



# **CITY OF BALDWIN PARK**

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## **Citizen Participation Plan**

For the Community Development Block Grant Program,  
Home Investment Partnership Program,  
And Federally Funded Programs

**MAY 2006**

**City of Baldwin Park  
Community Development Department  
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## **INTRODUCTION**

The Citizen Participation Plan establishes the communication and participation role between the City of Baldwin Park and its residents on matters pertaining to the use of federal funds from the US Department of Housing and Urban Development (HUD).

The City of Baldwin Park is required by law to adopt a detailed Citizen Participation Plan to receive federal funds for the Community Development Block Grant Program (CDBG) and the Home Investment Partnership Program (HOME). In accordance with Section 104 (a)(3) of the Housing and Community Development Act, the Citizen Participation Plan sets forth a formal process for citizen participation in the City's five-year Consolidated Plan, the Annual Action Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), and any Substantial Amendments to the Consolidated Plan or Action Plan.

Baldwin Park's Citizen Participation Plan is composed of the following parts:

- A. Purpose
- B. Definitions
- C. Citizen Participation Opportunities
- D. The Consolidated Plan Process
- E. The Program Year and the Citizen Participation Schedule
- F. Notice to the Public
- G. Access to Materials
- H. Review and Comment
- I. Public Meetings and Forums
- J. Amendments
- K. Complaints
- L. Technical Assistance
- M. Displacement

### **A. PURPOSE**

The purpose of Baldwin Park's Citizen Participation Plan is to create opportunities for and encourage citizen participation in the development of the City's Consolidated Housing and Community Development Plan(s) and performance. To this end, policies and procedures for public involvement in Baldwin Park's Consolidated Planning process are described in the Citizen Participation Plan. As articulated in the Plan, the City of Baldwin Park strongly encourages public participation to insure that proposed goals, programs and activities represent the needs of the community

The Community Development Department, acting as the lead agency for the Consolidated Plan, is responsible for the citizen participation process and for

making available the Citizen Participation Plan and other Consolidated Plan documents.

## **B. DEFINITIONS**

Five-Year Consolidated Plan: This document is submitted to HUD every five years and serves as the five-year planning document of the City and application for funding for CDBG, HOME, and other federally funded programs. The Consolidated Plan consists of the following primary components: a needs assessment and an analysis which identifies priorities and a strategy which establishes goals and objectives for addressing priority needs and time frames for achievements.

One-Year Action Plan: This document is submitted to HUD every year and updates the Consolidated Plan and allocates one year's CDBG and HOME funding, including any program income generated from CDBG and HOME. The Action Plan is developed to identify the actions that will be taken and projects that will be funded to meet the strategy's goals and objectives.

Consolidated Annual Performance and Evaluation Report (CAPER): This document reports on the progress made in carrying out the Consolidated Plan and Action Plan.

Public Hearing: A public hearing is a public meeting that has been publicly noticed in a local newspaper of general circulation, or noticed in a fashion which otherwise follows local procedures for formal noticing of public hearings. Public hearings are required prior to the adoption of the Consolidated Plan, Action Plan, and Substantial Amendments to either plan.

## **C. CITIZEN PARTICIPATION OPPORTUNITIES**

The City of Baldwin Park provides citizens with the opportunity to comment on matters pertaining to CDBG and HOME during scheduled public hearings and community meetings and/or through contact with the City's Housing Department. The input received is included in the Consolidated Plan and Action Plan narratives and provided to the City Council for consideration when adopting the plan(s) and the proposed priorities, funding amounts, and activities.

Specifically, the following steps are pursued by the City to encourage public input during the development of the Consolidated Plan and Action Plan:

- The City will publish a summary of the contents of the proposed plan in at least one local city newspaper of general circulation. The summary shall include the amount of funding the City expects to receive, the proposed list of activities that will be undertaken, and the estimated amount of funds benefiting low and moderate income persons.

- The City will conduct at least two public hearings on the proposed plan and at least two community meetings.
- The City will provide a comment period of at least 30 days prior to the scheduled City Council meeting to approve the Consolidated Plan and Action Plan. During the comment period, residents, groups, and public agencies may examine and submit comment regarding the proposed plan.
- The City will provide a copy of the proposed plan to the Office of the City Clerk, the City Library, and Community Development Department Office. The City shall provide a reasonable number of free copies of the proposed and final plan upon request; thereafter, there will be a cost of \$1 for the first page and 25 cents for each additional page.

The law declares that the primary purpose of the Community Development funds is to improve communities by providing: decent housing, a suitable living environment, and growing economic opportunities— principally, for low and moderate-income people. The Citizen Participation Plan encourages participation by low and moderate-income persons, particularly those living in slum and blighted areas and in areas where federal funds are proposed. In addition, it encourages the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities. In the process of developing and implementing a Consolidated Plan, it also encourages the participation of other members of the community such as private and non-profit groups and other government agencies, which have impact on the community development needs of the City.

#### Low to Moderate-Income People

Because the amount of CDBG and HOME assistance is mostly based upon the severity of both poverty and substandard housing conditions, it is necessary that public participation genuinely involve low to moderate-income residents who experience these conditions. Every effort will be made to ensure involvement by low to moderate-income persons at all stages of the process, including: identifying needs, setting priorities, suggesting programs, and overseeing the way in which programs are carried out. This can be achieved through:

- Workshops and meetings conducted by the Community Development Department.
- Communication and coordination with service providers, the school district, and local organizations.

#### Non-English Speaking People

A considerable number of citizens in the Baldwin Park community are non-English speaking. It is important that these citizens also have input on the community development needs of the City. To this end, the City of Baldwin Park will provide full access to the Consolidated Plan process through:

- Communication and coordination with local community and civic groups.
- Program information and public hearing notices in Spanish.
- Interpreters (if available) at public hearings when a significant number of non-English speaking residents are expected to attend.

#### People with Disabilities

To provide full access under the Consolidated Plan for persons with disabilities, the City of Baldwin Park, will undertake the following:

- Select public meeting sites that are accessible for persons with physical disabilities.
- Conduct outreach to community organizations that represent people with disabilities as part of the Consolidated Plan process.

#### **D. THE CONSOLIDATED PLAN PROCESS**

The policies and procedures in this Citizen Participation Plan relate to several stages of Consolidated Plan action as mentioned in law or regulation. In general, the process involves:

1. Identification of housing and community development needs.
2. Preparation of a draft use of funds for the upcoming year called the "Proposed Annual Action Plan". Every five years, there will also be the development of the proposed Five-Year Strategic Plan or Consolidated Plan.
3. Formal approval by elected officials of the final Annual Action Plan or Five-Year Consolidated Plan.
4. On occasion during the year, it might be necessary to change the use of funds already budgeted in the Action Plan, or to change priorities established in the Consolidated Plan. In that a case, a formal Substantial Amendment will be proposed, considered, and acted upon.
5. After a program year is complete, an Annual Performance Report must be drafted for public review and comment, and then sent to HUD.

#### **E. THE PROGRAM YEAR AND THE CITIZEN PARTICIPATION SCHEDULE**

The program year for CDBG in Baldwin Park is based on the City's fiscal operating year, from July to June.

Following is a sample annual schedule for the Citizen Participation Plan. City of Baldwin Park reserves the right to adjust this schedule, as needed.

July: Program year begins.

August: Draft Consolidated Annual Performance and Evaluation Report and beginning of 15-day review period.

September: Submission to HUD of Consolidated Annual Performance and Evaluation Report.

October - December: Public outreach on CDBG needs assessment. Neighborhood meetings and staff meetings and consultations.

December: Publish Funding Availability Notice

January: First Joint Housing/ Parks Commission Meeting

January: Public Service and In-house applications due.

February: First Public Hearing on needs assessment, including discussion of neighborhood meetings, need for public services, and tentative allocations.

March: Continue first Public Hearing, if necessary.

April: Draft Action Plan and/or Consolidated Plan and beginning of 30-day review period.

May: Second Public Hearing on draft Action Plan and/or Consolidated Plan.

May: Finalize Action Plan and/or Consolidated Plan to City Council.

May: Submit Final Action Plan and/or Consolidated Plan to HUD (45 days prior to the beginning of the program year).

June: End of Program Year.

#### **F. NOTICE TO THE PUBLIC**

There shall be advanced public notice once a federally required document is available, such as the Proposed Annual Action Plan, Five-Year Consolidated Plan, Annual Performance Report, and any proposed Substantial Amendments.

In addition, there shall be advance public notice of all public hearings and all public meetings such as City Council meetings relating to the fund or planning process required by this Citizen Participation Plan. This notice shall be advertised in a local newspaper at least fourteen days prior to the hearing.

Before the City adopts a plan, the City will include in their notices the following:

- Amount of assistance the City expects to receive including grant funds and program income.
- Range of activities that may be undertaken.

- Estimated amount of funds that will be used to benefit low to moderate income persons.
- The notice for the review of the CAPER must identify the amount of funds actually utilized to benefit low to moderate income persons during specified year.

#### Forms of Public Notice

- Public Notices will be published in a local city newspaper of general circulation. In addition, press releases regarding the various programs and planning process will be sent to the newspaper.
- Announcements will also be placed, whenever possible, the City's Official Website.
- Public Service Announcements and press releases will be advertised in a local city newspaper of general circulation and letters will be sent to past recipients or persons requesting to be on the mailing list.
- Notices will also be sent to any person or organization requesting to be on a mailing list.

#### **G. ACCESS TO MATERIALS**

Citizens, public agencies, and other interested parties may review information and records relating to the Consolidated Plan and Action Plan. The City will provide full public access to HUD programs under the Consolidated Plan, including the following documents that the Community Development Department will maintain on file:

- Federal Laws: Summary of the Housing and Community Development Act.
- Federal Regulations for CDBG, related issuances and provisions.
- Consolidated Plans, Action Plans, and Consolidated Annual Performance and Evaluation Reports.
- Information about Baldwin Park's CDBG and HOME program.
- Baldwin Park's Citizen Participation Plan.
- HUD-required information, including grant agreements, audit records, evaluation reports, approval letters, related correspondence.
- Public meeting records, informal meeting records with neighborhood and civic groups, and related notifications pertaining to programs under the Consolidated Plan.

To locate records and arrange a space for viewing, the Community Development Department requests written notice 3 days prior to review. Review records that are at least 5 years old will require a 7-day notice. Requests for multiple copies of the same documents may be subject to a per-page copying charge of \$1 for the first page and 25 cents for every page thereafter.

## **H. REVIEW AND COMMENT**

To provide Baldwin Park' residents with maximum opportunity to comment on the Citizen Participation Plan, Consolidated Plan, Action Plan, Substantial Amendments, and CAPER, the Community Development Department, will provide the following public comment period:

- Citizens may comment on the Citizen Participation Plan for at least 14 days after the publication date of the draft Citizen Participation Plan.
- Citizen may comment on the Consolidated Plan and Action Plan for at least 30 days after the publication date of the draft Consolidated Plan and Action Plan.
- Citizens may comment on any Substantial Amendments to the Consolidated Plan and Action Plan for at least 30 days after the publication date of the draft substantial amendment.
- Citizens may comment on the Consolidated Annual Performance and Evaluation Report at least 15 days from the publication date.

To make comments on these documents, citizens may:

- Write to "Citizen Comments", attention CDBG Division, Community Development Department, Baldwin Park City Hall, 14403 E. Pacific Avenue, Baldwin Park, CA 91706.
- Attend the public hearings and meetings described above. The participation of all citizens, including minorities and non-English speaking persons and persons with disabilities is particularly encouraged.

The Community Development Department will make copies of the Consolidated Plan, Annual Action Plan, and the Annual CAPER available at its office and at the following locations:

- The Community Development Department, Baldwin Park City Hall, 14403 E. Pacific Avenue, Baldwin Park, CA 91706.
- The City Clerk's Office, Baldwin Park City Hall, 14403 E. Pacific Avenue, Baldwin Park, CA 91706.
- Baldwin Park Public Library, Reference Department, 4181 Baldwin Park Blvd, Baldwin Park, CA 91706.

The Community Development Department will make the Consolidated Plan available in a format that is accessible to persons with disabilities upon request. Non-English speaking residents and sight-impaired individuals may call the Community Development Department to arrange for translation assistance. In

the Consolidated Plan and CAPER, a summary of citizen comments regarding each document will be included.

## **I. PUBLIC MEETINGS AND HEARINGS**

Because the housing and community development needs of low and moderate-income people are so great and so diverse, priorities must be set in order to decide which needs should get more attention and more resources than other needs. This is the basic reason the Consolidated Plan exists.

To encourage public involvement, public meetings will be conducted in various neighborhoods to determine the specific needs and priorities identified by low and moderate-income people. "Needs" meetings may be conducted by City staff.

The Community Development Department will work with community and neighborhood-based organizations to get the involvement of the people they serve, particularly if they are from targeted low to moderate-income or blighted target sites. The Department will ask these organizations to provide meeting space and announcements regarding the meetings.

In addition, there will be at least two public hearings at different times during the program year to garner citizen comments. If a Substantial Amendment is required, an additional public hearing will be scheduled. Public hearings are required by law in order to obtain the public's views, and to provide the public with the City's responses to public questions and proposals. The law requires public hearings at all stages of the process, including at least a hearing about community needs, a public hearing to review proposed uses of funds, and a public hearing to assess how funds were spent during the previous program year. If resources permit, other public hearings may also be scheduled.

All public meetings and hearings will be held at places accessible by public transportation and otherwise convenient and not intimidating to most people who might benefit from the use of funds. In addition, they will be held at locations accessible to people with disabilities. Provisions will be made for people with disabilities when requests are made at least 48 hours prior to a hearing or as soon as possible from the time of being made aware of the meeting.

Translators will be provided for people who do not speak English when requests are made at least 48 hours prior to a hearing or as soon as possible from the time of being made aware of the meeting.

Every effort will be made to schedule public meetings and hearings at a time and location that is convenient to citizens. Per federal regulations, public hearings will be held only after there has been adequate notice as described in the Public Notice part of this Citizen Participation Plan, including an advertisement in the newspaper fourteen days prior to the public hearing.

All public hearings regarding CDBG and HOME will be held at Baldwin Park City Hall, located at 14403 E. Pacific Avenue in Baldwin Park. To insure that public hearings are meaningful to residents, the City Clerk will specify the amount of time available for verbal presentations.

### **Public Hearings**

The City will hold at least two (2) public hearings each year to obtain public comment at difference stages of the Consolidated Plan. At least one hearing will be held before the City completes and publishes a proposed Consolidated Plan for the next program year.

### **Community Meetings**

The City will conduct at least two (2) community meetings during the development of the proposed Consolidated Plan. The meetings will be held at a convenient public location accessible to the disabled. The meetings will be conducted by Community Development Department Staff.

### **Public Hearing/ Meeting Notices**

At least two weeks advance notice will be provided for each scheduled public hearing. The City will publish such notices in at least one local newspaper of general circulation. At least a seven (7) day notice will be posted for community meetings. All notices and news releases will contain the following information:

- a. Date of hearing/ meeting.
- b. Time and location of hearing/ meeting.
- c. Topics to be considered/ discussed.

The City's Community Development Department will maintain a list of those residents and community groups who have expressed an interest in the federal programs. The individuals and organizations, if requested, will be sent information pertaining to the annual schedule for the Consolidated Plan and Action Plan.

### **Consolidated Annual Performance Report**

Citizens will have opportunity to comment on the Consolidated Annual Performance Report (CAPER) every September, after a 15-day public review period. The CAPER will cover a description of the following items:

- The amount of assistance the City received for CDBG (including any program income) during the previous program year.
- The priority needs of the Consolidated Plan.
- The five-year strategies in the Consolidated Plan designed to address those needs.

- The progress made in carrying out the activities and projects in the previous year's Annual Action Plan.

## **J. AMENDMENTS**

Citizens shall be provided reasonable notice and opportunity to comment on any proposed amendments and/or "substantial amendments" in the Consolidated Plan.

Regulations require an amendment to the approved Consolidated Plan whenever it makes one of the following decisions:

- A change in its Consolidated Plan or Action Plan priorities.
- A decision not to carry out an activity as described in its approved plan.
- A decision to carry out a new activity not previously approved.
- A substantial change to the purpose, scope of work, location, or beneficiaries, or the federal allocation of an activity. The word "substantial" shall be defined as "any amount in excess of 33% of the allocated amount in the Action Plan."

The Community Development Department will publish a summary of the proposed substantial amendment in the local newspaper in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and submit comments. The City shall provide a 30-day comment period prior to taking action on such an amendment.

In finalizing the substantial amendment, the Community Development Department will consider any written or verbal citizen comments received at the public hearing. It will attach a summary of these comments, including a summary of any comments not accepted and the reasons it did not accept them, to the substantial amendment.

### Amendments to the Action Plan

The City of Baldwin Park will follow the same citizen participation process described above for the annual Action Plan, including a 30-day public comment period, a public hearing, and a notice in the newspaper at least 14 days prior to public hearing regarding the adoption of the Action Plan.

### Amendments to the Citizen Participation Plan

This Citizen Participation Plan will be changed only after the public has been notified of intent to modify it, and only after the public has had a reasonable chance to review and comment on the proposed substantial changes.

## **K. COMPLAINT PROCEDURES**

Complaints regarding Baldwin Park's Community Development Block Grant Program and HOME will be answered by the Community Development

Department in a timely and responsive manner. Staff will provide written responses within 15 working days.

#### **L. TECHNICAL ASSISTANCE**

Upon request, the Community Development Department will provide technical assistance to organization and individuals, who are interested in the Consolidated Plan process or development. Technical assistance will be in the form of supplying written materials such as sample proposals, federal regulations, and guidebooks. When inquiries consist of more than 10 persons from one group or neighborhood, a meeting may be arranged with the Community Development Department.

Individuals, organizations, or groups who are interested in submitting a proposal for public service funding are encouraged to contact the Community Development Department for technical assistance before completing a proposal form. The nature and extent of technical assistance will be at the discretion of the Community Development Department.

#### **M. DISPLACEMENT**

The City makes every effort to minimize the need for the displacement of persons or households. However, when it becomes necessary to implement displacement, the City will follow 24 CFR §92.353 and §570.457.

Effectuated residents will be notified when a project will include displacement and will be provided with complete details of their rights and responsibilities.