

CITY OF SIERRA VISTA, ARIZONA

# CITIZEN PARTICIPATION PLAN

City of Sierra Vista  
Adopted: June 26, 2014

# CITIZEN PARTICIPATION PLAN

## I. INTRODUCTION

This Citizen Participation Plan provides a framework and process by which the City's consolidated planning efforts comply with the citizen participation requirements published by the U.S. Department of Housing and Urban Development (HUD). This Citizen Participation Plan is prepared and implemented in accordance with the guidance provided in HUD Regulations 24 CFR Part 91.105.

The City of Sierra Vista is currently entitled to receive annual grant funding from the Community Development Block Grant (CDBG) program. This Citizen Participation Plan may be used for any future HUD programs to which the City become entitled. It is policy of the City to ensure adequate citizen involvement, with particular emphasis on participation by low- and moderate-income persons, in the planning, implementation, and evaluation of its housing and community development programs.

## II. DEFINITIONS

**Annual Action Plan:** This document updates the Consolidated Plan on an annual basis and allocates one year's funding (entitlement and program income) to specific projects and activities for the CDBG program.

**CAPER (Consolidated Annual Performance Evaluation Report):** This document reports on the progress made in carrying out the Consolidated Plan and Annual Action Plan. The Community Development Department prepares the report annually in accordance with 24 CFR Part 91.

**Department of Community Development:** The City's Department of Community Development is responsible for administration particularly of the CDBG programs, as well as any other HUD programs the City qualifies for in the future.

**CDBG (Community Development Block Grant):** A HUD grant that provides for a variety of community development programs that benefit low- and moderate-income persons.

**CPP (Citizen Participation Plan):** The City's CPP sets forth the City policies and procedures for citizen participation for the use of CDBG, HOME Investment Partnership Act (HOME), and other HUD grants and funding programs. The CPP provides an opportunity for the community to work to identify needs and to allocate CDBG, HOME and other funds.

**CBO (Community Based Organization):** A public or private nonprofit organization of demonstrated effectiveness that is representative of a community or significant segments of a community; and which provides social, educational, or related services to individuals in the community.

**Consolidated Plan:** This document is submitted to HUD and serves as the planning document of the jurisdiction and application for funding CDBG and HOME. The document is developed in accordance with 24 CFR Part 91 and sets forth the priorities and strategies of the programs for a five-year period.

**HOME (Home Investment Partnership Programs):** A HUD grant that provides funding to expand the supply of decent and affordable housing for low-income households. (Currently, the City is not entitled to HOME grants directly through HUD.)

**HUD:** The U.S. Department of Housing and Urban Development.

**Low- and Moderate-Income Persons:** An individual from a household with a total income that does not exceed 80 percent of the median household income for the area adjusted for family size. HUD calculates and publishes the income limits yearly.

**Needs Identification Analyses:** The examination of current housing and community needs, identifying strategies, priority needs, and objectives for meeting housing, community development, and economic development goals. It also provides a basis for prioritizing project proposals for CDBG and HOME funding consideration.

**Program Monitoring Policies:** The City has developed and implemented policies to monitor the use of funds and to measure the progress and effectiveness of grant programs. These policies are in accord with HUD requirements.

**Program Year:** The twelve-month period in which HUD funds are to be spent for eligible activities; usually the period beginning July 1 and ending June 30.

**Proponent:** An entity that has or is considering submission of a proposal for the use of CDBG funds.

**Public Meeting:** Meetings in which the members of the public exchange their ideas on a particular issue and provide the sponsoring entity with their views on the subject at hand. Elected officials may attend Public Meetings but no formal actions are taken at these meetings.

**Public Hearing:** A formal opportunity for a governing body or other entity to receive public opinion on subjects that may require action. Notices of public hearings are advertised through various forms of media.

**Relocation:** The movement of a person as a direct result of the implementation of federally assisted acquisition, demolition, conversion, or rehabilitation activities.

**Sub-recipient:** A public or private nonprofit agency, authority or organization, or a for-profit entity receiving funds from the grantee or another sub-recipient to undertake activities eligible for assistance. The term does not include contractors providing supplies, equipment, construction, or services subject to the procurement requirements in 24 CFR 85.36 or in 24 CFR Part 84, as applicable.

**Substantial Amendment:** A substantial amendment is a change to the jurisdiction's planned or actual activities as published in the Consolidated Plan or Annual Action Plan. The City has established and published in the Citizen Participation Plan thresholds to define what constitutes a substantial amendment.

### **III. THE CITIZEN PARTICIPATION PLAN FOR THE CITY ADDRESSES EACH OF THE FOLLOWING ELEMENTS:**

#### **A. Participation**

It is the City's policy to encourage and facilitate the wide-range participation opportunities for residents, service providers, government agencies, and others in the development of all HUD required consolidated planning documents including the Five-Year Consolidated Plan, Annual Action Plans, Substantial Amendments, and the CAPER.

The primary purpose of public participation is for needs identification, priority setting, funding allocations, and program recommendations related to the consolidated planning process. The City shall provide for and encourage citizen participation with particular emphasis on:

- Low- and moderate-income persons;
- Persons residing in predominantly low- and moderate-income neighborhoods or slum and blighted areas; and
- Giving opportunities for input to the persons residing in areas where there are proposed projects.

HUD programs, covered by the City's CPP, are to improve communities by assisting with decent housing, suitable living environments, and increasing economic opportunities. The City encourages the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities.

Meeting The Needs Of Non-English Speakers 24 Cfr 91.105 (E)(4)1

If there is a request for an interpreter, the Department of Community Development should be notified. The Department of Community Development will provide an interpreter at all Citizen Participation meetings when such a need is anticipated. The Department of Community Development will make every effort to ensure that limited English proficient persons have meaningful access to federally funded program and services and written materials. The forms and flyers announcing Citizen Participation Meetings will also be in Spanish when requested.

**B. Public Hearings**

The City must conduct at least two public hearings per year to obtain the views and comments of residents, service providers, government agencies, and other stakeholders regarding the HUD-funded programs in the participating jurisdiction's HUD program area. The hearings generally address housing, social, and community development needs (including infrastructure), proposed activities, and the review of program performance. The hearings will be conducted, at a minimum, at two different stages of the program year – at least one of these hearings must be held prior to the adoption of the proposed Consolidated Plan or Annual Action Plan. The second public hearing is usually conducted in conjunction with the preparation of the CAPER.

Citizens shall be given adequate notice of all hearings and meetings through advertisements in the newspaper of record for general circulation, serving the community of affected citizens. Both public hearings and public meetings are to be advertised at least 14 calendar days in advance of the hearing or at the beginning of the official public comment period, whichever occurs first. Public notice shall indicate the date, time, place, and purpose(s) of the hearing or meeting as well as disclose information that will contribute significantly to the public's understanding of the issues to be discussed at the hearings or meetings. The notices will also be noticed on the City's Website ([www.SierraVistaAZ.gov](http://www.SierraVistaAZ.gov)). Additional means of advertising can be used, as appropriate, including, but not limited to: mailing flyers, distributing or posting notices at libraries, parks, and other public areas; placing radio public service announcements; developing press releases; and sending notices to community organizations.

In areas where the City has determined there are special needs to assist the public in reading or attending the meetings, an interpreter will be hired to assist at the public hearings and meetings. If the City determines that there is a substantial non-English-speaking population within its jurisdiction, the hearing or meeting notice will be published in both English and the appropriate other language.

The City will also follow the above public noticing process for other “non-public hearing” HUD related actions to be taken by the City Council.

The hearings will be held at times and locations convenient to potential and actual beneficiaries, with accommodation for persons with disabilities. When the need is anticipated, or it is requested, language translation services shall be made available.

Table A, at the end of this document, summarizes the public notice requirements for the various reports and documents.

C. Access to Meetings

It is the policy of the City to plan and conduct public meetings related to the Consolidated Plan and Annual Action Plan. These meetings shall be held at times and locations convenient to potential and actual program beneficiaries. When appropriate, these public meetings can be conducted as part of a regularly scheduled meeting of another community-based entity. The use of an existing community-based forum for the public meetings enhances the potential for acceptable turn-out of residents, service providers, government officials, and other stakeholders.

The public hearings will be held in the City Council Chambers at City Hall at a declared and noticed City Council Meeting.

As part of the FY 2015-2019 Consolidated Plan effort, the City will conduct a series of *Needs Identification* focus groups and meetings. Invitees to the Needs Identification focus groups and meeting are public agencies and other interested parties. These meetings request input from attendees regarding housing and community development issues, needs and problems, providing information on the consolidated planning process and applicable grant program, and encouraging the submission of project proposals. At these meetings, attendees may also complete a *Needs Assessment Survey*. Prior to public meetings, notices will be published in newspapers of general circulation (including Spanish if necessary) announcing the purpose, date, time, and location of the meetings. All meetings will be held in locations accessible to persons with disabilities with additional accommodations available upon request. When the need is anticipated or it is requested, language translation services shall be made available for non-English speaking residents.

D. Public Comments

It is the policy of the City to provide residents, service providers, government agencies, and other stakeholders, sufficient time, not less than 30 days, to review and comment on the proposed Consolidated Plan, Annual Action Plans, and Substantial Amendments and not less than 15 days to review and comment on the CAPER. All public notices will provide information regarding the topic for consideration, the contact person, and meeting details (date, time, location, etc.) and invite interested persons to submit comments. All comments will be reviewed and considered. All documents presented for public comment will include a summary of all comments received during the public comment period and a summary of comments not accepted and the reasons therefore.

E. Consolidated Plan Development

Public meetings and public hearings for development of the Consolidated Plan are held with residents as well as representatives of government and public agencies and organizations. These meetings are held to confirm the development planning process and to obtain citizen views and proposals on needs and priorities for a consistent strategy.

The following program information will be provided to the public:

- a. The estimated amount of HUD grant funds available to the jurisdiction including program income for community development and housing activities;
- b. The eligible program activities that may be undertaken with these funds;
- c. The areas and locations proposed for using the available funding; and
- d. The proposed allocation of federal funds to participating non-profit organizations, participating jurisdictions, and basic eligible program categories and proposed funding allocations for local funding programs.

F. Substantial Amendments

From time-to-time, it may be necessary for the City to process a “substantial amendment” to the Five Year Consolidated Plan or an Annual Action Plan to allow for new CDBG funded activities, modification of existing activities, or other program administrative actions.

Any proposed amendment that is considered a “substantial amendment” is subject to the Citizen Participation process, requires formal action by the City Council, and approval by HUD. A 30-day public notice shall be published to provide the opportunity for the public to review and comment on the proposed substantial amendments. The City will consider all comments or views received from the public concerning proposed substantial amendments in accordance with 24 CFR 91.105 (c)(3). A summary of these comments and views, including comments or views not accepted, and the reason why, shall be attached to the substantial amendment.

The City is required by HUD [24 CFR 91.505 (b)] to identify the criteria to be used in determining if a proposed action will be considered a *Substantial Amendment*. The City identifies a *substantial amendment* by the following criteria:

1. A new activity not previously listed and described in the Consolidated Plan/Annual Action Plan;
2. When a proposal is made to amend the description of an existing activity in such a way that the newly described purpose, scope, location, or beneficiaries differ significantly from the original activity's purpose, scope, location, or beneficiaries; or
3. An increase in the amount of CDBG funds allocated to an existing activity when the following apply:
  - a. an increase in funding for a CDBG public service-type activity in an amount greater than \$50,000, or a 100 percent increase over the current funded amount, whichever is greater;
  - b. an increase in the funding for other activities (public facility improvements, code enforcement, acquisition, etc.) in an amount greater than \$100,000, or 100 percent increase over current funded amount, whichever is greater; or

A matrix (Table B) at the end of this document summarizes these criteria.

4. In an effort to efficiently use CDBG funds, the City will consider the reprogramming of unspent CDBG balances from completed and cancelled CDBG-funded activities to other eligible activities. Activities under the stated thresholds may be cancelled for cause and funds reprogrammed without resulting in a substantial change. Examples of cause are:
  - a. cancellation requested by the sub-recipient

- b. determination by the Department of Community Development that insufficient funding prevents accomplishment of the activity
- c. determination by the Department of Community Development that the project cannot be carried out in a timely or eligible manner

In the event that any of administrative reprogramming actions are over the threshold limits, and come under the "substantial amendment" criteria, the proposed actions are subject to any citizen participation processes, will require formal action by the City Council, and notification to HUD.

Substantial amendments will be considered twice in each program year. These changes will be made in the spring and in the fall.

In the event of a declared emergency, it may be necessary to reprogram funds to meet urgent community needs. In these situations, requirements related to public notice and public comment period may be suspended.

G. Amendment to Citizen Participation Plan

During the administration of the HUD programs, it may become necessary to amend the CPP. Any proposed amendment to the CPP requires a 30-day public notice, formal action by the City Council, as appropriate, and be approved by HUD.

H. Access to Information

The City shall provide opportunities for residents, public agencies, and other interested parties, including those most affected, with reasonable and timely access to information and records relating to the City's Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this CPP.

Standard documents will be available for public review at the City of Sierra Vista, City Hall, 1011 N. Coronado Dr., Department of Community Development and the web site [www.SierraVistaAZ.gov](http://www.SierraVistaAZ.gov). These materials will also be available in a form accessible to persons with disabilities, upon request. A reasonable number of free copies of the CPP, and other standard documentation, will be provided to citizens and groups at their request; additional copies may be obtained on a first come, first serve basis from the Department of Community Development in accordance with Department's fee policy for copies. Direct comments, questions, or suggested amendments to Jenifer Thornton, Department of Community Development, at 520-439-2200 or via e-mail at [Jenifer.Thornton@SierraVistaAZ.gov](mailto:Jenifer.Thornton@SierraVistaAZ.gov).

Standard program documents that shall be made accessible for public review and comment throughout the preparation process include: the proposed and final Consolidated Plan, Annual Action Plan, Consolidated Annual Performance Report (CAPER), Substantial Amendments, and this Citizen Participation Plan.

It is the City's policy to maintain and provide access to all applicable and appropriate records pertaining to the administration of the CDBG or any eligible HUD programs. Records retention will adhere to all HUD requirements. Accordingly, the City will maintain and provide access to documentation and records for a period of 5 years.

I. Relocation

The City's policy is to administer the Community Development Block Grant program without displacement. In the event displacement is unavoidable, the City and/or other responsible party(s)

will comply with the regulations of the Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended, and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Consistent with the goals and objectives of activities assisted under the Act, the City of Sierra Vista will take appropriate steps to minimize the direct and indirect displacement of persons from their homes.

J. Performance Reports

Each fiscal year the City is required to prepare and submit a performance report to HUD for the previous program year. The information compiled in this document is necessary to assess the progress on funding received by the entity, participating jurisdictions, sub-recipients, and other agencies or organizations. Data collected in the compilation of the performance report is used to supply information to HUD and the public on the accomplishments and services provided. The information will include the number of people served, ethnicity, income category, objective and outcome, and type of service received, as well as the current status on housing, public facilities and improvements, and other projects. The information is also used to determine future funding considerations.

The City will conduct the second required Public Hearing before its City Council to review the CAPER. The final CAPER performance report will be available to citizens for review and comment at least 15 days prior to submission to HUD. The Public Hearing will be advertised in the newspaper of general circulation at least 14 days in advance of the hearing and/or at the beginning of the official public comment period, whichever occurs first, so that citizens will be provided reasonable notice to review and present comments on performance reports. A copy of the CAPER will be available at the Department of Community Development for review and will also be located on the City's website [www.SierraVistaAZ.gov](http://www.SierraVistaAZ.gov). The CAPER shall be submitted to HUD within 90 days after the end of the program year. Final reporting documents will also be available to any interested parties upon request.

K. Technical Assistance

Technical assistance is available as necessary to groups and organizations representative of persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under the Consolidated Plan.

The City will make technical assistance available to current subrecipients and potential proponents through the Department of Community Development staff, who are the main source of information of HUD programs and the application process. Community Development staff provides assistance at community meetings and during proposal preparation, evaluation, review, and monitoring. If Community Development sees a need, they can implement a mandatory proposal and sub-recipient training, to provide background and understanding of the programs and processes.

L. Complaints

Residents or other interested parties may submit complaints regarding the administration of HUD-funded programs to the City. Complaints need to be in writing and mailed to the City of Sierra Vista, Attn: Department of Community Development, 1011 N. Coronado Dr., Sierra Vista, AZ 85635. Community Development will receive, log-in, and file all written complaints and grievances. The complainant should state the nature of the complaint, what prior efforts were made to resolve the problem, and any other pertinent information to assist the City resolving the issues. All complaints will receive careful consideration and a response will be provided to the complainant within 15 working days.



#### **IV. MONITORING AND EVALUATION**

In accordance with HUD program regulations, Community Development continually monitors all HUD-funded sub-recipients and their activities. The City Program Monitoring Policies were developed to ensure compliance with 24 CFR 570.502 (CDBG) and 24 CFR Part 85.40 (a) which provides for the general program monitoring responsibilities of the City in the administration of the HUD-funded programs.

Grantees are responsible for managing the day-to-day operations of grant and sub-grant supported activities. In order to assure compliance with applicable Federal requirements and that the grantee is achieving their performance goals, grantees must monitor grant and sub-grant supported activities. Grantee monitoring must cover each program, function, or activity.

TABLE A

CDBG Public Notice Summary				
Type of Document	Public Hearing	Hearing Notice	Public Comment Period	Notices in Public Areas
Consolidated Plan and/or Annual Action Plan	1-2	Run a display notice in newspapers at least 14 calendar days prior to <u>each</u> hearing or at the beginning of the public comment whichever is first	30-day public comment period ending upon Council approval of the item	Post notice listing all meetings/hearings for the planning/adoption phase with enough detail for the public to recognize the purposes of the meetings, draft document locations, and dates for comment periods
Substantial Amendments to Consolidated Plan and/or Annual Action Plan	2 (Spring & Fall depending on the need)	Run a display notice in newspapers at least 14 calendar days prior to <u>each</u> hearing or at the beginning of the public comment whichever is first	30-day public comment period ending upon Board approval of the item	Post notice describing amendment items and location of drafts for public review & comment
Annual Performance Report/CAPER	1	Run a display notice in newspapers at least 14 calendar days prior to the hearing or at the beginning of the public comment whichever is first	15-day public comment period ending upon Council approval of the item	Post notice identifying purpose of hearing, comment period, and location of drafts for public review and comment
<ul style="list-style-type: none"> <li>▶ Display ads will be run in the adjudicated newspaper and/or in other key publications in the affected areas.</li> <li>▶ Documents and drafts for public comment will be available on the Community Development Website, which will also provide updates to the process and links to other information.</li> </ul>				

**TABLE B**

SUMMARY OF SUBSTANTIAL AMENDMENT CRITERIA				
1) An activity not previously listed or described in the Consolidated Plan or Annual Action Plan				
2) Amending an existing activity so that the new purpose, scope, location ,or beneficiaries differ significantly from the original activity				
3) For a funding change or cancellation to an existing <b>CDBG</b> public service activity	The greater of:	An increase of more than <b>\$50,000</b>	or	A <b>100% increase</b> over current funding
4) For a funding change or cancellation of an existing <b>CDBG</b> activity such as code enforcement, public facilities improvements	The greater of:	An increase of more than <b>\$100,000</b>	or	A <b>100% increase</b> over current funding