

# **City of Clovis Citizen Participation Plan**

**October 2005**

**For Submission to U.S. Department of Housing and Urban Development**



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**City of Clovis  
Citizen Participation Plan**

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## **1. INTRODUCTION**

This Citizen Participation Plan describes how the City of Clovis will involve citizens in the planning, implementation, and assessment of Community Development Block Grant (CDBG) funds. It includes the City's policies and procedures for public participation in the Consolidated Plan process and the use of CDBG funds. The Plan is designed to meet the citizen participation requirements of the Federal Housing and Community Development Act of 1974, as amended. The City encourages public involvement, especially by those living in low and moderate-income neighborhoods. The City will take necessary, appropriate actions to encourage the participation of minorities, non-English speaking persons, and persons with disabilities. This Citizen Participation Plan will be available to the public.

The CDBG Program is a federal grants program administered by the U.S. Department of Housing and Urban Development (HUD). The program allocates funds to eligible cities and counties throughout the nation to assist low and moderate-income households and neighborhoods in the elimination or prevention of slum and blight. The grant funds may be used for activities such as housing rehabilitation, affordable homeownership assistance, neighborhood improvement, community services, as well as community development activities such as the construction or rehabilitation of community facilities and economic development.

Consolidated plan documents include: the Annual Action Plan, the Five-Year Consolidated Plan, and Consolidated Annual Performance Evaluation Report (CAPER), as well as amendments to the Annual Action Plan or the Five-Year Consolidated Plan, Annual Performance Reports, and the Citizen Participation Plan.

## **2. CITIZEN PARTICIPATION PLAN**

The Citizen Participation Plan is designed to facilitate and encourage citizens to participate in the Consolidated Plan process. In particular, the Citizen Participation Plan seeks to encourage the involvement of low and moderate-income persons.

Clovis will use the following procedures for the adoption and any subsequent changes to its Citizen Participation Plan:

- The City will place public display advertised notices in the *Clovis Independent* newspaper, notices at the City Offices and on the City's website in advance of a 30-day public comment period.
- Citizens have thirty (30) days to review the Citizen Participation Plan from the date of the notice.

- During the 30-day public review and comment period, the document will be available for review at the Clovis Community Development Agency office. Copies of the document will be available to the public free of charge.
- Citizens may file comments in writing at the City Offices during the 30-day period from the date of the notice.
- The City Council will adopt the Citizen Participation Plan.

Any change in the public participation process as outlined in this document will require an amendment to the Citizen Participation Plan.

### **3. GOALS, OBJECTIVES, AND POLICIES**

**GOAL:** To generate significant public participation in the Consolidated Planning process, including any amendments to the Consolidated Plan, Annual Action Plans, and Consolidated Annual Evaluation and Performance Reports (CAPER). Input will be sought particularly from very-low and low-income persons and groups residing within various areas of the City where program funds will be used.

**Objective A:** All persons shall have the opportunity to take part in the consolidated planning process and any amendments to the Consolidated Plan, Annual Action Plans, and annual Performance Reports.

#### **Policies:**

1) Two public input meetings will be conducted during the month of January in those years when a Consolidated Plan is being prepared. At those meetings, members of the public will be asked to identify community needs and priorities prior to the drafting of the Consolidated Plan.

2) Upon completion of the draft Consolidated Plan, the Plan will be available for public review and comment for 30 days. Copies of said Plan shall be made available to the public at the Clovis Civic Center and at the Clovis Branch of the Fresno County Public Library and on the City's web site.

3) Two public input meetings will be conducted during the month of March in those years when a Consolidated Plan is being prepared to hear public testimony regarding the draft Consolidated Plan document.

4) Upon completion of Annual Action Plans, the Plan shall be made available for public review and comment for 30 days. Copies of said Plan shall be made available to the

public at the Clovis Civic Center, at the Clovis Branch of the Fresno County Public Library, and on the City's web site.

5) Upon any amendments to the Consolidated Plan, the Plan shall be made available for public review/comment for 30 days. Copies of said amendments shall be made available to the public at the Clovis Civic Center, at the Clovis Branch of the Fresno County Public Library, and on the City's web site.

6) Upon completion of annual Performance Reports, the reports will be available for public review and comment for 15 days. Copies of said report shall be made available to the public at the Clovis Civic Center, at the Clovis Branch of the Fresno County Public Library, and on the City's web site.

7) Two separate public hearings at different times in each program year shall be conducted by the City to obtain citizens' views and to respond to proposals and questions. The first public hearing will be held in the spring to discuss community needs and proposed uses of funds for the upcoming program year. The second public hearing will be held in the fall to assess how funds were spent during the previous program year.

8) All public hearings and meetings shall be conducted in the evening hours and shall be held at convenient locations that accommodate persons with disabilities.

9) The City shall provide interpreters for non-English speaking citizens when requests are made at least five working days prior to the hearing.

**Objective B:** Adequate information is provided to all interested persons and groups upon request.

**Policies:**

1) Prior to adoption of the Consolidated Plan, the City shall make available to all interested persons and groups, the amount of assistance the City expects to receive from the Community Development Block Grant formula program, including the amount that will benefit persons of very-low and low incomes. In addition, the City shall identify the range of activities that must be undertaken with these funds and plans to minimize displacement of persons and to assist any persons displaced.

2) The City shall provide all interested persons and groups with reasonable and timely access to all information relating to the City's proposed Consolidated Plan and the City's use of assistance under the programs, which the City has benefited from during the previous five years.

**Objective C:** The City shall provide adequate advanced public notice of all associated meetings and hearings.

**Policies:**

1) The City shall provide adequate advanced notice of all public hearings and meetings to all interested persons and groups. Sufficient information shall be published about the subject of the hearing or meeting to permit informed consent. Such notice may take the form of display advertisements in the local newspaper; articles in the City's CONNECTING WITH CLOVIS magazine mailed to all addresses in the City; and/or individual letters, notices, or flyers mailed to interested persons and groups.

**Objective D:** The City shall furnish technical assistance to all interested persons and groups requesting such assistance.

**Policies:**

1) The City shall provide technical assistance, particularly to groups or individuals representing very-low or low-income persons. Said assistance shall be used to develop funding proposals for assistance under any of the formula programs covered by the Consolidated Plan. The City shall determine the necessary level and degree of assistance. This technical assistance may include:

- Assisting with forms/applications;
- Explaining the process for submitting proposals;
- Explaining federal and local requirements;
- Providing comments and advice on the telephone or in meetings;
- Reviewing and commenting on draft proposals.

**Objective E:** All comments and complaints submitted by interested persons or groups shall be adequately considered and addressed.

**Policies:**

1) The City shall consider any comments or complaints from interested persons or groups received in writing or orally at public hearings or meetings in preparing the Consolidated Plan, any amendments to the Plan, Annual Action Plans, or annual Performance Reports.

2) A summary of public comments or complaints and a summary of any comments or complaints not accepted and the reasons therefore, shall be attached to the final Consolidated Plan, plan amendment, Annual Action Plans, or annual Performance Reports.

3) The City shall provide a substantive written response to every comment or complaint received within 15 working days when possible.

#### **4. Plan Preparation and Adoption Process**

The following steps outline the opportunities for public involvement in the Consolidated Plan and Annual Action Plan:

In order to identify the needs of low and moderate-income persons and areas of the City, priorities will be established based on housing and community development needs. In order to solicit community input, which is essential to determining these needs and priorities, the following actions will occur:

- The City will consult with local public agencies that assist low and moderate-income persons and areas, including City staff, State and federal agencies, neighboring local governments, and regional agencies.
- The City will consult with private agencies, including local non-profit service providers and advocates such as the local public housing agency, health agencies, homeless service providers, non-profit housing developers, social service agencies (including those focusing on services to children, the elderly, persons with disabilities, persons with HIV/AIDS, persons with substance abuse problems, etc.).
- The City will place published display advertised notices in the *Clovis Independent* and on the website ten (10) days in advance of the meeting. The notice will include the amount of funds available, range of activities that may be undertaken and amount that may benefit low to moderate-income persons.
- A public hearing will be held before the City Council to solicit input on needs and priorities for the Consolidated Plan and Annual Action Plan.
- Citizens have thirty (30) days to review the draft Consolidated Plan and/or draft Annual Action Plan from the date of the notice.
- Citizens may file comments at the City Offices during a 30-day period from the date of the notice.
- A public hearing will be held before the City Council to receive comments and approve the Consolidated Plan and Annual Action Plan.

- In preparing the Final Consolidated Plan and Annual Action Plan, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The final documents will have a section that includes all comments, plus explanations why any comments were not accepted.

## **5. Public Services**

In the event there is a demonstrated need to fund public services, the following will occur:

The City will issue a Notice of Funding Availability (NOFA) for the community meeting for the Annual Action Plan, beginning with the 2004/2005 program year. The notice will identify the amount of CDBG funds available to public service agencies with CDBG-eligible activities. The agencies may apply to the City of Clovis at the following address:

City of Clovis  
Clovis Community Development Agency  
1033 Fifth Street  
Clovis, CA 93612

All applications must include the following information in order to be eligible to receive CDBG funds:

- Name of organization, contact person(s), brief history of organization
- Name of project and detailed description of project
- Documentation identifying the need for such a project
- Financial summary, including amount of CDBG funds requested and other resources to leverage CDBG funds, as well as potential uses of funds
- Objectives of project and intended beneficiaries
- If the organization is requesting CDBG funds from other jurisdictions for the same project, information included on amount requested and potential benefits for each jurisdiction

City staff will review the applications to determine eligibility of the projects. City staff will evaluate the projects based on the benefits to low and

moderate-income residents and areas and on their projects feasibility. The selected projects will be recommended to the City Council for approval. Applicants will be notified by mail within ten (10) days of City Council approval.

## **6. AMENDMENTS**

Amendments to the Consolidated Plan or Annual Action Plan will be necessary whenever one of the following is proposed:

- To make a substantial change in the allocation priorities or a substantial change in the method of distribution of funds;
- To carry out an activity, using funds from any program not covered by the consolidated plan (including program income), not previously described in the consolidated plan; or
- To substantially change the purpose, scope, location, or beneficiaries of an activity.

The following procedures apply to Amendments:

- The City will place public display advertised notices in the *Clovis Independent* newspaper, notices at the City Offices and on the City's website in advance of a 30-day public comment period.
- Citizens have thirty (30) days to review the proposed Amendment from the date of the notice.
- During the 30-day public review and comment period, the document will be available for review at the City of Clovis Community Development Department. Copies of the document will be available to the public free of charge.
- Citizens may file comments at the City Offices during the 30-day period from the date of the notice.
- The City Council will adopt the Amendment.
- In preparing a final Amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The final Amendment will have a section that includes all comments, plus explanations why any comments were not accepted.

## **7. CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT**

Every year, the City of Clovis must submit to HUD a Consolidated Annual Performance Evaluation Report (CAPER). In general, the CAPER must describe how funds were actually used and the extent to which these funds were used for activities that benefited low and moderate-income people. The following steps outline the opportunities for public involvement in the CAPER:

- The City will place public display advertised notices in the *Clovis Independent* newspaper, notices at the City Offices and on the City's website in advance of a 30-day public comment period.
- Citizens have fifteen (15) days to review the CAPER from the date of the notice.
- During the 15-day public review and comment period, the document will be available for review at the City of Clovis Community Development Department. Copies of the document will be available to the public free of charge.
- Citizens may file comments at the City Offices during the 15-day period from the date of the notice.
- The City Council will adopt the CAPER.
- In preparing the CAPER, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The final Amendment will have a section that includes all comments, plus explanations why any comments were not accepted.

**8. Notice Requirement Summary**

<b>DOCUMENT</b>	<b>PUBLIC PARTICIPATION</b>	<b>REQUIRED TIME FOR PUBLIC REVIEW</b>	<b>REQUIRED APPROVAL</b>	<b>DEADLINE</b>
<b>Citizen Participation Plan</b>	Available for Public Review 10 Day Notice	30 Day Public Review	City Council	N/A
<b>5 Year Consolidated Plan – and/or Includes Annual Action Plan</b>	Public Hearing 10 Day Notice February/March	30 Day Public Review April	City Council	Submit to HUD May 17
<b>Substantial Amendments</b>	No Public Hearing	30 Day Public Review	City Council	Submit to HUD
<b>CAPER - Performance Report</b>	N/A	15 Day Public Review By Sept 10	City Council	Submit to HUD Sept 30

**9. GLOSSARY**

**Low and Moderate-Income Households:** These are households earning less than 80 percent of the area median income. They are broken down into the following income designations:

- **Extremely Low-Income:** households with incomes less than 30 percent of the area median family income, adjusted for household size.
- **Low-Income:** households with incomes between 31 and 50 percent of the area median family income, adjusted for household size.
- **Moderate-Income:** households with incomes between 51 and 80 percent of the area median family income, adjusted for household size.

**Low and Moderate-Income Neighborhood:** In general, this is defined as a census tract(s) or block group(s) where a minimum of 51 percent of the residents have low or moderate-incomes (i.e., not exceeding 80 percent of the area median family income).

**Median Family Income (MFI):** HUD surveys major metropolitan areas annually, to develop an index of median family income by household size. Most CDBG funded activities and programs must benefit primarily the lower and moderate-income households.