

# Appendices

## CITIZEN PARTICIPATION PLAN

The City of Burlington, through its Community & Economic Development Office, strongly encourages public involvement in the Consolidated Plan process and use of Community Development Block Grant money, including Section 108 guarantee loan funds. This Citizen Participation Plan outlines the City's policies and procedures regarding that public involvement.

The Citizen Participation Plan, together with the Consolidated Plan, the Annual Action Plans, any substantial amendments to these Plans, and the annual performance reports on the progress of the Consolidated Plan, are available at the Community & Economic Development Office and on its website.

This Plan, together with all other materials relating to the City's CDBG and HOME programs, are available in alternative formats for persons with disabilities. For information, contact the Community & Economic Development Office at 865-7144.

### Citizen Advisory Board

1. A Citizen Advisory Board will make recommendations each year to the Mayor and City Council on the allocation of CDBG funds for projects administered by subgrantees.
2. The Board will include:
  - Elected representatives from each of the City's wards, chosen through the Neighborhood Planning Assemblies;
  - Possible representatives from community partners such as the United Way and the State of Vermont;
  - Up to three appointments by the Mayor; the Mayor will attempt to ensure to the fullest extent possible that the Board represents the existing racial and economic diversity of the community.
3. The members of the City Council Community Development & Neighborhood Revitalization Committee will serve as *ex officio* members of the Board.

### Public Hearings

1. The City will hold at least two public hearings during the year to obtain citizens' views about housing and community development needs, development of proposed activities and review of program performance. At least one public hearing will be held to obtain the views of citizens on housing and community development needs (including priority non-housing community development needs) before the Consolidated Plan is published for comment and before any application for Section 108 loan guarantee assistance is submitted.

2. The City will ensure adequate public notice before each public hearing, with sufficient information published about the subject of the hearing to permit informed comment. Public hearings will be announced online and in the newspaper. Citizens will be notified of the public hearings two weeks before they are held.
3. Advanced public notice will also be given of all public meetings relating to the Consolidated Plan and performance progress.
4. The City will hold all public hearings at times and locations convenient to potential and actual beneficiaries and accommodations will be made for people with disabilities. All hearings will be held in accessible locations, and sign language interpreters will be made available upon advance request. Public hearings will be televised on the local public access channel.
5. The City will provide interpretation services for non-English speaking residents at public hearings upon advance request, provided such services are available in the community.

#### Development of the Consolidated Plan

1. The City, through CEDO, will make a concerted effort to notify citizens, agencies and organizations of the development of the Consolidated Plan and the availability of CDBG funds through mailings, online postings and public notices in the newspaper. In addition, CEDO will notify the Steering Committees of the City's Neighborhood Planning Assemblies.
2. CEDO will conduct workshops at various and convenient times to inform and educate citizens on the development of the Consolidated Plan and the availability of funds. CEDO will provide technical assistance to all applicants, with special efforts to assist groups which represent predominately low and moderate income persons.
3. Before the City adopts the Consolidated Plan, the City will make available to citizens, public agencies and other interested parties information that includes the amount of assistance the City expects to be made available and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income.
4. The City will publish its proposed Consolidated Plan for review and comment. The City will publish a newspaper summary describing the contents and purpose of the Consolidated Plan and listing the locations where the entire plan may be examined. The entire plan will be made available for review and examination at the Community & Economic Development Office and on its website.
5. The City will receive and consider comments on the proposed Consolidated Plan for 30 days before preparing the final Consolidated Plan.

### Development of Section 108 Loan Guarantee Assistance Applications

1. Before the City submits an application for Section 108 loan guarantee assistance, the City will make available to citizens, public agencies and other interested parties information that includes the amount of assistance the City expects to be made available (including program income), the range of activities that may be undertaken, the estimated amount that will benefit persons of low and moderate income, and any activities likely to result in displacement.
2. The City will publish its proposed application for review and comment. The City will publish a newspaper summary describing the contents and purpose of the application and listing the locations where the entire application may be examined. The entire application will be made available for review and examination at the Community & Economic Development Office and on its website.
3. The City will receive and consider comments on the proposed application for 30 days before preparing the final application

### Amendments to the Consolidated Plan

1. The City will consider the following changes to be amendments to the Consolidated Plan, and the Annual Action Plan, and subject to the citizen participation process, in accordance with its Citizen Participation Plan. A substantial change is defined as one of the following occurrences:
  - A change that adds a new activity not previously mentioned in the Action Plan,
  - A change that cancels an activity that involves more than 10% or more of the fiscal year's funding allocation,
  - A change of the purpose, scope, location, or beneficiaries of an activity,
  - A change in the allocation priorities or change in method of distribution of funds.
2. Substantial amendments to the approved Consolidated Plan or Action Plan must be authorized by the Mayor and the Board of Finance, and will be made public by postings and public notices in the newspaper.
3. The City will receive and consider comments on substantial amendments to the Consolidated Plan or Action Plan for 30 days before implementing those amendments.

### Performance Reports

1. The City will prepare a performance report each year on the progress of the Consolidated Plan in accordance with the requirements of the U.S. Department of Housing & Urban Development.

2. Citizens will be afforded notice of the performance report through online postings and newspapers. The performance report will be available at CEDO and on its website for review.
3. The City will receive and consider comments on the performance report for 15 days before the report is submitted to HUD.

#### Access to Information and Records

1. The City, through CEDO, will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the City's Consolidated Plan and the City's use of funds under the CDBG and HOME programs during the preceding five years.
2. The City, through CEDO, will regularly communicate with citizens and applicants for CDBG funds regarding the progress of the Consolidated Plan. Neighborhood Planning Assembly representatives of the Citizen Advisory Board will be encouraged to communicate with the Neighborhood Planning Assemblies on the progress of the Advisory Board.

#### Comments and Complaints

1. The City will consider any comments or views of citizens received in writing or orally at public hearing, in preparing this Citizen Participation Plan, the final Consolidated Plan, substantial amendments to either Plan, and the annual performance reports. A summary of these comments or views will be attached to the Citizen Participation Plan, the final Consolidated Plan, substantial amendment or performance report.
2. The City, through CEDO, will respond to written complaints received by CEDO relating to the Consolidated Plan, any amendments to the Plan, and the annual performance reports. Upon request, CEDO will transcribe oral complaints for signature by the complaining person or organization. Where practicable, CEDO will respond to complaints within 15 working days of receiving the written complaint.

#### Displacement

The City will minimize displacement of persons (families, individuals, businesses, nonprofit organizations and farms) and will assist any persons displaced as a result of projects assisted with CDBG and/or HOME funds in accordance with the City of Burlington's Housing Initiatives Program Displacement Policy. That policy is available upon request from CEDO.

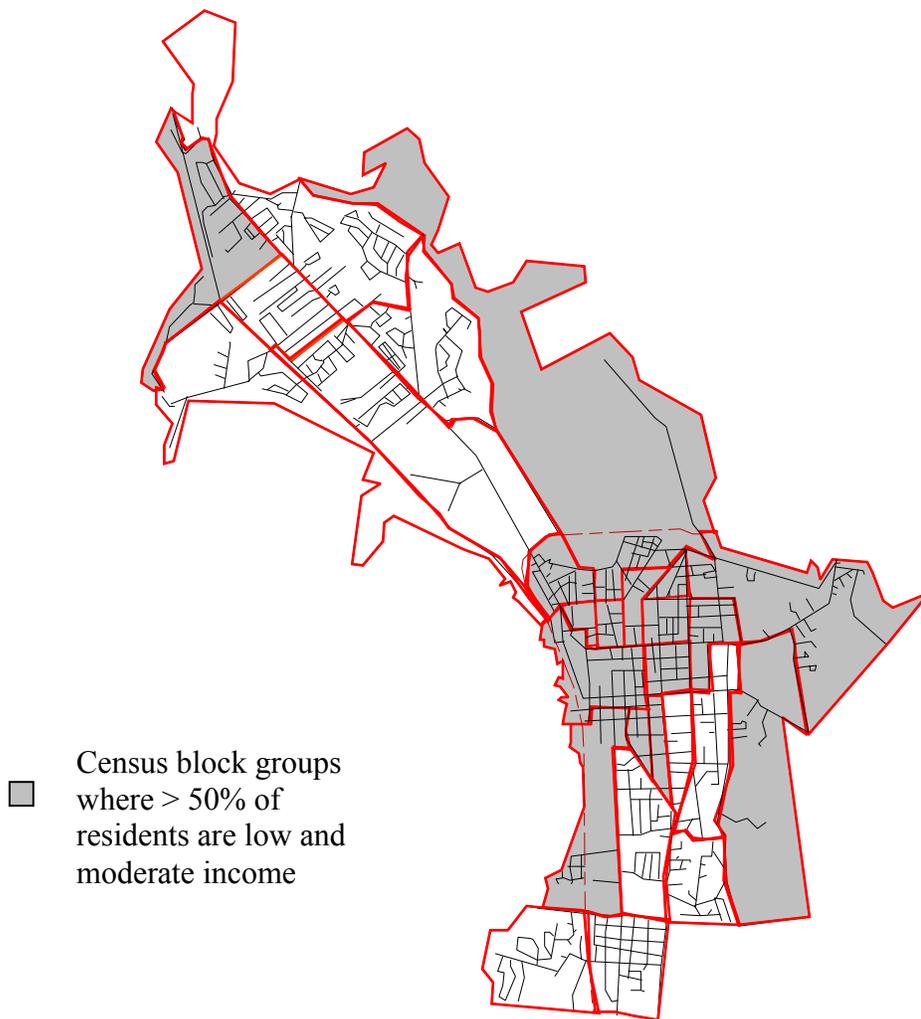
## 2000 Burlington Census Tracts

Census tracts are small, relatively permanent geographic entities within counties which are used by the Census Bureau, an agency of the U.S. Department of Commerce, to collect, organize, tabulate, and present the results of its decennial censuses. There are eleven census tracts in Burlington. The boundaries of a number of tracts did change between the 1990 and 2000 censuses. There have been no updates since 2000.



### Burlington Low and Moderate Income Areas

HUD provides tabulations of the areas within the City where over half of the residents are living in households whose income is 80% or less of the area median income. The map below shows the smallest geographic units – census block groups – at which this income information is available. This information is important to determining whether activities serving specific areas of the City (as opposed to specific City residents or the entire City) meet the national objectives of the CDBG Program. The table on the following page shows the number and percentage of low- and moderate-income residents within each census block group in the City.



<b>Source: HUD</b>	<b>Low/Mod Residents</b>	<b>Universe*</b>	<b>% Low/Mod</b>	<b>Moderate Income Families</b>	<b>Low Income Families</b>	<b>Very Low Income Families</b>
Census Tract 1, Block Group 1	1,281	2,857	44.8%	322	138	71
Census Tract 1, Block Group 2	843	1,761	47.9%	218	79	34
Census Tract 2, Block Group 1	1,039	1,509	68.9%	334	188	113
Census Tract 2, Block Group 2	746	1,629	45.8%	190	62	16
Census Tract 2, Block Group 3	201	965	20.8%	38	12	3
Census Tract 2, Block Group 4	419	1,455	28.8%	99	33	16
Census Tract 3, Block Group 1	1,613	1,908	84.5%	375	246	143
Census Tract 3, Block Group 2	947	1,310	72.3%	178	86	52
Census Tract 4, Block Group 1	856	1,119	76.5%	141	81	54
Census Tract 4, Block Group 2	893	1,115	80.1%	148	118	69
Census Tract 4, Block Group 3	492	719	68.4%	95	46	19
Census Tract 5, Block Group 1	475	722	65.8%	69	26	20
Census Tract 5, Block Group 2	1,151	1,688	68.2%	57	38	25
Census Tract 5, Block Group 3	1,093	1,329	82.2%	36	15	14
Census Tract 6, Block Group 1	1,300	2,346	55.4%	190	75	28
Census Tract 6, Block Group 2	976	1,676	58.2%	52	38	21
Census Tract 7, Block Group 1	271	851	31.8%	33	14	5
Census Tract 7, Block Group 2	409	716	57.1%	25	8	0
Census Tract 8, Block Group 1	795	1,591	50.0%	156	85	49
Census Tract 8, Block Group 2	220	718	30.6%	52	17	11
Census Tract 9, Block Group 1	239	688	34.7%	26	5	0
Census Tract 9, Block Group 2	474	863	54.9%	40	11	0
Census Tract 9, Block Group 3	637	842	75.7%	74	40	14
Census Tract 10, Block Group 1	563	810	69.5%	62	41	20
Census Tract 10, Block Group 2	934	1,132	82.5%	180	112	63
Census Tract 11, Block Group 1	665	1,578	42.1%	129	62	47
Census Tract 11, Block Group 2	164	874	18.8%	22	5	0
<b>CITYWIDE</b>	<b>19,696</b>	<b>34,771</b>	<b>56.6%</b>	<b>3,351</b>	<b>1,681</b>	<b>907</b>

\* Total persons counted for purposes of calculating low- and moderate-income percentages. May be less than the total census count of population because it excludes certain groups such as students in dorms.