



**CITY OF CARSON
CITIZEN PARTICIPATION PLAN**

**HOUSING AND NEIGHBORHOOD
DIVISION**

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM**

Updated September, 2004

CITY OF CARSON CITIZEN PARTICIPATION PLAN

Table of Contents

I. Introduction	2
II. Definitions	2
III. Consolidated Plan Development and Citizen Participation	4
A. Publication Requirements	4
Consolidated Plan	5
Public Hearings	5
Substantial Amendments	5
Performance Reports	5
B. Program Year	6
Development of Consolidated Plan	6
Amendments	8
Performance Reports	9
C. Role of Citywide Advisory Commission	10
IV. Access to Records.....	11
V. Technical Assistance.....	11
VI. Comments and Complaints	12
VII. Bilingual Opportunities.....	13
VIII. Anti-Displacement/Relocation	13
IX. Monitoring and Evaluation	13
X. Assurances.....	13

I. INTRODUCTION

The City of Carson has amended its Citizen Participation Plan (CPP) to ensure full compliance with federal regulations. Pursuant to section 104 of the Housing and Community Development Act of 1974, HUD regulation (24 CFR 91 Subpart B), the City of Carson is required to adopt a citizen participation plan that sets forth the City's policies and procedures for citizen participation. Through the implementation of the City's Citizen Participation Plan, the public will be given the maximum feasible opportunity to participate in the development of the Consolidated Plan, substantial amendments, and performance reports. Special assurances have been incorporated into the CPP to ensure participation of the following persons:

- ❑ Extremely low-, low-, and moderate-income persons, particularly those living in slum/blight areas;
- ❑ Persons living in areas where federal funds are proposed to be used;
- ❑ Residents of assisted housing;
- ❑ Low-income residents of target revitalization areas;
- ❑ Minorities;
- ❑ Non-English speaking persons; and
- ❑ Persons with physical disabilities.

II. DEFINITIONS

The following definitions are presented to help the public understand some of the terminology frequently used in the discussion of housing and community development issues. Some of these terms include language taken from HUD regulations governing the Consolidated Plan preparation process and may be found under 24 CFR 91.5. The following list is not inclusive, but highlights important terms, which will aid in the understanding of HUD issues. An extensive glossary of HUD terms is presented in the City of Carson Consolidated Plan. Please note, all regulations regarding CDBG activities are on file with the City of Carson Housing and Neighborhood Development Division.

Annual Action Plan (AAP) - A component of the Consolidated Plan Document, which highlights the activities to be conducted during a single Program Year in support of the priorities identified in the Consolidated Plan.

Consolidated Annual Performance and Evaluation Report (CAPER) - An annual performance report of all HUD-funded Community Planning and Development Programs (CDBG, HOME, ESG, and HOPWA).

Consolidated Program Year (see also Program Year) - The 12 month period for implementing the CDBG, HOME, ESG, and HOPWA programs. The Program Year shall run for a twelve-month period and begin on the first calendar day of a month.

Cost Burden - The extent to which gross housing costs, including utility costs exceed 30 percent of gross income, based on data available from the U.S. Census Bureau.

Elderly Person - A person who is at least 62 years of age.

Extremely Low- Income Household - A household whose income does not exceed 30 percent of the median family income for the Los Angeles-Long Beach Primary Metropolitan Statistical Area.

Large Family - Family of five or more persons.

Low-Income Household - A household whose income does not exceed 50 percent of the median family income for the Los Angeles-Long Beach Primary Metropolitan Statistical Area.

Low- and Moderate-Income Neighborhood - A census block group(s) in which a minimum of 51 percent of the residents have an income not exceeding 80 percent of the median income for the Los Angeles-Long Beach Primary Metropolitan Statistical Area.

Moderate-Income Household - A household whose income does not exceed 80 percent of the median family income for the Los Angeles-Long Beach Primary Metropolitan Statistical Area.

Program Year - The City of Carson has defined the Program Year as July 1, through June 30. The Program Year also corresponds with the City's fiscal year.

Slum or Blighted Area - An area which meets a definition of a slum, blighted, deteriorated, or deteriorating area under State or local law typically identified as Redevelopment Project Areas, or where there is a substantial number of deteriorating or dilapidated buildings or improvements throughout the area.

Substantial Change - For the purpose of the Consolidated Plan, a "substantial change" is defined as follows:

- a) a increase or decrease greater than 100% of the activity allocation if the allocation is \$50,000 or more as listed in a published Consolidated Plan, or as amended; or

- b) a increase or decrease greater than \$50,000 of the activity allocation if the allocation is less than \$50,000 as listed in a published Consolidated Plan or amended; or
- c) a increase or decrease in an activity allocation greater than \$300,000; or
- d) a new activity not previously identified in the Consolidated Plan.

The program administration activity category is not subject to the allocation limitations defined under substantial change.

III. CONSOLIDATED PLAN DEVELOPMENT AND CITIZEN PARTICIPATION

This Citizen Participation Plan sets forth the City of Carson's policies and procedures for citizen participation. Listed below are the components that are designed to encourage citizen participation.

A. PUBLICATION REQUIREMENTS

To provide for and encourage citizen participation, the City has established the following publication requirements:

1. Consolidated Plan

The City will publish a summary of the proposed Consolidated Plan in a paper of general circulation as a display advertisement. The published summary will describe the following items:

- a) the contents and purpose of the Consolidated Plan; and
- b) a list of the locations where the copies of the entire proposed Consolidated Plan may be examined.

Copies of the entire proposed Consolidated Plan will be available for public review at the following locations:

Carson City Hall
Office of the City Clerk
701 East Carson Street
Carson, California 90745

City of Carson
Housing and Neighborhood Development Division
1 Civic Plaza Drive, Suite 200
Carson, California 90745

The proposed Consolidated Plan will be available for public review for a minimum of 30 days. In addition, copies of the plan will be made available at City Hall.

2. Public Hearings

The City of Carson will conduct a minimum of two public hearings during different stages of each program year. One of the required public hearings will be conducted prior to the publication of the proposed Consolidated Plan.

All public hearing notices will be placed as a legal notice and display advertisement in the ***Daily Breeze***, or another publication of general circulation, for a minimum of 10 days prior to the hearing date.

3. Substantial Amendments to the Consolidated Plan

Citizens will be provided with a reasonable notice and an opportunity to comment on substantial amendments. All substantial amendments will be published as display advertisements in a paper of general circulation and will provide for a 30-day review period. The City will consider any comments received in writing, or orally at public hearings, if any, regarding substantial amendments. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the substantial amendment of the Consolidated Plan. No substantial amendment will be implemented prior to the 30-day public comment period.

Upon City Council approval of the substantial amendment, the City will make the approved amendment public and will notify HUD. A copy of each substantial amendment will be sent to HUD as it occurs. Letters transmitting copies of substantial amendments will be signed by the official representative of the City authorized to take such action.

4. Performance Reports

Citizens will be afforded the ability to comment on performance. The City will publish a summary of the draft Consolidated Annual Performance and Evaluation Report (CAPER) in a paper of general circulation. The published summary will be a display advertisement and will describe the following items:

- a) the contents and purpose of the CAPER; and

- b) a list of the locations where copies of the entire draft CAPER may be examined.

Copies of the entire draft CAPER will be available for public review at the following locations:

Carson City Hall
Office of the City Clerk
701 East Carson Street
Carson, California 90745

City of Carson
Housing and Neighborhood Development Division
1 Civic Plaza Drive, Suite 200
Carson, California 90745

The City will consider any comments or views from citizens received in writing, or orally at public hearings, if any, in preparing the CAPER. A summary of these comments or views shall be summarized and attached to the final CAPER.

The draft CAPER will be available for public review for a minimum of 15 days. In addition, copies of the CAPER will be made available at City Hall.

B. PROGRAM YEAR

The City of Carson operates the Community Development Block Grant (CDBG) programs on an annual schedule from July 1 – June 30. The Program Year as it relates to citizen participation is divided into three phases:

- Development of the Consolidated Plan
- Amendments, and
- Performance Reports.

1. Development of the Consolidated Plan

This phase includes:

- ☐ Consultation;
- ☐ Public hearing(s); preparation of proposed Consolidated Plan; and
- ☐ Submission of Consolidated Plan to HUD.

Consultation

The City of Carson will consult with other public and private agencies in the development of the Consolidated Plan to assist in identifying needs and resources available within Carson and surrounding communities. Outside agencies that provide assisted housing, health services, and social services will be consulted, including but not limited to the following agencies:

- ❑ Public Health Organizations/Child Welfare Agencies
- ❑ Adjacent Local Governments
- ❑ Public Housing Agency

Public Hearing

The City of Carson will conduct a minimum of one public hearing prior to the publication of the proposed Consolidated Plan. In an effort to encourage public participation, the City may conduct public hearings in a community forum setting.

The City of Carson will conduct public hearings at a location and time that are convenient to the public, especially those persons affected by program resources. In addition, public meetings will be held at locations equipped to accommodate persons with physical disabilities. Translation services will be provided to non-English speaking persons upon advance requests. Citizens and other organizations are urged to contact the City at least five (5) working days prior to a public hearing if they will need translation services, handicapped services, or other special assistance.

A public notice will be placed as a legal and display advertisement in the **Daily Breeze**, or another publication of general circulation a minimum of 10 days prior to any public hearing.

Preparation of the Proposed Consolidated Plan

All comments received at the public hearing(s) conducted prior to the publication of the proposed Consolidated Plan will be considered in preparation of the proposed Consolidated Plan.

Upon completion of the proposed Consolidated Plan, the City will publish a summary of the proposed Consolidated Plan in a paper of general circulation. The published summary will include the following items:

- a) a description of the contents and purpose of the Consolidated Plan;
and

- b) a list of the locations where the copies of the entire proposed Consolidated Plan may be examined.

Copies of the entire proposed Consolidated Plan will be available for public review at the following locations:

Carson City Hall
Office of the City Clerk
701 East Carson Street
Carson, California 90745

City of Carson
Housing and Neighborhood Development Division
1 Civic Plaza Drive, Suite 200
Carson, California 90745

The proposed Consolidated Plan will be available for public review for a minimum of 30 days. In addition, a reasonable number of free copies of the Consolidated Plan will be made available to citizens and groups upon request.

Submission of the Consolidated Plan (Five-Year and Annual Plan) to HUD

After the conclusion of the 30-day public review period, City Council will adopt the Consolidated Plan pursuant to HUD regulations and will direct staff to prepare a final Consolidated Plan or other relevant document. A summary of all comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final Consolidated Plan. The final Consolidated Plan will be submitted to HUD in early May pursuant to regulations.

2. Amendments

The City shall amend the approved Consolidated Plan use of Community Development Block Grant (CDBG) funds whenever one of the following decisions is made:

- a) to make a change in allocation priorities, or a change in the method of the distribution of funds;
- b) to carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the action plan of the Consolidated Plan, or;
- c) to change the purpose, scope, location, or beneficiaries of an eligible activity.

Criteria for a "substantial change" are:

- a) a increase greater than 100% of the activity allocation if the allocation is \$50,000 or more as listed in a published Consolidated Plan, or as amended; or
- b) a increase greater than \$50,000 of the activity allocation if the allocation is less than \$50,000 as listed in a published Consolidated Plan, or as amended; or
- c) a increase or decrease in an activity allocation greater than \$300,000; or
- d) a new activity not previously described in a published Consolidated Plan, or as amended.

All substantial amendments to the Consolidated Plan are subject to the CPP and will follow the publication requirements as stated earlier in this document. The City will publish a public notice in a paper of general circulation to solicit public comment on any substantial amendment. The public review period shall consist of a 30-day review period. The City will consider any comments received in writing regarding substantial amendments. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the substantial amendment of the Consolidated Plan. No substantial amendment will be implemented prior to a 30-day public comment period.

All substantial amendments shall be approved by City Council. Upon City Council approval of a substantial amendment, the City will make the approved amendment public and will notify HUD. A copy of each substantial amendment will be sent to HUD as it occurs. Letters transmitting copies of substantial amendments will be signed by the official representative of the City authorized to take such action.

3. Performance Reports

Consolidated Annual Performance and Evaluation Report

The City annually reviews and reports, in a form prescribed by HUD, on the progress it has made in carrying out its strategic plan and action plan. The Consolidated Annual Performance and Evaluation Report (CAPER) includes a description of the resources made available, the investment of available resources, the geographic distribution and location of investments, the families and persons assisted (including the racial and ethnic status of persons assisted,

actions taken to affirmatively further fair housing, and other actions indicated in the strategic plan and action plan.)

The City will publish a summary of the draft CAPER as a display advertisement in a paper of general circulation. The published summary will describe the following items:

- a) the contents and purpose of the CAPER; and
- b) a list of the locations where the copies of the entire draft CAPER may be examined.

Copies of the entire draft CAPER will be available for public review at the following locations:

Carson City Hall
Office of the City Clerk
701 East Carson Street
Carson, California 90745

City of Carson
Housing and Neighborhood Development Division
1 Civic Plaza Drive, Suite 200
Carson, California 90745

The City will consider any comments or views of citizens received in writing, or orally at public hearings in preparing the CAPER. A summary of these comments or views shall be attached to the CAPER.

The draft CAPER will be available for public review for a minimum of 15 days. In addition, copies of the CAPER will be made available at City Hall.

Submission of Performance Reports to HUD

Upon City Council approval of the CAPER, the City will submit the performance report to HUD in September pursuant to HUD regulations.

C. ROLE OF CITYWIDE ADVISORY COMMISSION

City Ordinance 98-1149, adopted October 20, 1998, provides that the Citywide Advisory Commission shall act in an advisory capacity to the City Council, the staff, and City consultants on those matters that deal with evaluation of community-wide issues in

relationship to Community Development Block Grant funding, census activities, and special funding requests. This includes the following:

- Playing a role in developing needs data and recommending the establishment of priorities among needs;
- Assisting in refining long- and short-term community development objectives;
- Discussing and expressing preferences among specific program options;
- Reviewing and commenting on community development strategy; and
- Providing a forum for the exchange of information and input with the City Council and local citizens on the Community Development Block Grant program, census activities, and special funding requests.

IV. ACCESS TO RECORDS

The City will ensure timely and reasonable access to information and records related to:

- a) the development of the Consolidated Plan; and
- b) CDBG program expenditures for the past five years.

Information to be made available includes the following items:

- adopted Consolidated Plan;
- substantial amendments;
- performance reports;
- meeting minutes; and
- public comments.

Requests for information and records must be made to the City of Carson in writing. Staff will make every attempt to respond to such requests within fifteen (15) business days, or as soon as possible thereafter. Upon request, these items will also be made available in a form accessible to persons with disabilities.

V. TECHNICAL ASSISTANCE

Upon request, the City will provide technical assistance to groups, especially those representing extremely low-, low-income, and moderate-income persons, to develop

funding requests for CDBG eligible activities. Technical assistance will be provided as follows:

- ❑ Answer, in writing, all written questions and answer verbally all verbal inquiries received from citizens or representative groups asking questions on how to write or submit eligible project proposals.
- ❑ Meet with groups or individuals as requested, to assist in identifying specific needs and to assist in preparing project proposal applications.

VI. COMMENTS AND COMPLAINTS

1. Comments

Citizens or units of general local government are encouraged to state or submit their comments in the development of the Consolidated Plan, substantial amendments, and annual program performance reports. Written and verbal comments received at public hearings or during the comment period, will be considered and summarized, and included as an attachment to the appropriate document. Every effort will be made to respond within fifteen (15) business days in writing to those who submit written proposals or comments.

Current copies of the complete final Consolidated Plan, substantial amendments, and annual performance reports are available at the following locations:

Carson City Hall
Housing and Neighborhood Development Department
1 Civic Plaza Drive, Suite 200
Carson, California 90745

City of Carson
Housing and Neighborhood Development Division
1 Civic Plaza Drive, Suite 200
Carson, California 90745

Written comments should be addressed to the Housing and Neighborhood Development Division.

2. Complaints

The City of Carson will respond within 15 days (when practicable) to all written complaints received regarding the Consolidated Plan, Consolidated Plan activities, substantial amendments, and/or annual performance reports.

The City will accept written complaints provided they specify:

- (1) The description of the objection, supporting facts and data.
- (2) Provide name, address, telephone number, and a date of complaint.

VII. BILINGUAL OPPORTUNITIES

Translation services will be provided at public hearings wherever a significant number of very low- and low-income persons or residents of blighted neighborhoods speak and read a primary language other than English. Translation services must be requested at least 5 working days in advance.

VIII. ANTI-DISPLACEMENT/RELOCATION

In the event that any residential displacement and relocation will result from program activity, the City of Carson ensures that, prior to carrying out the program activity, the City it will develop an Anti-displacement and Relocation Plan in connection with the program activity.

In the event that any acquisition and relocation must take place in order to carry out a program activity. Carson will also comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and implementing regulations at 49 CFR part 24.

IX. MONITORING AND EVALUATION

The City of Carson Housing and Neighborhood Development Division or its designee is responsible for monitoring activities implemented as part of the Consolidated Plan. The Division will perform annual monitoring of all activities to ensure compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements.

X. ASSURANCES

Carson's CPP is made available to the public and upon request; reasonable efforts are made to make the CPP available in a format accessible to person with disabilities.

Amendments and revisions to the CPP require City Council approval. Prior to City Council approval, the draft revised CPP is made available for public review for at least 30 calendar days in a manner similar to any other substantial amendment.