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Citizen Participation Plan



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Housing Division
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March 2020



City of Redding Citizen Participation Plan

Introduction

The City of Redding is required to have a Citizen Participation Plan (CPP) that describes how residents can participate in the development and revisions of the Assessment of Fair Housing (AFH); the planning, implementation, and evaluation of the Consolidated Plan (ConPlan); any substantial amendments to the ConPlan, and the Consolidated Annual Performance and Evaluation Report (CAPER).

The CPP for the City of Redding is made up of nine elements that coincide with the required components of the United States Department of Housing and Urban Development (HUD) pursuant to 24 CFR 91.105:

1. Encouragement of Citizen Participation
2. Citizen Comment on the CPP and Amendments
3. Development of the AFH and ConPlan
4. Criteria for Amendment to the ConPlan and AFH Revisions
5. Performance Reports
6. Public Hearings
7. Availability to the Public and Access to Records
8. Technical Assistance
9. Complaints

1. Encouragement of Citizen Participation

The CPP encourages citizen participation among all residents of the City of Redding. Outreach efforts are targeted to individuals of low- and moderate-income, those residing in predominantly low and moderate income neighborhoods, individuals with special needs and/or persons representing minority groups, non-English speaking persons, persons with disabilities and/or persons who are homeless. The City of Redding also enlists the assistance of the Community Development Advisory Committee (CDAC) to encourage citizen participation in the community.

Community Development Advisory Committee

CDAC provides increased accountability to the public and encourages the active participation of low- and moderate-income people. CDAC serves in an advisory capacity to City Council with respect to the review and allocation of Community Development Block Grant (CDBG) grant funds that support public service activities within the community on an annual basis.

All CDAC meetings are open to the public and public hearings shall be noticed according to the provisions of the Ralph M. Brown Act (Section 54950 et seq. of the California Government Code).

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CDAC meetings are held at the City of Redding Civic Center – 777 Cypress Avenue, Redding, California. This facility is accessible to the public and provides access to persons with disabilities.

CDAC meetings will be held at times convenient for members of the community, so that as many people can participate as possible.

2. Citizen Comment on the CPP and Amendments

The City will provide citizens with an opportunity to comment on the CPP and any substantial amendments to the CPP prior to the document approval by City Council. The CPP will be made public and in a format accessible to persons with disabilities and non-English speaking residents of the community, upon request

3. Development of AFH and ConPlan

The AFH is an analysis of fair housing issues and contributing factors in a community that results in goals to achieve over each planning cycle. This includes an analysis of fair housing data, an assessment of fair housing issues, an identification of fair housing priorities and other data submitted to HUD using the Assessment Tool. The Assessment Tool consists of a series of directions and questions designed to focus the analyses on key fair housing issues and contributing factors.

The ConPlan describes the City's housing and community development needs, and sets priorities and strategies for the expenditure of federal funds through an annual Action Plan over a five-year planning period. The annual Action Plan allocates funds from the CDBG and Home Investment Partnerships (HOME) Programs. The CAPER report details the activities conducted, the populations served and an analysis of expected outcomes and results.

Prior to adopting an AFH or ConPlan, the City will:

- As soon as feasible, the City will make the HUD-provided data and other supplemental information incorporated into the AFH available to residents, public agencies, and other interested parties.
- Make available to citizens, public agencies, and other interested parties, information that includes the amount of assistance the City expects to receive and the range of activities that may be undertaken; including the amount that will benefit persons of low- and moderate-income, the plans to minimize displacement of persons, and the plans to assist any persons displaced.
- The City will provide for at least one public hearing during the development of the AFH or ConPlan.

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- Publish for comment a summary of the proposed ConPlan in one or more newspapers of general circulation. The summary will include a list of the locations where the ConPlan is available including the Housing Division of the City of Redding, local housing authorities, and other public places. A reasonable number of free copies of the ConPlan will be available to citizens and groups whom request it.
- Notify citizens and provide a period of no less than 30 days to receive comments from the citizens on the ConPlan, amendments, or performance reports that are submitted to HUD before the submission of the ConPlan, unless otherwise authorized by HUD.
- In preparation of the final AFH or ConPlan, the City will consider any comments or views of residents received in writing, or orally at the public hearings. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final AFH or final ConPlan (as applicable).
- The City does not anticipate displacement of individuals under the ConPlan. In the event temporary displacement should occur, such persons may be provided with relocation assistance in accordance with HUD regulations, 24CFR Part 42.

4. Criteria for Amendment of the AFH or the ConPlan;

Prior to submission of any substantial change in the proposed use of funds in the ConPlan, or revision to the AFH, the City shall provide reasonable notice and allow a minimum of 30 days for the comment period, unless otherwise authorized by HUD, for citizens to comment on the proposed substantial amendment or revision.

The City considers a substantial amendment to the ConPlan to be:

- A change from one type of eligible activity to another activity not previously identified in the current ConPlan or Action Plan; or
- Any change in funding distribution that exceeds the lesser of:
 - 15% of the total current year grant allocation plus prior year's program income; or,
 - 50% of yearly planned program activity.
- The Director of Development Services may implement amendments that do not result in a substantial or functional change to the original intent of the ConPlan.

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The minimum requirement for revising the AFH happens when a material change that affects the goals of the AFH occurs. Examples include the occurrence of a presidentially declared disaster, significant demographic changes, new significant contributing factors in the City; civil rights findings, determinations, settlements, court orders or written notification received from HUD that requires a revision to the AFH.

5. Performance Reports

The CAPER is required to be submitted to HUD 90 days after the end of the fiscal year (June 30th is the end of the fiscal year, making the CAPER due by September 30th).

Prior to submission to HUD, the City will publish the CAPER for a minimum 15-day comment period. The City will consider any comments or views of residents of the community received in writing, or orally, in the final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the document.

6. Public Hearings

The City will hold a minimum of two separate public hearings per year to obtain citizens' views on housing and community development needs, development of proposed activities, and review of program performance.

One public hearing will consider the merits of the AFH, ConPlan or Action Plan amendment or update in the formative stage. The second public hearing will be held by the City Council prior to adoption of the resolution authorizing submission of the AFH, ConPlan or Action Plan substantial amendment to HUD.

Public notices of these hearings will be published in the Record Searchlight at least 14 days prior to the hearings, unless otherwise waived by HUD. The notice shall indicate the date, time, and place of the hearings, as well as the purpose. In addition, the hearings will be held at times and locations which permit broad participation.

Accommodations for persons with disabilities and the needs of non-English speaking residents may be met by contacting the Redding City Clerk by telephone, in person, or by mail at least three (3) working days in advance.

7. Availability to the Public and Access to Records

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The methods utilized to distribute general information regarding CDBG Program activities are direct mailings to identified community organizations, use of social media for announcements to the public and the City of Redding website for public documents, meetings and agendas. As public information, it shall be made available to all news media. Copies of all relevant documents will be available at the City's Housing Division during normal business hours for review by the public.

The City will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City's AFH, the ConPlan and the use of CDBG funds for at least the preceding five years. Materials in a form accessible to persons with disabilities are available upon request by contacting the City's Housing Division.

8. Technical Assistance

Technical assistance may be provided to persons of low- and moderate-income upon request to the City. Such support will include assistance with commenting on the AFH and in developing proposals for funding assistance under any of the applicable programs covered by the ConPlan and clarification of policy options.

Staff is also available to discuss alternative financing and planning for specific community development projects with an emphasis on neighborhood improvement and promotion of economic development activities.

9. Complaints

The City will consider all citizen comments related to the ConPlan or substantial amendments thereof, AFH, revisions to the AFH, and performance reports. Comments may be included within the commented upon document and made public through the City's website or open public forum. If requested, the City will provide a timely, substantive written response to written citizen complaint(s) within 15 working days of the date wherein the document is received by the Housing Division.