

CITIZEN PARTICIPATION PLAN
FOR THE
TOWNSHIP OF LOWER PAXTON, PENNSYLVANIA
DEPARTMENT OF ECONOMIC DEVELOPMENT



**RELATING TO THE ADMINISTRATION OF
THE COMMUNITY PLANNING & DEVELOPMENT PROGRAMS
OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

Public Comment Period from February 1, 2024-March 1, 2024

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CITIZEN PARTICIPATION PLAN (CCP) FOR THE LOWER PAXTON TOWNSHIP, PA DEPARTMENT OF ECONOMIC DEVELOPMENT

A. Introduction

Purpose

Pursuant to the citizen participation requirements of 24 CFR Part 91 and 24 CFR Part 5, The Lower Paxton Township Department of Economic Development (referred to as the “Township”), set forth the following Citizen Participation Plan (the “Plan”) as it relates to the administration of the Community Planning and Development (CPD) programs funded by the U.S. Department of Housing and Urban Development (HUD).

Lower Paxton Township is an Entitlement Grantee under the federal Community Development Block Grant (CDBG) Program. The Township Department of Economic Development is responsible for the statutory and regulatory requirements for each of these programs and is also the Programs’ administration.

The Plan presents the Township’s intent for providing for and encouraging all citizens to participate in the development, revision, amendment, adoption, and implementation of:

- 1) The Citizen Participation Plan
- 2) The Analysis of Impediments to Fair Housing (AI)
- 3) The Consolidated Plan (CP)
- 4) The Annual Action Plan (AAP)
- 5) The Consolidated Annual Performance and Evaluation Report (CAPER), and
- 6) The Section 108 Loan Guarantee Program

Lead Agency

The Department of Economic Development is the lead agency responsible for the administration of the CDBG Program for the Township.

Contact Person

All communication regarding the documents covered by this Plan, comments, complaints, reasonable accommodation for disabled persons, translation services, or other elements shall be directed to:

Jeff Klare, Director of Economic Development
425 Prince Street
Harrisburg, PA 17109
Phone: (717) 657-5600
Email: jklare@lowerpaxton-pa.gov

Effective Date

Subsequent to approval of this amended Citizen Participation Plan by the Lower Paxton Township Board of Supervisors the Plan shall be effective until it is amended or otherwise replaced.

B. Encouragement of Citizen Participation

General

The Township provides for and encourages citizens to participate in the development, revision, amendment, adoption and implementation of the Citizen Participation Plan, the Analysis of Impediments to Fair Housing, the Consolidated Plan, the Annual Action Plan, and the CAPER. The Township encourages participation by low- and moderate-income persons, particularly those living in areas designated as revitalization areas or in slum and blighted areas and in areas where HUD funds are proposed to be used, and by residents of predominantly low- and moderate- income neighborhoods. With respect to the public participation initiatives included in this Plan, the Township will take appropriate actions to encourage the participation of all citizens, including minorities, non-English speaking persons, and persons with disabilities, as described below.

Non-English Speakers

The Township has a significant population who speak Spanish as their first language. To encourage these residents to participate in the development of the Analysis of Impediments to Fair Housing, the Consolidated Plan, and the Annual Action Plan, the Township will include the following language, in Spanish, in all advertisements in the *Patriot News* and/or online at PennLive.com:

This information is available in Spanish, upon request.

Persons with Disabilities

Persons with disabilities requiring special accommodations to participate in public meetings should call the Contact Person, or a designee, no later than five (5) business days prior to the day of a meeting. The Township will conduct all public meetings in locations that are handicapped-accessible, when available. If requested, the Township will mail copies of public meeting notices to persons who are homebound and request such accommodation no less than seven days prior to the public meeting.

All advertisements for public meetings will indicate such and include the following:

Lower Paxton Township will make reasonable accommodations and services necessary for sensory-impaired and disabled citizens at the public meeting. Additionally, translation services may be offered upon request and availability. Persons requiring such accommodations/services should contact the Township of Lower Paxton's Director of Economic Development at least five working days in advance of the meeting at jklare@lowerpaxton-pa.gov or (717) 657-5600.

Low- and Moderate-Income Persons

The Township will conduct at least one public meeting in a neighborhood that contains at least 51% low- and moderate-income residents, based on current HUD data, during the development of the Analysis of Impediments to Fair Housing, the Consolidated Plan, and the Annual Action Plan.

Organizations and Agencies

The Township encourages the participation of local and regional institutions, the Continuum of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations in the process of developing, revising, amending, adopting and implementing all documents covered by this Plan. This will be achieved through stakeholder interviews, focus groups and/or public meetings.

Local Public Housing Authority

The Township encourages, in consultation with the Dauphin County Housing Authority, the participation of residents of any public housing development located within the Township, in the process of developing, revising, amending, adopting and implementing the documents covered by this Plan. The Township will provide information to the executive director of the public housing authority about the Analysis of Impediments to Fair Housing, its affirmatively furthering fair housing strategy, and Consolidated Plan activities related to the public housing developments and communities so that the County public housing authority can make this information available at the annual public hearings required for their Housing Authority Agency Plan.

The Township encourages participation by resident advisory boards and resident councils of the County public housing authority. This will be carried out by providing information on public meetings, surveys and other outreach initiatives related to the documents covered by this Plan.

Public Notices

Public review/comment periods and public hearings held in the process of developing, revising, amending, adopting and implementing the documents covered by this Plan shall be advertised in the *Patriot News* and/or online at PennLive.com no less than one day before the public review and comment period commences and no less than fourteen calendar days before a public hearing is held.

Public Hearings

All public hearings will be scheduled at times and locations that are reasonably convenient for potential and actual program beneficiaries, and with accommodation for persons with disabilities and non-English Spanish speakers in accordance with this Plan. The Township may provide a virtual participation link for individuals not wishing to attend the public hearing in person. Instructions for participating virtually will be included in all public notices.

Technical Assistance

The staff of the Department of Economic Development is available to assist organizations and other eligible entities that are interested in submitting a proposal to obtain funding through the CDBG programs. All potential applicants are strongly encouraged to contact the Contact Person, or a designee, for technical assistance before initiating a funding request application.

Online Access

The Township will post draft copies and final copies of all documents covered by this Plan on its website accessible at: <https://www.lowerpaxton-pa.gov/>.

Other Engagement Techniques

The Plan may be amended as the Township continues to gain access to technology that improves the avenues of participation by its residents.

C. The Citizen Participation Plan

Plan Development

The Township shall follow the following procedure when amending its Citizen Participation Plan.

a. Public Review of the Draft Plan

The draft Citizen Participation Plan will be made available for public review for a 15-day period prior to the Township Board of Supervisors consideration and adoption and may be done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft Citizen Participation Plan will be made available for review at the following locations:

- Municipal Center: 425 Prince St., Harrisburg, PA 17109
- The East Shore Area Library: 4501 Ethel St., Harrisburg, PA 17109
- Township website: <https://www.lowerpaxton-pa.gov/>

b. Public Hearing

The Township will conduct a public hearing to accept comments on the Citizen Participation Plan, or any amendments thereto, prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated and/or Annual Plan preparation.

c. Comments Received on the Draft Plan

Written comments will be accepted by the Contact Person, or a designee, during the 15-day public review period. The Township will consider any comments or views of residents received in writing, or orally at the public hearing, in preparing the final Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Plan for submission to the Township Board of Supervisors and to HUD.

d. Township Board of Supervisors Action

Following the public hearing, the Plan will be presented to the Township Board of Supervisors for consideration and formal action. A summary of all written comments and those received orally during the public hearing, as well as the Township's responses to all written comments, will be attached to the Plan prior to submission to the Township Board of Supervisors.

e. Submission to HUD

The Plan will be approved as a stand-alone document and submitted to HUD with a summary of all written comments and those received orally during the public hearing as well as the

Township's responses to written comments and proof of compliance with the 15-day public review and comment period requirement. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as well.

Amendments to the Approved Citizen Participation Plan

The Township shall follow the following procedure to amend its approved Citizen Participation Plan, as needed.

a. Amendment Considerations

The Township will amend the Plan, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to its HUD programs. Substantial amendments to the Citizen Participation Plan may be required should a provision of the Plan be found by the Township to conflict with HUD regulations, or when changes in HUD regulations occur. Edits to the Plan that only include updated contact information or editorial changes for clarity will not be placed for a formal public review and comment period, nor will a public hearing or Township Board of Supervisors action be required.

b. Draft Amended Plan Review

The draft Amended Plan will be made available for public review for a 15-day period prior to the Township Board of Supervisors consideration and adoption and may be done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft Amended Plan will be made available for review at the following locations:

- Municipal Center: 425 Prince St., Harrisburg, PA 17109
- The East Shore Area Library: 4501 Ethel St., Harrisburg, PA 17109
- Township website: <https://www.lowerpaxton-pa.gov/>

c. Comments Received on Draft Amended Plan

Written comments will be accepted by the Contact Person, or a designee, during the 15-day public review period.

d. Public Hearing

The Township will conduct a public hearing to review and accept public comments on the draft Amended Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

e. Township Board of Supervisors Action

Following the public hearing, the Plan will be presented to the Township Board of Supervisors for consideration and formal action.

f. Submission to HUD

A copy of the Amended Citizen Participation Plan, including a summary of all written comments and those received during the public hearing as well as the Township's responses and proof of compliance with the minimum 15-day public review and comment period requirement, will be

submitted to HUD. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as well.

Plan Access

The approved Amended Citizen Participation Plan will be kept on file at the Township's Community Division. The plan can be accessed online at: <https://www.lowerpaxton-pa.gov/>. Hard copies can be made available to those requesting the approved Amended Plan by contacting the Contact Person, or a designee.

In the Event of an Emergency

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, the Township may opt to forgo the public hearing for amendments to its Citizen Participation Plan. The length of public comment for amendments to the Citizen Participation Plan shall be no less than five (5) days. Draft documents for public comment and review will be made available on the Township's website at <https://www.lowerpaxton-pa.gov/>. Copies of the draft documents will be mailed or e-mailed upon request, if possible.

D. Analysis of Impediments to Fair Housing (AI)

Plan Development

The Township will follow the process and procedures described below in the development of its Analysis of Impediments to Fair Housing (AI).

a. HUD-approved Data for Public Review

The Township will make available to the general public the HUD-approved data and other supplemental information that the Township plans to incorporate into its AI. The Township will make this data available no later than 30 days after the initiation of the AI document. The data will be made available online and accessible at <https://www.lowerpaxton-pa.gov/>. This may include a link to HUD's website where the data can be readily accessed. The data will also be made available during the stakeholder consultation and citizen outreach initiatives conducted during the preparation of the AI.

b. Stakeholder Consultation and Citizen Outreach

In the development of the AI, the Township will consult with other public and private agencies including, but not limited to, the following:

- Dauphin County Housing Authority
- Other assisted housing providers
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes.
- Community-based and regionally based organizations that represent protected class members and organizations that enforce fair housing laws.

- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities.
- Other related entities.

A variety of mechanisms may be utilized to solicit input from these entities. These include telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

c. Public Meeting and Public Hearing

To obtain the views of the general public on AI related data and affirmatively furthering fair housing in the Township's housing and community development programs, the Township will conduct at least one public meeting prior to the draft AI being adopted and will solicit input on fair housing issues.

The Township will conduct a public hearing on the AI during or after the 30-day public comment period during which the Township will address identified factors contributing to fair housing issues and proposed fair housing goals and priorities for affirmatively furthering fair housing. This public hearing may be conducted in conjunction with a public hearing conducted during the preparation of the Township's Consolidated and/or Annual Action Plan.

d. Public Display and Comment Period

The draft AI will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the content and purpose of the draft AI, the dates of the public display and comment period, the locations where copies of the draft document can be examined, how comments will be accepted and when the document will be considered for action by the Township Board of Supervisors. Copies of the draft AI will be made available for public review at the following locations:

- Municipal Center: 425 Prince St., Harrisburg, PA 17109
- The East Shore Area Library: 4501 Ethel St., Harrisburg, PA 17109
- Township website: <https://www.lowerpaxton-pa.gov/>

In addition, the Township will make available a reasonable number of free copies of the proposed document to residents and groups that formally request them in writing.

e. Comments Received on the Draft Analysis of Impediments

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The Township will consider any comments or views of Township residents received in writing, or orally at the public hearings, in preparing the final AI. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AI for submission to the Township Board of Supervisors.

f. Township Board of Supervisors Action

Following the public hearing, the AI will be presented to the Township Board of Supervisors for consideration and formal action.

Revisions to the AI

The Township shall follow the following procedure to revise its AI, as needed.

a. Revision Considerations

The Township will revise its AI previously accepted by HUD under the following circumstances:

- A material change occurs. A material change is a change in circumstances in the Township that affects the information on which the AI is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AI no longer reflect actual circumstances. Examples include, but are not limited to:
- Presidentially declared disasters, under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.), in the Township that are of such a nature as to significantly impact the steps the Township may need to take to affirmatively further fair housing
- Significant demographic changes
- New significant contributing factors in the Township, and
- Civil rights findings, determinations, settlements (including voluntary compliance agreements), or court orders
- Upon HUD's written notification specifying a material change that requires revision.

b. Public Display and Comment Period

The draft Revised AI will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised plan can be examined, how comments will be accepted and when the document will be considered for action by the Township Board of Supervisors. Copies of the draft Revised AI will be made available for review at the following locations:

- Municipal Center: 425 Prince St., Harrisburg, PA 17109
- The East Shore Area Library: 4501 Ethel St., Harrisburg, PA 17109
- Township website: <https://www.lowerpaxton-pa.gov/>

In addition, the Township will make available a reasonable number of free copies of the proposed revised document to residents and groups that request it.

c. Comments Received on the Draft Revised Analysis of Impediments to Fair Housing

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The Township will consider any comments or views of Township residents received in writing, or orally at public hearings, in preparing the final Revised AI. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised AI.

d. Township Board of Supervisors Action

Following the public hearing, the Revised AI will be presented to the Township Board of Supervisors for consideration and formal action.

Plan Access

The AI will be kept on file at the Township's Department of Economic Development. The plan can be accessed online at: <https://www.lowerpaxton-pa.gov/> . Hard copies can be made available to those requesting the approved Amended Plan by contacting the Contact Person, or a designee.

E. The Consolidated Plan (CP)

Plan Development

The Township will follow the process and procedures described below in the development of its Consolidated Plan (CP).

a. Stakeholder Consultation and Citizen Outreach

In the development of the CP, the Township will consult with other public and private agencies including, but not limited to, the following:

- Dauphin County Housing Authority
- Other assisted housing providers
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- Continuum of Care that serves the jurisdiction
- Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- Business and civic leaders
- Organizations promoting economic and/or workforce development
- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities
- Broadband internet service providers, organizations engaged in narrowing the digital divide
- Agencies whose primary responsibilities include the management of flood prone areas, public land or water resources
- Emergency management agencies
- Other related organizations and agencies

When preparing the portion of the CP concerning lead-based paint hazards, the Township shall consult with local or state health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead-poisoned.

When preparing the description of priority non-housing community development needs, the Township will notify adjacent units of local government, to the extent practicable. This shall involve, at a minimum, the Township sending a letter to the chief elected official of each

adjacent unit of government, and Dauphin County, notifying them of the draft CP and how to access a copy online for review and comment.

A variety of mechanisms may be utilized to solicit input from these persons/service providers/agencies/entities. These include written letters, telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

b. Public Hearings

The Township will conduct at least two public hearings during the development of the CP. The first public hearing will be conducted before the draft CP is published for public comment, during which time the Township will address housing and community development needs, development of proposed activities, the amount of assistance the Township expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted during or after the 30-day public comment period during which the Township will address identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the Analysis of Impediments to Fair Housing.

c. Potential Displacement of Persons

Although the Township does not anticipate any residential displacement to occur in the foreseeable future, it is required to describe its plans to minimize the displacement of persons and to assist any persons displaced. When displacement is unavoidable on a temporary or permanent basis, the Township will comply with the federal Uniform Relocation Act. Should displacement of residents be necessary as a result of the use of funds covered by this Plan, the Township shall compensate residents who are actually displaced in accordance with HUD Handbook No. 1378, Tenant Assistance, Relocation and Real Property Acquisition. This resource is accessible online at

http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780

d. Public Display and Comment Period

The draft CP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary and purpose of the CP; the anticipated amounts of funding (including program income, if any); proposed activities likely to result in displacement, if any; plans for minimizing the displacement of persons as a result of CDBG activities, if any; plans to assist persons actually displaced by the project, if any; the dates of the public display and comment period; the locations where copies of the draft CP can be examined; how comments will be accepted; when the document will be considered for action by the Township Board of Supervisors; and, the anticipated submission date to HUD. Copies of the draft CP will be made available for review at the following locations:

- Municipal Center: 425 Prince St., Harrisburg, PA 17109
- The East Shore Area Library: 4501 Ethel St., Harrisburg, PA 17109
- Township website: <https://www.lowerpaxton-pa.gov/>

In addition, the Township will make available a reasonable number of free copies of the draft document to residents and groups that request them in writing.

e. Comments Received on the Draft Consolidated Plan

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The Township will consider any comments or views of Township residents received in writing, or orally at the public hearings, in preparing the final CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CP for submission to HUD.

f. Township Board of Supervisors Action

Following the public hearing, the CP will be presented to the Township Board of Supervisors for consideration and formal action.

g. Submission to HUD

The CP will be submitted to HUD no less than 45 days before the start of the Township's five-year program cycle, or at such time as instructed by HUD.

Revisions to the Consolidated Plan

The Township shall follow the following procedure to revise its CP, as needed.

a. Revision Considerations

There are two types of amendments that may occur with the CP: minor amendments and substantial amendments. An amendment to the approved CP is considered substantial under the following circumstances:

- An activity or strategy is added to or deleted from the Consolidated Plan
- A change in the purpose, scope, location, or beneficiaries of an activity previously described
- A fifty (50) percent change in federal funding where the project is \$25,000 or less, and/or
- A twenty-five (25) percent change in federal funding where the project is more than \$25,000

All other changes that do not meet the criteria defined above will be considered minor amendments, will be reviewed and approved by the Township's Department of Economic Development and will not be subject to public comments. These changes will be fully documented and signed by the Director of the Department of Economic Development.

All amendments, substantial and minor, will be submitted to HUD via the IDIS.

b. Public Display and Comment Period

The draft Revised CP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed

revised CP can be examined, how comments will be accepted, when the document will be considered for action by the Township Board of Supervisors, and the anticipated submission date to HUD. Copies of the draft Revised CP will be made available for review at the following locations:

- Municipal Center: 425 Prince St., Harrisburg, PA 17109
- The East Shore Area Library: 4501 Ethel St., Harrisburg, PA 17109
- Township website: <https://www.lowerpaxton-pa.gov/>

In addition, the Township will make available a reasonable number of free copies to residents and groups that request them in writing.

c. Comments Received on the Draft Revised Consolidated Plan

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The Township will consider any comments or views of Township residents received in writing, or orally at public hearings, in preparing the final Revised CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised CP for submission to HUD.

d. Township Board of Supervisors Action

Following the public comment period, the Revised CP will be presented to the Township Board of Supervisors for consideration and formal action.

e. Submission to HUD

The Revised CP will be submitted to HUD upon Township Board of Supervisors approval.

In the Event of a Disaster

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, the Township will conduct public hearings and meetings exclusively via virtual methods such as conference call or live web-streaming with the ability to ask questions in real time. Accommodations will be made for persons with disabilities and non-English speaking persons upon request, such as sign language or language interpretation services. Documents for public review will be shared via the Township's website. Copies of the document may be mailed or e-mailed upon request.

Additionally, where program funds covered by this Plan may be expended to carry out eligible activities to address the Township's disaster response, the Township's requirements under this Plan will be streamlined to include:

- a. A 5-day public display and comment period to amend the CP or a period of public as outlined and directed by HUD or the State of Pennsylvania.
- b. A minimum of one public hearing shall be held to receive comments on the revised CP.
- c. Following the public hearing, the Revised CP will be presented to the Township Board of Supervisors for consideration and formal action.

- d. The revised CP will be submitted to HUD upon Township Board of Supervisors approval.

Plan Access

The Revised CP will be kept on file at the Township's Department of Economic Development. The plan can be accessed online at: <https://www.lowerpaxton-pa.gov/>. Hard copies can be made available to those requesting the approved Amended Plan by contacting the Contact Person, or a designee, in writing.

F. The Annual Action Plan (AAP)

The Annual Action Plan (AAP) is a component of the CP, and it describes the Township's proposed use of available federal and other resources to address the priority needs and specific objectives in the CP for each program year; the Township's method for distributing funds to local non-profit organizations; and the geographic areas of the Township to which it will direct assistance.

Plan Development

The Township will follow the process and procedures described below in the development of its AAP.

- a. Public Hearings

The Township will conduct at least two public hearings during the development of the AAP. The first public hearing will be conducted before the AAP draft is published for public comment, during which the Township will address housing and community development needs, development of proposed activities, the amount of assistance the Township expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted during or after the 30-day public comment period during which the Township will address identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing consistent with the AI.

- b. Public Display and Comment Period

The draft AAP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the AAP, the anticipated amounts of funding (including program income, if any), the dates of the public display and comment period, the locations where copies of the draft AAP can be examined, how comments will be accepted, when the document will be considered for action by the Township Board of Supervisors and the anticipated submission date to HUD. Copies of the draft AAP will be made available for review at the following locations:

- Municipal Center: 425 Prince St., Harrisburg, PA 17109
- The East Shore Area Library: 4501 Ethel St., Harrisburg, PA 17109
- Township website: <https://www.lowerpaxton-pa.gov/>

In addition, the Township will make available a reasonable number of free copies to residents and groups that request them in writing.

c. Comments Received on the Draft Annual Action Plan

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The Township will consider any comments or views of Township residents received in writing, or orally at the public hearings, in preparing the final AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AAP for submission to HUD.

d. Township Board of Supervisors Action

Following the public hearing, the AAP will be presented to the Township Board of Supervisors for consideration and formal action.

e. Submission to HUD

The AAP will be submitted to HUD no less than 45 days before the start of the Township's annual program year, or at such time as instructed by HUD.

Revisions to the Annual Action Plan

The Township shall follow the following procedure to revise its AAP, as needed.

a. Revision Considerations

There are two types of amendment that may occur with the AAP: minor amendments and substantial amendments. An amendment to the approved AAP is considered substantial under the following circumstances:

- When an eligible activity is added or deleted
- When a change occurs in the purpose, location, or beneficiaries of an activity previously approved
- When a 50 percent change in federal funding occurs where the project is \$25,000 or less
- When a 25 percent change in federal funding occurs where the project is more than \$25,000

All other changes to funding allocations or approved eligible activities that do not meet the criteria defined above will be considered minor amendments, will be reviewed and approved by the Director of the Township's Department of Economic Development and will not be subject to public comments. These changes will be fully documented and signed by the Executive Director of the Township's Department of Economic Development.

b. All amendments, substantial and minor, will be submitted to HUD via the IDIS. Public Display and Comment Period

The draft Revised AAP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the draft AAP can be examined, how comments will be accepted, when the document will be considered for action by the Township Board of Supervisors, and the anticipated submission date to HUD. Copies of the draft Revised AAP will be made available for review at the following locations:

- Municipal Center: 425 Prince St., Harrisburg, PA 17109

- The East Shore Area Library: 4501 Ethel St., Harrisburg, PA 17109
- Township website: <https://www.lowerpaxton-pa.gov/>

In addition, the Township will make available a reasonable number of free copies to residents and groups that request them in writing.

c. Comments Received on the Draft Revised Annual Action Plan

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The Township will consider any comments or views of Township residents received in writing, or orally at public hearings, in preparing the final Revised AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final revised AAP for submission to HUD.

d. Township Board of Supervisors Action

Following the public comment period, the Revised AAP will be presented to the Township Board of Supervisors for consideration and formal action.

e. Submission to HUD

The revised AAP will be submitted to HUD upon the Township Board of Supervisors approval.

In the Event of a Disaster

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, the Township will conduct public hearings and meetings virtually via conference call or live web-streaming with the ability to ask questions in real time. Accommodations will be made for persons with disabilities and non-English speaking persons upon request, such as sign language or language interpretation services. Documents for public review will be shared via the Township's website. Copies of the document will be mailed or e-mailed upon request.

Additionally, where program funds covered by this Plan may be expended to carry out eligible activities to address the Township's disaster response, the Township's requirements under this Plan will be streamlined to include:

- a. A 5-day public display and comment period to amend the AAP or a period of public as out-lined and directed by HUD or the State of Pennsylvania.
- b. A minimum of one public hearing shall be held to receive comments on the Revised AAP.
- c. Following the public hearing, the Revised AAP will be presented to the Township Board of Supervisors for consideration and formal action.
- d. The Revised AAP will be submitted to HUD upon the Township Board of Supervisors approval.

Plan Access

The Revised AAP will be kept on file at the Township's Department of Economic Development. The plan can be accessed online at: <https://www.lowerpaxton-pa.gov/>. Hard copies can be made available to those requesting the approved Amended Plan by contacting the Contact Person, or a designee, in writing.

G. Consolidated Annual Performance and Evaluation Report (CAPER)

Report Development

The Township shall follow the following procedure in the drafting and adoption of its Consolidated Annual Performance and Evaluation Report (CAPER).

a. Report Considerations

The Township will evaluate and report the accomplishments and expenditures of the previous program year for CDBG and draft the CAPER in accordance with HUD requirements.

b. Public Display and Comment Period

The draft CAPER will be placed on display for a period of no less than 15 days to encourage public review and comment. Public notice of the display and comment period will be published in the *Patriot News* and/or on Pennlive.com no less than one day before the period begins with accommodation for persons with disabilities and non-English Spanish speakers in accordance with this Plan. The public notice shall include a brief summary and purpose of the CAPER, a summary of program expenditures, a summary of program performance, the dates of the public display and comment period, the locations where copies of the draft CAPER can be examined, how comments will be accepted, and the anticipated submission date to HUD. Copies of the draft CAPER will be made available for review at the following locations:

- Municipal Center: 425 Prince St., Harrisburg, PA 17109
- The East Shore Area Library: 4501 Ethel St., Harrisburg, PA 17109
- Township website: <https://www.lowerpaxton-pa.gov/>

c. Comments Received on the Draft CAPER

Written comments will be accepted by the Township's Contact Person, or a designee, during the 15-day public display and comment period. The Township will consider any comments or views of Township residents received in writing in preparing the final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CAPER for submission to HUD.

d. Submission to HUD

The CAPER will be submitted to HUD within 90 days following the end of the Township's program year.

H. Section 108 Loan Guarantee Program

Development of Section 108 Loan Guarantee Application

Applications for assistance filed by the Township for Section 108 Loan Guarantee assistance authorized under HUD regulation 24 CFR Part 570, Subpart M, are subject to all provisions set forth within this Plan. Such applications for Section 108 assistance may be included as part of the Consolidated Planning process or may be undertaken separately anytime during the Township's program year.

Before the Township submits an application for Section 108 loan guarantee assistance, the Township will make available to citizens, public agencies and other interested parties' information that includes the amount of assistance the Township 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.

Public Display and Comment Period

The Township will publish its proposed Section 108 loan application for review and comment. The public notice shall include a summary describing the contents and purpose of the application and listing the locations where the entire application may be examined. An application for Section 108 Loan Guarantee funding shall be made available for public review for a 30-day period prior to consideration and submission to HUD and may be done concurrently with the public review and comment process for the Consolidated Plan.

Copies of the proposed Section 108 loan application will be made available for review at the following locations:

- Municipal Center: 425 Prince St., Harrisburg, PA 17109
- The East Shore Area Library: 4501 Ethel St., Harrisburg, PA 17109
- Township website: <https://www.lowerpaxton-pa.gov/>

Comments Received on the Proposed Section 108 Application

Written comments will be accepted by the Contact Person, or a designee, during the 30-day public display and comment period. The Township will consider any comments or views of Township residents received in writing in preparing the final application. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final application for submission to HUD.

Submission to HUD

The Section 108 Loan Application will be submitted to HUD.

I. Complaints

Residents may register complaints regarding any aspect of the CDBG program by contacting the Contact Person, or a designee. All written complaints received will be addressed in writing within 15 days.

Residents wishing to object to HUD approval of the final CP may send written objections to:

Nadab Bynum, Director
The Strawbridge Building
801 Market Street, 12th Floor
Philadelphia, PA 19107
Phone: (215) 861-7652

Objections should be made within 30 days after the Township has submitted the CP to HUD. Any objections made will only be submitted to HUD for the following reasons:

- The applicant's description of needs and objectives is plainly inconsistent with available facts and data
- The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant
- The application does not comply with the requirements of the CDBG programs or other applicable laws
- The application proposed activities which are otherwise ineligible under the program regulations.

Objections shall include both an identification of requirements not met and available facts and data.