

3/23/2026 Draft for Public Display



CITIZEN PARTICIPATION PLAN APPLICABLE TO ALL RESIDENTS

This Citizen Participation Plan (Plan) has been developed by Upper Darby Township, Pennsylvania, to provide all citizens/residents, public and private agencies, as well as adjacent units of general local government including local government agencies with metropolitan-wide planning responsibilities, an adequate opportunity to participate in an advisory role in the planning, implementing, and assessing of the Five Year Consolidated Plans, Annual Action Plans, Annual Performance Reports (CAPER) and all substantial changes to those plans in accordance with [24 CFR Part 91](#) and [24 CFR Part 5](#).

This Plan sets forth Upper Darby Township's policies and procedures for citizen/resident participation to provide for and encourage citizen/resident participation in community planning and development programs funded by the United State Department of Housing and Urban Development (HUD) and the development of the Citizen Participation Plan, Five Year Consolidated Plan, Annual Action Plan and any substantial amendments to Plans, and the Consolidated Annual Performance Evaluation Report (CAPER).

I. Administration

- A. Upper Darby Township, as a recipient of HUD funding through the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) Entitlement funds, will be responsible for the preparation of a Five Year Consolidated Plan and an Annual Action Plan which outlines goals and uses of CDBG, HOME and ESG funding. This Plan shall provide for a process of consultation with citizens, residents, and local governments in accordance with Citizen Participation at [24 CFR 91.105](#). This Plan shall also provide for a process to receive citizen/resident participation at the community-wide level and at the neighborhood level to especially encourage participation by low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used. This Plan will also take actions appropriate to encourage the participation of all citizens and residents including minorities and persons with Limited English Proficiency, and persons with disabilities. All aspects of citizen/resident participation shall be conducted in an open manner, with freedom of access for all interested parties. Persons with disabilities requiring special

accommodation to participate in public meetings should contact the Township in accordance with Section V of this Citizen Participation Plan, no later than forty-eight (48) weekday hours prior to the day of a meeting. Upper Darby Township will conduct all public meetings in locations that are accessible to people with disabilities, when available. If requested, Upper Darby will mail copies of public meeting notices to persons who are homebound and request such accommodation no less than seven (7) days prior to the public meeting.

- B. 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, Upper Darby Township may opt to conduct public hearings and meetings virtually via conference call or live web-streaming with the ability to ask questions and provide comment in real time where public comment is required to be heard. Accommodations will be made for persons with disabilities and persons with Limited English Proficiency upon request. Documents for public review will be shared via Upper Darby Township's website.

In the event of an emergency, the following alternatives may be instituted by Upper Darby Township:

- The public comment and display period for the Citizen Participation Plan, Five Year Consolidated Plan and/or Annual Action Plan and any amendment thereto will be consistent with HUD's requirements.
- Draft documents for public comment and review will be made available on the Upper Darby Township website. Copies of the draft documents will be e-mailed upon request, when possible.
- Public meetings may be held exclusively as virtual meetings using online platforms for public viewing with the option for real-time questions to be asked.
- Upper Darby Township may opt to hold one public hearing during the Five Year Consolidated Plan/Annual Action Plan process and its second required public hearing during the CAPER process for the same program year if a virtual hearing is not feasible.

II. Citizen Comment on Citizen Participation Plan and Amendments

Upper Darby Township will make the draft Citizen Participation Plan and any proposed amendments to the Citizen Participation Plan available for public review for a fifteen (15) day period prior to Township Council

consideration and adoption and may be done concurrently with the public review and comment process for the Five Year Consolidated Plan or the Annual Action Plan. This Plan will be in a format accessible to persons with disabilities, upon request. Annually, citizens/residents shall have the opportunity to comment on and recommend changes to this Plan. Notices will advise residents that the Plan is available for review/comment/ possible revision. It will note that persons with Limited English Proficiency will, upon request, be provided a translated copy of the Notice. Persons requiring a Braille copy will be assisted upon request.

III. Five Year Consolidated Plan and Annual Action Plan Development

A. Stakeholder Consultation

When preparing the Five Year Consolidated Plans and Annual Action Plans, Upper Darby Township shall consult with community-based and regionally-based organizations that represent protected class members, and organizations that enforce fair housing laws; the Continuum of Care; public and private agencies that address housing, health, social service, victim services, employment, or education needs of low- and moderate-income individuals and families; homeless individuals and families, including homeless veterans; youth; and/or other persons with special needs; publicly funded institutions and systems of care that may discharge persons into homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); business and civic leaders; state or local health and child welfare agencies; examine existing data related to lead-based paint hazards and poisonings; 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; and, the local public housing agencies.

B. Technical Assistance

Upper Darby Township shall provide technical assistance to non-profit organizations who serve the low- and moderate-income residents of Upper Darby Township in submitting requests for funding. Technical assistance may be provided at any time during the year, at no cost to the recipient. The level and type of assistance will be determined by Upper Darby Township. Technical assistance need not include the provision of funds to the organizations. Such organizations may submit requests for technical assistance at any Public Hearing or in accordance with Section V of this Citizen Participation Plan.

C. Local Government Consultation

When preparing the Plans, Upper Darby Township shall notify adjacent units of general local government, to the extent practicable. Upper Darby will

also consult with adjacent units of general local government, including local government agencies with metropolitan-wide planning responsibilities where they exist, particularly for problems and solutions that go beyond a single jurisdiction.

D. First Public Hearing – Public Needs Meeting

In order to ensure that maximum citizen/resident participation is achieved in the formulation of the Plans, meetings will be held for the purpose of obtaining the view and comments of individuals and organizations relative to housing and community development needs that may be addressed by CDBG, HOME, and ESG funds in the Five Year Consolidated Plan (in years when applicable) and the Annual Action Plan. At this hearing, Upper Darby Township will present general information about the CDBG, HOME, and ESG programs, including the range of eligible activities that may be undertaken.

E. Second Public Hearing – Draft Plan Feedback

A second public hearing will be held after the publication of the Five Year Consolidated Plan draft. Upper Darby Township will respond to proposals and questions relevant to the Plans and disseminate the following program information:

- The amount of funding Upper Darby Township expects to receive, including grant funds and program income, for the Five Year Consolidated Plan (in years when applicable) and the Annual Action Plan.
- The priority needs identified in the Five Year Consolidated Plan (in years when applicable) and the proposed activities to be undertaken in the Annual Action Plan.
- A review of program performance, which may include the dissemination of the most recent Program Year Review Letter from HUD, and information regarding the status of individual projects.

F. Results of Public Hearings

All comments and proposals which are received as a result of a Public Hearing shall be noted and carefully considered by Upper Darby Township in the preparation of the development of the Five Year Consolidated Plan and the Annual Action Plan. Upper Darby Township shall consider both oral and written comments and views of citizens/residents in preparing the Plans. A summary of the comments or views, and a summary of the comments or views not accepted and the reasons therefore, shall be attached to the Plans in accordance with Federal Regulations at [24 CFR 91.105\(b\)\(5\)](#)

G. Consolidated Annual Performance Report (CAPER)

Upper Darby Township is required to submit to HUD a CAPER outlining accomplishments, how funding was spent, and how low- and moderate-income residents benefited within ninety (90) days of the end of the Program Year (September 30th). Upper Darby will publish a Public Notice prior to submission of the CAPER for citizen/resident comment for a fifteen (15) day period prior to submission of the CAPER to HUD.

H. Publication of the Five Year Consolidated Plan, Annual Action Plan & CAPER Drafts

Upper Darby Township shall publish in one (1) local newspaper of general circulation, notice of the proposed Five Year Consolidated Plan, proposed Annual Action Plan and the CAPER in a manner that affords citizens/residents, public agencies, and other interested parties a reasonable opportunity to examine its contents and to submit comments. The summary will describe the contents and purpose of the Five Year Consolidated Plan, the Annual Action Plan, and the CAPER and will include a list of locations where copies of the entire Plans may be examined. Locations will include libraries, government offices, public places and the Upper Darby Township website. Plans will also be made available upon request.

I. Criteria for Amendment to Programs

Upper Darby Township may amend approved programs based upon one of the following:

- Substantial changes in amounts approved for an activity. Substantial change is defined as the increase or decrease in the cost of an approved activity if the project balance is increased or decreased by more than 50%.
- Undertake a new activity, using funds from any program covered by a program (including program income), which was not previously described in an Action Plan or the Township's funding application to HUD.
- To not to carry out an activity for which funding is approved.
- To substantially change the purpose, scope, location, or beneficiaries of an activity. Substantial change is where the change (increase or decrease in the size of the service area and/or class of beneficiaries of an activity) is greater than 25%. Such courses of action constitute an amendment to an approved program

Changes that do not meet the criteria defined above will be considered minor amendments and will be reviewed and approved by Upper Darby Township Community & Economic Development and will not be subject to public

comments. These changes will be fully documented and signed by the Director of Upper Darby Township Community & Economic Development.

Upper Darby Township may choose to submit a copy of each amendment to the Plans to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments will be signed by the Director of Upper Darby Township Community & Economic Development.

IV. Notice of Public Comment and Hearings

In order to attain the involvement of citizen/resident participation at both the community-wide and neighborhood levels, especially by low- and moderate-income persons, Upper Darby Township shall encourage citizen/resident participation by the following:

- Upper Darby Township shall, thirty (30) days before approval of the Plans, publish a notice in one (1) Newspaper of general circulation under the Legal Section and on the Township website.
- Each public notice shall include a brief summary of the Plan, 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 Plan can be examined, how comments will be accepted, when the document will be considered for action by the Township Council and the anticipated submission date to HUD. Each notice shall reflect sufficient information about the subject of the hearing to permit informed comment.
- All of the aforementioned notices to announce the Public Hearings, through each of the aforementioned media channels, shall indicate the date, time and meeting method which are convenient to potential and actual beneficiaries with accommodation for persons with disabilities. In order to adequately inform the public of these public hearings, Upper Darby Township notices shall be published not less than fourteen (14) days in advance of any scheduled public hearing.
- There is now an identifiable segment of Upper Darby Township's population who are of Limited English Proficiency. Each published notice shall include a Spanish, Bengali, Vietnamese, French, and Korean insert (in addition to a full English version). The insert will notify Limited English Proficiency persons that a full copy in their language will be provided upon request. Other languages will be also be provided upon request.

V. Availability to the Public

In accordance with [24 CFR 91.105 \(g\)](#), the Five Year Consolidated Plan, Annual Action Plan, Substantial Amendments, and CAPER will be available to the public at locations that will include libraries, government offices, and the Upper Darby Township website. Plans will also be made available in a form accessible to persons with disabilities upon request by calling or writing to Upper Darby Township as indicated below:

Upper Darby Township
Community & Economic Development
100 Garrett Rd
Upper Darby, PA 19082-3135
comdev@upperdarby.org
610-734-7613
610-734-7722 (TDD)

VI. Access to Records

- A. Upper Darby Township shall provide citizens/residents, public agencies, and other parties with reasonable and timely access to information and records relating to Upper Darby Township's Five Year Consolidated Plan, the Annual Action Plan and CAPER.
- B. Any and all records referred to by Section VI.A. of this Plan shall be consistent with and subject to applicable Federal, State and local laws regarding personal privacy and obligations of confidentiality.
- C. Access to records may be made by contacting the aforementioned Department as outlined in Section VI.A. of this Plan.

VII. Complaints/Comments

Upper Darby Township shall provide for appropriate and practical procedures to govern the handling and answering of comments from citizens/residents related but not limited to the Five Year Consolidated Plan, Annual Action Plan, Amendments, and Annual CAPER, in a timely and responsive manner in accordance with the following:

- Upper Darby Township shall make every reasonable effort to provide written response to any and all written comments within fifteen (15) workdays. All Township written responses will be substantive written responses.

- Comments may be directed to Upper Darby Township at any time during the year to the Department outlined in Section V.

VIII. Use of Citizen Participation Plan

Upper Darby Township shall follow this Citizen Participation Plan, pursuant to [24 CFR 91.105\(k\)](#) of [24 CFR Part 91](#) et al.

IX. Jurisdiction of Responsibility

The requirements for citizen/resident participation as prescribed by this Plan does not restrict the responsibility or authority of Upper Darby Township for the development and execution of its Five Year Consolidated Plan, Annual Action Plan and Annual CAPER.

X. Anti-Displacement

Although Upper Darby 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, Upper Darby 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, Upper Darby shall compensate residents who are actually displaced in accordance with its Residential Anti-Displacement and Relocation Assistance Plan, and HUD Handbook No. 1378, Tenant Assistance, Relocation and Real Property Acquisition.