILABILITY OF AND ACCESS TO RECORDS

Information on the City's Consolidated Plan, the Annual Action Plans, and CAPER, will be available for citizen review during normal working hours at the Community Development Division, 115 South Third Street, Suite 108, Steubenville, OH 43952, upon written or oral request. If the City is unable to provide immediate access to the documents requested, the City will make every effort to provide the documents and reports within ten (10) days from the receipt of the request. These documents are also posted on the City's website at [cityofsteubenville.us](http://cityofsteubenville.us).

### TECHNICAL ASSISTANCE

The City will, to the extent practicable, respond to requests for technical assistance by groups representing persons of low- and moderate-income developing funding proposals for any program covered by the Consolidated Plan in accordance with grant procedures. This may include, but is not limited to, providing information regarding how to fill out applications, other potential funding sources, and referrals to appropriate agencies within and outside the City of Steubenville. "Technical assistance," as used here, does not include the provision of funds to groups requesting such assistance.

### COMPLAINTS

Complaints from members of the public regarding the Consolidated Plan or related amendments and performance reports may be submitted to the City of Steubenville Community Development Division, 115 South Third Street, Suite 108, Steubenville, OH 43952. The complaints will be referred to the appropriate City staff for disposition. The City will provide written responses to all complaints within fifteen (15) days of receipt.

## ***APPENDIX A – SAMPLE PUBLIC HEARING NOTICE***

### **NOTICE OF PUBLIC HEARING**

A public hearing will be held by the Steubenville Planning and Zoning Commission on June 1, 2020 at 7:00 p.m. in City Council Chambers, 123 South Third Street, Steubenville, Ohio. The purpose of this public hearing will be to inform citizens about the Consolidated Plan, which is intended to develop a unified and strategic vision for providing decent housing; providing a suitable living environment; and expanding economic opportunities

for low and moderate income households. The Consolidated Plan is a comprehensive strategy to allocate funds to implement the following formula grant programs: Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnership (HOME), and Housing Opportunity for Persons with Aids (HOPWA). The Consolidated Plan is required by the U.S. Department of Housing and Urban Development (HUD) for funding eligibility under the above four programs, and will be used by federal and state agencies in order to determine need in other programs. The City is only eligible for CDBG program funds.

The City of Steubenville will receive a F.Y. 2020 consolidated formula allocation of in the amount of \$621,572.00 from the U. S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) Program. The City will also receive an additional CDBG allocation in the amount of \$365,667.00 from the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136) to be used for COVID-19 response activities such as: Buildings and Improvements, Including Public Facilities; Assistance to Businesses, including Special Economic Development Assistance; and Provision of New or Quantifiably Increased Public Services. This will be the third in a series of three (3) public hearings to be held regarding the Consolidated Plan.

Citizens, representatives of community groups and non-profit organizations and public service providers are encouraged to attend the public hearing to become informed about the consolidated planning process and to express their views and comments regarding the City's needs and program activities to meet these needs. City Council Chambers is wheelchair accessible. Non-English speaking persons or persons with Limited English Proficiency or special needs should contact the Community Development Division at (740) 283-6000, ext. 1700 or [cdp@cityofsteubenville.us](mailto:cdp@cityofsteubenville.us) for further assistance at least three (3) days in advance of the hearing.

Para asistencia en Español, se puede contactar a División de Desarrollo Comunitario en (740) 283-6000, ext. 1700 o [cdp@cityofsteubenville.us](mailto:cdp@cityofsteubenville.us) al menos tres (3) días antes de la audiencia.

Christopher J. Petrossi  
Urban Projects Director

## ***APPENDIX B – SAMPLE PUBLIC NOTICE***

### **PUBLIC NOTICE F.Y. 2019 ONE-YEAR ACTION PLAN**

The consolidated plan is intended to develop a unified and strategic vision for providing decent housing, providing a suitable living environment, and expanding economic opportunities for extremely low, very low, low and moderate income households; and includes a comprehensive strategy to allocate funds to implement the following formula grant programs: Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnership (HOME), and Housing Opportunities for Persons with AIDS (HOPWA). The consolidated plan is required by the U.S. Department of Housing and Urban Development (HUD) for funding eligibility under the above four programs, and will be used by federal and state agencies in order to determine need for other programs.

The five year consolidated plan covers years 2015 through 2019. This is the fifth year of the consolidated planning period. The overall goals of the consolidated plan are:

1. **Affordable Housing**: Providing decent housing for extremely low, very low, low and moderate income (LMI) households.
2. **Healthy Neighborhoods**: Creating a suitable living environment through balanced diverse development of public facilities, infrastructure, housing, commercial, recreational and safety activities.
3. **Economic Development**: Creating economic opportunities for City residents.

The affordable housing activities described in the consolidated plan include rehabilitation of single and multi-family residential units, energy efficiency improvements, fair housing services, rental housing subsidies, assistance with security deposits and program administration.

The community development activities described in the consolidated plan include infrastructure/facility improvements, the delivery of needed public services, code enforcement and clearance/demolition to improve neighborhoods.

The economic development activities described in the consolidated plan include rehabilitation of commercial/industrial buildings, technical assistance to for-profit entities, and coordinated employment training and placement.

The strategies, goals and objectives identified in the consolidated plan, which are based on data analysis, interviews and consolidated planning committee recommendations, are reflected in the proposed use of funds noted below.

#### **PROPOSED USE OF F.Y. 2019 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

<b><u>HUD CODE/DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
03 <b><u>PUBLIC FACILITIES AND IMPROVEMENTS</u></b>	
03J     WATER/SEWER IMPROVEMENTS (L/M) Replacement of obsolete fire hydrants in low and moderate income neighborhoods. (570.201(c)).	\$90,000.00
03K     STREET IMPROVEMENTS (L/M) Rehabilitation of streets and related infrastructure improvements in low and moderate income neighborhoods. (570.201(c)).	\$365,000.00
05J     FAIR HOUSING ACTIVITIES (L/M) Fair housing services including program operation, counseling, public education and complaint processing (570.201(e)).	\$30,000.00
15 <b><u>CODE ENFORCEMENT (L/M)</u></b> Enforcement of property maintenance codes in low and moderate neighborhoods (570.202(c)).	\$81,196.00

16B	NON-RESIDENTIAL HISTORIC PRESERVATION (S/B) Historic façade rehabilitation in CBD core area (570.202(d)).	\$45,000.00
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<b>TOTAL</b>	<b>\$611,196.00</b>
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In addition to the FY 2019 CDBG allocation, an additional \$5,000.00 in funds from the revolving loan program will be reallocated to Program Administration-General management, oversight and coordination. In the event funds become available as a result of an activity being completed or cancelled, such funding will be reallocated to Program Administration-General Management, oversight and coordination.

Past performance regarding consolidated planning activities is reported annually in the Consolidated Annual Performance and Evaluation Report (CAPER). Of the four formula grant programs described previously, the City of Steubenville receives only CDBG funds directly from HUD. The city does periodically apply on a competitive basis for State HOME program funds under the CHIP program, and other non-city agencies are recipients of federal funds either directly or through the State of Ohio. Past performance regarding consolidated plan programs and activities has been good with the above funded activities being continuations of successful previously funded programs.

A copy of the F.Y. 2019 One-Year Action Plan will be available for public review beginning June 17, 2019, Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m. at the Community Development Office located at the address listed below and at the Public Library of Steubenville and Jefferson County, Schiappa Branch, 4141 Mall Drive, Steubenville, Ohio. A copy of the Plan can also be viewed on the City's website: [cityofsteubenville.us](http://cityofsteubenville.us). Citizens, representatives of community groups and non-profit organizations and public service providers are encouraged to become informed about the consolidated planning process and to express their views and comments regarding the city's needs, program activities to meet these needs and proposed use of funds. Written comments concerning the above activities and proposed use of funds should be directed to: Christopher J. Petrossi, Urban Projects Director, Community Development Office, City Hall, 115 South Third Street, Suite 108 Steubenville, Ohio 43952 or sent by email to [cdp@cityofsteubenville.us](mailto:cdp@cityofsteubenville.us). Comments will be accepted until 4:00 p.m. on July 17, 2019.

Para asistencia en Español, se puede contactar a División de Desarrollo Comunitario en (740) 283-6000, ext. 1700 o [cdp@cityofsteubenville.us](mailto:cdp@cityofsteubenville.us)

Christopher J. Petrossi  
Urban Projects Director