

Citizen Participation Plan

In accordance with HUD regulations found in 24 CFR Part 91, 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) including Section 108 Loan submittals, HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). 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 Annual Action Plan, and the Consolidated Annual Performance Evaluation Report (CAPER) documents. While this CPP aims to ensure the participation of all Anaheim residents, special efforts will be made to engage 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. Additionally, this plan engages the Continuum of Care, other homeless related nonprofit organizations, and public housing agencies in the development of the Consolidated Plan and its associated Annual Action Plans.

A. Program Applicability

Each year the City of Anaheim receives from HUD the following entitlement grants on behalf of its residents:

- Community Development Block Grant (CDBG) Program;
- Emergency Solutions Grant (ESG) Program;
- HOME Investment Partnerships (HOME) Program;
- Housing Opportunities for Persons with AIDS (HOPWA) Program; and
- Any new or successor program(s), if any, developed by HUD to consolidate, expand or otherwise alter the above named programs and which HUD determines shall be governed by the Citizen Participation Plan regulations at 24 CFR Part 91, as amended.

B. The Consolidated Plan and Annual Action Plans Development Process

The City of Anaheim program year for each Annual Action Plan of the Consolidate Plan begins on July 1st and ends on the following June 30th every year. In order to receive HUD entitlement grants, the City's Consolidated Plan and Annual Action Plans are submitted to HUD by May 15th, 45 days before the beginning of a new program year. The current Consolidated Plan was adopted by the City Council in May 2015. This amended plan reflects the change from at-large elections to District area elections and the restructuring of the City's Boards and Commissions as approved by the Anaheim City Council on March 7, 2017. The process for developing the Consolidated Plan and Annual Action Plan starts in February of each year. An Annual Action

Plan budget and program description for HUD-funded activities is adopted for each program year.

C. Public Hearings

The City of Anaheim has two advisory bodies that are involved in the preparation of the Consolidated Plan, the Annual Action Plans and the Consolidated Annual Performance Evaluation Report. The first advisory body is called the Housing and Community Development Commission (HCDC) and it consists of nine (9) community residents appointed by the City Council. HCDC meets the first and third Wednesday of every month and conducts business according to its Bylaws. Every program year, HCDC holds two HUD required public hearings to obtain residents' views and to respond to proposals and questions about the HUD funded programs.

The two public hearings conducted by HCDC are:

- The first public hearing is held at least 30 days prior to the City Council approval. The purpose of this public hearing is to receive public input on the activities proposed in the upcoming Annual Action Plan. These activities range from capital improvement projects to program administration.
- The second public hearing is held at least 15 days prior to submitting to HUD the Consolidated Annual Performance Evaluation Report (CAPER). The intent of this public hearing is to collect public comments on activities and accomplishments of the previous program year. The comments received are included with the preparation of the CAPER.

The second advisory body is the Community Services Board (CSB) and it consists of seven (7) community residents appointed by the City Council. CSB meets the second Thursday of every month and conducts business according to its Bylaws. CSB holds two public hearings to receive input on public service activities, and formulates funding recommendations for these activities under the CDBG program. The funding recommendations developed by the CSB are forwarded to HCDC for inclusion in the Annual Action Plan budget.

Together, these public hearings provide opportunities to engage the members of the public to identify housing and community development needs. The public hearings will result in the development of proposed activities and strategies, the implementation of programs to affirmatively further fair housing, and the performance review of the previous program year activities. All public meetings and public hearings on the Consolidated Plan, Action Plan, CAPER, Citizen Participation Plan shall be conducted according to the California Ralph M. Brown Act.

Any other public hearings shall be conducted according to Section D (General Citizen Participation Requirements) of this CPP.

D. General Citizen Participation Requirements

1. General Policies

This Plan sets out the basic mandates for compliance under the Housing and Community Development Act of 1974, as amended, and under 24 CFR Part 91. The parameters will continue to be a determination by the Mayor and City Council of the appropriate uses of all HUD entitlement grants, based upon the City's needs. The City will also follow the CPP in order to comply with citizen participation statutory and regulatory requirements.

2. Public Access to Information and Records

All citizens will be given reasonable access to information and records concerning the current and preceding five (5) years of the HUD entitlement grant programs listed in Section A (Program Applicability) of this CPP, the Consolidated Plan, Action Plans, and any substantial amendments to these documents. Such information and records will be available at the office of the City's Community & Economic Development Department, Monday through Friday (except for legal holidays) from 8:00 a.m. to 4:30 p.m., or otherwise during the Department's normal business hours. Copies of program documents shall be made available for review upon request. Documents generally prepared for public dissemination, such as the Proposed and Final copies of the Consolidated Plan, Annual Action Plan, and the Consolidated Annual Performance Evaluation Report (CAPER), will be available for citizen review online at www.anaheim.net. Although the City reserves the right to charge a fee for duplicating records and documents, reasonable requests shall be honored at no cost to the public. Reasonableness shall be determined by a combination of: number of copies requested; size (pages and/or dimensions) of the documents; length of staff time needed to compile the data; and the direct costs to the City to duplicate the document(s) and record(s). Copies may be obtained in person, by mail or by telephone request. Program records maintained on file, or requiring research or compilation, shall be provided within a reasonable time period upon receipt of a written request which specifically states the information desired and the correct name and contact address or telephone number of the person making the request. All books and records relating to HUD-funded programs shall be maintained for a minimum of five (5) years after the completion of a program year.

3. Disabled Access

The City shall ensure that architectural barriers do not preclude the attendance of disabled persons at meetings and hearings convened under the CPP. The City shall also ensure that the Consolidated Plan, Action Plan, Citizen Participation Plan, and CAPER, including substantial amendments to these documents, shall be available in an alternative format accessible to persons with disabilities.

To comply with federal regulations found in 24 CFR Part 91.105, the City will follow the process outlined below to ensure maximum citizen outreach activities in developing and implementing the Consolidated Plan.

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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 and post the notice on the City website.
- v. 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, for comments received after a submittal to HUD the comments will be included in the next submittal.
- vi. Additional information regarding program activities will be made available in a timely manner.

E. Publication of the Consolidated Plan & Performance Reports

The City will make its draft Consolidated Plan and Performance Reports available to the public to provide the impacted citizens ample opportunities to review and participate effectively in developing final versions of the documents. Copies of these documents will be available for review at the City of Anaheim Community & Economic Development Department, 201 S. Anaheim Boulevard; the Anaheim Central Library, 500 Broadway; and online at www.anaheim.net.

F. Substantial Amendments to the Consolidated Plan

From time to time, it may be necessary to amend the Consolidated Plan to describe major activity changes or add new activities. The City shall amend the approved Consolidated Plan or the Annual Action Plan whenever one of the following occurs:

- i. The City desires to make substantial changes in allocation priorities or in the distribution of funds of more than 15 percent of the City's total federal entitlement for a specific program year.
- ii. The City wants to shift funds from any existing activity covered by an Annual Action Plan to a new activity not previously stated in the Annual Action Plan of the Consolidated Plan; or
- iii. The City wants to substantially change the purpose, scope, location, or beneficiaries of a specific activity.

If a substantial change is proposed, a 30-day public notice will be published to allow public review of the proposed changes and a public hearing will be held in accordance with HUD requirements.

G. Comments

Comments regarding the Consolidated Plan process, Consolidated Plan amendments, and/or annual program performance reports may be submitted within 15 days from the date the document is published for comment. Community & Economic Development Department staff will provide written responses to public comments within 15 working days from the date of the comments. Comments can be submitted via e-mail to cdbg@anaheim.net.

The City will accept written comments provided they specify the following:

- i. A description of the comment/complaint and supporting facts and data; and
- ii. Name, address and telephone number of the person and the date of comment.

H. Technical Assistance

The City will provide technical assistance to groups representing low and moderate income persons that request help in developing proposals for funding under programs covered by the Consolidated Plan. City staff will determine the type and level of assistance that will be provided for each group. Assistance can be requested by emailing cdbg@anaheim.net.

I. Retention of Records

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

- i. Written reports describing the process used to inform citizens of the availability of the program funding amounts.

- ii. Records of public hearings held to solicit citizen input including public notices and any related promotional materials.
- iii. Written records of the efforts made to involve citizens in the development of CDBG, HOME, ESG, and HOPWA grant applications.
- iv. Copies of all relevant program applications.
- v. Grantee Performance Reports.
- vi. Copies of applications, letters of approval, grant agreements, progress reports, regulations and other pertinent documents.

J. Assurances

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