

CITY OF ANAHEIM CITIZEN PARTICIPATION PLAN

In accordance with HUD regulations, this Citizen Participation Plan (CPP) is designed to provide opportunities for Anaheim residents to give input on community needs and priority uses of the following federal entitlement programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Shelter Grant (ESG). The CPP outlines the steps the City will take to encourage and ensure the participation of all citizens in the development of the Consolidated Plan Document (CPD), the City's guide for the use of CDBG, HOME and ESG funds. While this plan aims to ensure the participation of all Anaheim residents, special efforts will be made to ensure the participation of very low- and low-income persons, particularly those living in blighted areas; persons living in areas where federal funds are proposed to be used; minority residents; residents of assisted housing; low-income residents of target revitalization areas; non-English speaking persons; and persons with physical disabilities.

Citizen Outreach Procedures

To comply with federal regulations, the City will follow the process outlined below to ensure maximum citizen outreach activities in developing and implementing the CPD.

- The City will identify low- and very low-income target areas defined by HUD as eligible for CDBG-funded public improvements and other specific activities.
- The City will participate in neighborhood forums for community-wide and neighborhood-level citizen participation. From time to time, the City may also survey residents and property owners to help determine priority needs.
- The City will hold at least two public hearings that are conveniently timed and located to provide access for all citizens in accordance with HUD requirements.
- The City will ensure adequate and timely notification of the public hearings so citizens can plan to attend. For each scheduled public hearing, the City will publish a Notice of Public Hearing in the local newspaper.
- Citizens will be provided opportunities to review all reports and submit comments for a period of at least 30 days for the CPD and 15 days for performance reports. A summary of comments will be attached to the final documents submitted to HUD.
- Additional information regarding program activities will be made available in a timely manner.

Funding Review and Approval Process

- For the purposes of implementing this CPP, there shall be four Neighborhood Councils (NCs) that will assist in soliciting citizen input on needs and recommended uses of HUD funds within each respective NC area. The NC areas shall have the boundaries shown on the attached map and shall encompass the entire City.

Funding Review and Approval Process (continued)

- The City, by motion duly adopted by the City Council, shall form an “Advisory Committee” comprised of the seven members of the Housing and Community Development Commission plus one representative selected by and from each of the four Neighborhood Councils. The City Council shall have the discretion to modify the membership of the “Advisory Committee” to serve the needs of the program.
- The “Advisory Committee” will review funding requests, hold required public hearings, and submit final CDBG, ESG and HOME funding recommendations to the City Council for consideration.
- The City Council will make final funding decisions and approve the annual entitlement budget for submission to HUD as part of the CPD.

Publication of the Consolidated Plan

The City will make its draft Consolidated Plans and Performance Reports available to the public so that impacted citizens will have ample opportunities to review and participate effectively in developing final versions. Copies of these documents will be available for review at the Anaheim Central Library, 500 Broadway, and the City Clerk’s Office, 200 South Anaheim Boulevard, Second Floor.

Substantial Amendments to the Consolidated Plan

From time to time, it may be necessary to amend the CPD to describe major program changes (i.e. those deemed inconsistent with the adopted CPD’s stated objectives) or new activities (i.e. eligible activities not identified in the action plan of the CPD). The City shall amend the approved CPD whenever one of the following occurs:

- The City desires to make a substantial change in allocation priorities or a substantial change in the method by which funds are distributed;
- The City wants to use funds from any program covered by the CPD (including program income) to carry out an activity not previously described in the action plan of the CPD; or
- The City wants to allow a substantial change in the purpose, scope, location, or beneficiaries of a specific activity.

As necessary or appropriate, proposed activities will be reviewed to determine if they deviate from activities previously identified for the program year and therefore require a “Substantial Amendment” to the CPD. For the purpose of the CPD, a “substantial change” will constitute a cumulative change in a program budget of 15 percent or more of the City’s total federal entitlement for a specific program year.

If a Substantial Amendment is proposed, public notice will provide for a 30-day period to allow review and comment on the proposed changes and a public hearing will be held in accordance with HUD requirements.

Complaints

Complaints regarding the CPD planning process, CPD amendments, and/or annual program performance reports may be submitted within 15 days from the date the document is published for comment. Community Development staff will provide written responses to citizen complaints within 15 working days from the date of the complaint.

The City will accept written complaints provided they specify:

- A description of the objection and supporting facts and data.
- Name, address and telephone number of the complainant and the date of complaint.

Technical Assistance

Technical assistance will be provided in order to help citizens to understand HUD rules and regulations regarding eligible activities. City staff will inform citizens and organizations when and how technical assistance may be requested.

Retention of Records

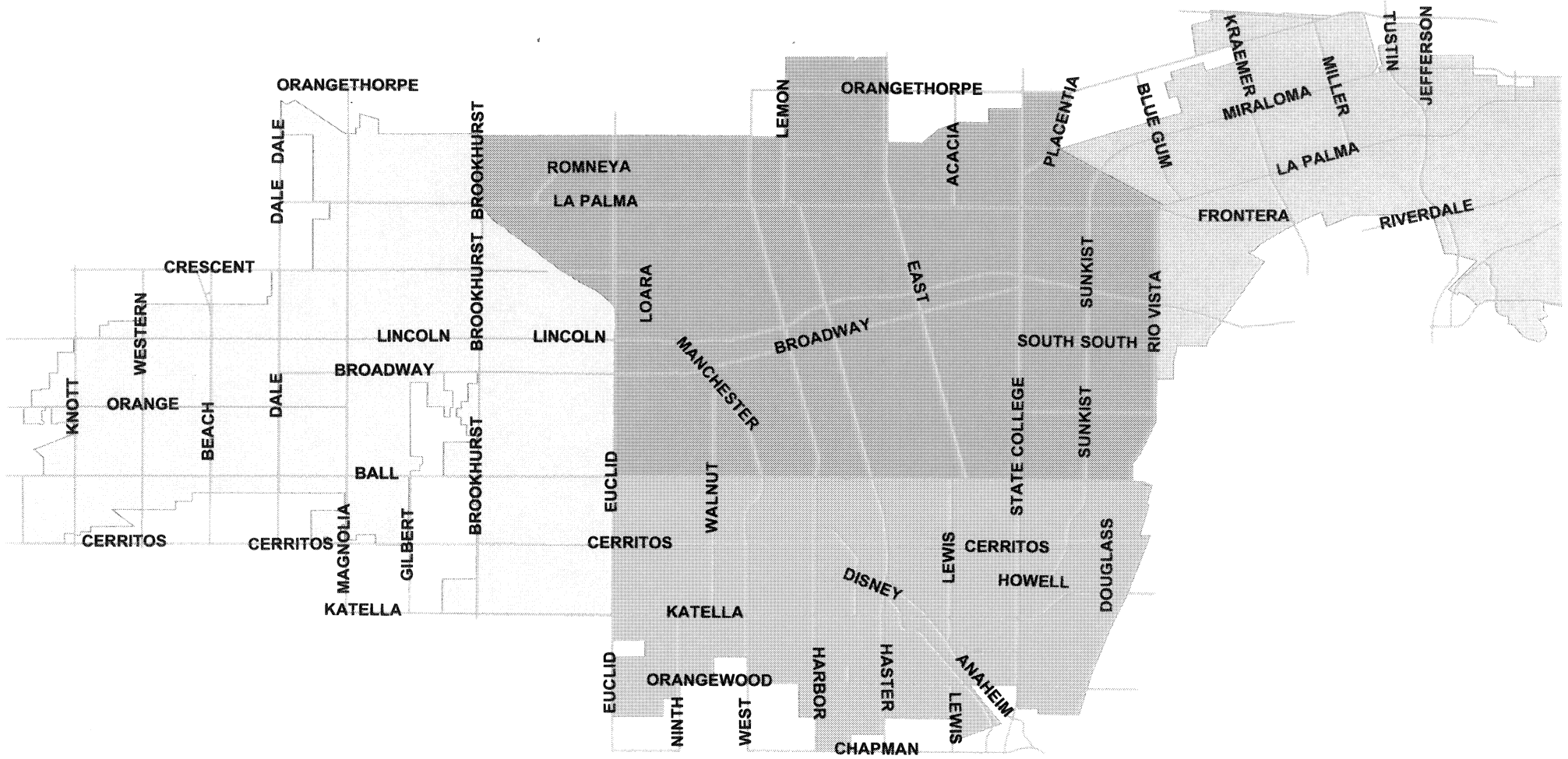
The following records will be maintained for three years from their effective dates and available to the public upon request:

- Written reports describing the process used to inform citizens of the amounts of program funds available.
- Records of public hearings held to solicit citizen input, including public notices and any related promotional materials.
- Written records of the efforts made to involve citizens in the development of CDBG, HOME and ESG grant applications.
- Copies of all relevant program applications.
- Grantee Performance Reports.
- Copies of applications, letters of approval, grant agreements, progress reports, regulations and other pertinent documents.

Assurances

Anaheim's CPP will be made available to the public and reasonable efforts will be made to make the CPP available in a format accessible to persons with disabilities. If requested, the CPP will be made available in Spanish. The City of Anaheim shall make all reasonable diligent efforts to comply with the process and procedures outlined in the CPP.

Neighborhood Council Areas



-  West Neighborhood Council Area
-  Central Neighborhood Council Area
-  South Neighborhood Council Area
-  East Neighborhood Council Area