

# ***City of La Habra***

## **Community Development Block Grant Program (CDBG) Citizen Participation Plan**

*Amended July 7, 2014*

Citizen participation is at the forefront of Housing and Community Development strategies, planning, and implementation. To best serve the community, citizen involvement is vital to assure that activities are well suited to local needs. Individual communities possess unique qualities that are more fully understood at the community level among those who reside, own, or work within the area. This knowledge is invaluable to successful implementation of Federal programs administered by the U.S. Department of Housing and Urban Development (HUD) including the Community Development Block Grant (CDBG) program. This plan was prepared in accordance with 24 CFR Part 91 and 24 CFR Part 570.704.

### **I. Purpose**

The CDBG program under 24 CFR Part 91, et al, requires that citizens, particularly persons of low- and moderate-income, minorities, and persons with disabilities, be given an opportunity to participate in an advisory role in the planning and implementation of the Consolidated Plan and the CDBG program. Pursuant to HUD regulations, 24 CFR 91.105 (a)(2)(ii), low- and moderate-income households are defined by HUD as follows:

<b><i>Extremely Low-Income –</i></b>	<b><i>0-30% County Median Income</i></b>
<b><i>Low-Income –</i></b>	<b><i>31-50% County Median Income</i></b>
<b><i>Moderate-Income –</i></b>	<b><i>51-80% County Median Income</i></b>

Assurances will be made throughout this plan that low- and moderate-income persons and persons directly impacted by CDBG activities have the opportunity to participate in the Consolidated Plan process. The Citizen Participation Plan is subject to approval by the La Habra City Council.

### **II. Encouragement of Citizen Participation**

The City of La Habra provides for and encourages citizen participation, especially by very low, low- and moderate-income persons; persons that live in areas that CDBG funds are proposed to be used; persons living in slum and blighted areas; minority residents; residents of assisted housing; non-English speaking persons; persons with disabilities; and nonprofit agencies who provide direct services to the persons

above. The City encourages the participation of the entire community through the entire Consolidated Plan process including identification of priority needs, adoption of goals and objectives, development of the Consolidated Plan document, any amendments to the Plan, and Annual Performance Report.

On April 6, 2009, the City Council appointed the Community Services Commission to serve as the CDBG Citizen Participation Committee and amended its Citizen Participation Plan in accordance with this action. The Community Services Commission continues to serve in this function. The CDBG Citizen Participation Committee has been reappointed for a new three year term starting July 7, 2014 and ending July 7, 2017 by adoption of Resolution No. \_\_\_\_\_.

In order to provide citizens the opportunity to participate in the CDBG process, the City will publish in a newspaper of general circulation a public notice indicating the purpose, time and location of each of the Community Service Commission and City Council meetings.

In addition, staff will invite comments from all local public services and nonprofit organizations, as well as interested groups. Staff will ensure that organizations that provide assisted housing, health services, social services, agencies that provide assistance to children, elderly persons, persons with disabilities, persons with HIV/AIDS and the homeless, will be notified of public meetings and invited to participate in the preparation of the Consolidated Plan by direct mail.

Agendas will be posted at the Administration Building of City Hall, the Community Center, the Child Development Building (located at 205 E. La Habra Boulevard) and the La Habra Branch Library. Citizens will be encouraged to participate and provide input at every step of the CDBG process.

Citizens may submit written comments to:

**City of La Habra Community Development Department**

**Housing Division; ATTN: CDBG Program**

**201 East La Habra Boulevard, La Habra, CA 90631**

Every effort will be made to respond to written comments and proposals within 15 working days where practicable. Comments received during the development process of the Consolidated Plan or at public hearings will be reviewed and included as an attachment to the final document of the Consolidated Plan. Upon request, the plan will be made accessible to any persons with disabilities. The City will provide a reasonable number of free copies of the Citizen Participation Plan to citizens and groups that request copies. The Plan will also be placed on the City's website to allow for easy access by the public.

Applications will be sent out to potential participants a minimum of three months before the public hearing on the allocation of funds.

The request for proposal notice with the estimated total grant to be received by the City and the range of activities that might be undertaken, shall be published in a newspaper of general circulation at least 15 days prior to the public hearing on the allocation of funds.

Copies of the Consolidated Plan will be available for review at the aforementioned locations. The City will publish a notice informing the public of the availability of the proposed Consolidated Plan in a paper of general circulation and will have copies of the Consolidated Plan at City Hall. The public will be allowed a minimum of 30 days to review the document. Following the public review period the plan will be submitted to the City Council for its review and approval and then forwarded to HUD for approval.

The City shall publish in a newspaper of general circulation any amendments to the Consolidated Plan and the Annual Performance report in order to provide a means for citizens to review the content and comment.

### **III. Public Hearings**

The CDBG Citizen Participation Committee will review proposals and make funding recommendations on the CDBG program. The Community Services Commission will hold a minimum of two public hearings during each program year: (1) One public hearing during the early stages of the process in order to receive citizens' input regarding housing and community development needs and to hear presentations from agencies requesting funding and to review said proposals submitted by the organizations; (2) A second public hearing will be held to review the Consolidated Plan and develop programs and funding recommendations for consideration by the City Council. Residents will be given the opportunity to comment on the recommended document and funding allocations.

The Citizen Participation Plan was adopted by the La Habra City Council to outline strategies for the City to follow to ensure citizen participation. The Citizen Participation Plan will be reviewed at the beginning of each program year to consider any revisions or amendments to the plan. All changes will require City Council approval and citizens will be given reasonable opportunity to review and comment on proposed amendments.

The public is invited to comment during all stages of the Consolidated Plan and the CDBG process, as well as at all public hearings. All meetings will be held at locations accessible to the handicapped.

### **IV. Amendments to the Consolidated Plan**

The City of La Habra will amend its Consolidated Plan whenever an activity described in the approved plan will not be carried out and those changes are

determined to substantially change the overall purpose, scope, location, or beneficiary of an activity. A substantial change is defined as a change equal to or in excess of 10 percent of a program year's CDBG funds.

When a substantial change or an amendment to the approved Consolidated Plan is proposed, citizens will again be given an opportunity to participate in the Consolidated Plan process. Notices of the proposed amendments will be published as well as the time and location of the public hearing in which proposed amendments will be considered. Citizens will have a minimum of 30 days to review substantial changes to the plan.

## **V. Consolidated Annual Performance and Evaluation Report (CAPER)**

The Consolidated Annual Performance and Evaluation Report (CAPER) details the accomplishments of the Consolidated Plan and the Action Plan. The City of La Habra will provide a minimum of 15 days for the review of the Consolidated Annual Performance and Evaluation Report (CAPER) before the report is submitted to HUD. The City will publish in a newspaper of general circulation a notice indicating the locations where the CAPER will be available for public review. Citizens may submit written comments to the City of La Habra Community Development Department. The City will consider any comments or views of citizens received in writing, or orally at public hearings, in preparing the CAPER (24 CFR 91.105 (d)(2)). A summary of all comments will be attached to the Performance Report. Upon request, the CAPER will be made accessible to any person with disabilities. The City will provide a reasonable number of free copies of the CAPER to citizens and groups that request copies. Upon request, staff will provide bi-lingual translation on as needed basis. A copy of the CAPER will be placed on the City's website allowing for easy access by the public.

## **VI. Access to Records**

The City will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records related to the Consolidated Plan documents and the use of CDBG funds.

At all times during City Hall operating hours, all information regarding the HUD programs will be made available upon request, including the Federal Regulations governing the CDBG and HOME programs. During the period of planning for the next program year, information to be made available to the public will include such items as the amount of funds available to the City of La Habra, the range of activities that may be undertaken with these funds, the kind of activities previously funded in La Habra, the processes involved in drawing up and approving La Habra's application, the role of La Habra's citizens in the CDBG program and any other information necessary for La Habra's citizens to fully participate in the process Per 24 CFR Part 570.704 (D)(iii). A minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining the views of citizens and formulating or responding to proposals and questions will be

conducted. The hearings must address community development and housing needs, development of proposed activities and review of program performance. At least one of these hearings must be held before submission of the application to HUD so as to obtain the views of citizens on community development and housing needs. The announcement of this hearing and all other hearings concerning a new application for funds shall be announced in Spanish in local Spanish language newspapers.

## **VII. Technical Assistance**

City staff will provide technical assistance to assist citizens to understand the CDBG process, understand program requirements, monitor program performance, and coordinate citizens' input and recommendations. Efforts will be made to assist residents that speak and read a primary language other than English. Upon request, technical assistance will be provided to the disabled.

Relevant publications, data, records, and required HUD documents will be maintained at the City of La Habra Community Development Department and will be available for review by any interested citizen.

## **VIII. Complaints**

Complaints related to the Consolidated Plan, amendments, and performance report must be made within 30 days from the date the Consolidated Plan is published for comments. Staff will provide written responses to citizens' complaints within 15 working days from the date of their complaint when practicable.

## **IX. Bilingual Opportunities**

Translation services will be provided upon advance request to the extent feasible. Translation services at public hearings and meetings will be provided in Spanish if translation services are requested at least 3 days prior to the meeting date.

## **X. Anti-Displacement/Relocation**

Should a displacement occur as a result of a Community Development Block Grant activity, the City will comply with the Residential Anti-Displacement and Relocation Assistance Plan as required by Section 104(D) of the Housing and Community Development Act of 1974, as amended. The Plan outlines the specific actions the City of La Habra will undertake to minimize the displacement of residents as a result of CDBG activities.