



City of Chico

Citizen Participation Plan

For the Use of Funds from the Department of Housing & Urban Development

The purpose of the Citizen Participation Plan is to establish policy and procedures for citizen participation in the planning, implementation and assessment of activities proposed in the Consolidated Plan, any Substantial Amendments to the Plan, the Annual Action Plan and the Consolidated Annual Performance Evaluation Report (CAPER).

Encouragement of Citizen Participation

Citizen participation is encouraged by all Chico residents, especially by individuals of low and moderate income, residents of slum and blight areas, and residents of predominantly low- and moderate-income neighborhoods where project activity is on-going or being considered. The City makes an effort to ensure the participation of persons with special needs and/or persons who are often underrepresented in public process, and organizations that represent such persons of low income, persons of color, non-English speaking persons, persons with disabilities, and/or persons who are homeless.

At a minimum, the City will post a notice on the City's website notifying the public of the Consolidated/Annual Plan process and the schedule of public meetings, workshops and/or focus groups. The City will incorporate alternative public involvement techniques, such as the use of focus groups and the internet, including email distribution of notifications. Upon request and/or when relevant, special provisions will be made to accommodate persons who wish to participate who have a disability or language barrier.

The City also has a CDBG Ad-Hoc Citizen Advisory Committee, comprised of up to seven representatives who are appointed by the City's Finance Committee. The Committee Members review proposals and make recommendations to the City Council concerning funding for Public Service projects. Committee meetings are open to the public and held as needed. Committee agendas are posted 72 hours prior to a meeting and available on the City's website.

Citizen Comment on the Consolidated/Annual Plan and Amendments

Prior to the adoption of a Consolidated Plan, Substantial Amendments and the Annual Action Plan, the City will make the draft documents available to citizens, public agencies and other interested parties, for a comment period of no less than 30 days, or as waived by HUD. The following information will be identified in a notice that will be published in the local newspaper of general circulation: the amount of assistance the City expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income, the dates of the public comment period, and location of where draft documents may be obtained for review. If it is believed that any of the proposed activities will cause displacement of persons, information will be included that

describes the types and levels of assistance the City will make available (or others make available), to assist persons displaced.

The 30-day public comment period may be decreased in the event of an urgent community need in accordance with a HUD waiver, or as long as it does not conflict with HUD regulations. In no event shall the public comment period be less than 5 days.

The draft CAPER will be made available for comment for no less than 15 days before submission to HUD. A notice will be published in the local newspaper of general circulation.

Copies of the current Draft and Final Consolidated/Annual Plans and CAPER will be available for review on the City's Housing Webpage and at the following locations:

City Hall in the Housing Division—411 Main Street 2nd Floor

Chico Branch of the Butte County Library—1108 Sherman Avenue

Housing Authority of the County of Butte—2039 Forest Avenue

Legal Services of Northern California—541 Normal Street

If residents require special assistance for community meetings for physical, visual, or language impairments, as well as for alternative format/language assistance, they should contact the Community Development Department – Housing Division at (530)-879-6300 or Monday through Friday, 8:00 a.m. to 5:00 p.m. prior to the meeting date.

The City will consider any comments by individuals or groups received in writing, or orally at public hearings considering the Plans/CAPER. A summary of the written and oral comments received during the comment period will be included in the Consolidated Plan, Substantial Amendments, Action Plan or CAPER as applicable.

Public Hearings and Meetings

In accordance with HUD regulations, the City will hold at least two public hearings each year to obtain citizen's views and respond to proposals and questions. All public hearing meetings will be open to the public and held in buildings that are accessible to persons with disabilities. At least one public hearing will be held before the draft Consolidated/Annual Plan is adopted. The hearing will occur at a regularly scheduled City Council meeting and will be noticed via a special hearing notice in a local newspaper in general circulation at least 15 days prior to the date of the meeting. Copies of the notices in English and Spanish will be posted on the City's website. Hearings may be held virtually via computer and television transmission when dictated, for public health and safety. Notices will include information on how to submit comments. Upon request and/or when relevant, special provisions will be made to accommodate persons due to disability or language barrier.

The 15-day notice may be decreased in the event of an urgent community need in accordance with a HUD waiver, or as long as it does not conflict with HUD regulations. In no event shall the public comment period be less than 5 days.

A public hearing will be held before the CAPER is submitted to HUD. The CAPER will be considered at a regularly scheduled City Council meeting and will be noticed via a special hearing notice in a local

newspaper of general circulation at least 15 days prior to the date of the meeting. Notices in English and Spanish will be posted on the City's website.

A contact name and telephone number will be provided in the hearing notice to allow interested parties to ask questions or to make requests for special accommodations. If a significant number of non-English speaking residents are expected to be in attendance, the City will seek interpreter services from appropriate individuals or service organizations to provide such services.

Amendments to Consolidated/Annual Plans

The City considers a substantial change to the Consolidated/Annual Plan to be a change in funding from one eligible activity to another in an amount that exceeds 15% of the total annual grant allocation plus program income.

A draft Substantial Amendment will provide 30 days (unless modified per HUD waiver) for public comment and will be noticed as described in the Citizen Comment section of this document.

The 30-day public comment period may be decreased in the event of an urgent community need in accordance with a HUD waiver, or as long as it does not conflict with HUD regulations. In no event shall the public comment period be less than 5 days.

A change in the federal funding level after the draft Consolidated Plan is published would not be considered a Substantial Amendment.

Technical Assistance

Technical assistance, to the extent feasible, will be provided to organizations or individuals representative of persons of low-and-moderate-income that request assistance in developing funding proposals.

Complaints

The City will provide written responses to citizen written complaints related to the Consolidated Plan, Amendments and CAPER where practical, within 15 working days of receipt.

Public Review of Citizen Participation Plan

The Citizen Participation Plan is made available for public review and comment prior to adoption along with the five-year Consolidated Plan. Any substantial amendments to the Citizen Participation Plan will be made available for public review and comment prior to adoption. This plan will be available on the City's website and copies will be made available to those without internet access, at no charge and will be made available in an accessible format to persons with disabilities who require web readers to meet Americans with Disabilities Act requirements, or in Spanish, upon request.