

City of Hanford Citizen Participation Plan

Amended June 2, 2009

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



**City of Hanford
Community Development Department
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City of Hanford
Citizen Participation Plan
Table of Contents

Section	Page
1. Introduction	1
The Consolidated Plan Process	1
2. Citizen Participation	2
Public Notice Requirements	2
Forms of Public Notice	2
Public Hearings and Meetings	2
Availability of Consolidated Plan Documents	3
3. Citizen Participation Plan	3
4. Consolidated Plan and Annual Action Plan	3
Preparation and Adoption Process	3
5. Amendments	6
6. Consolidated Annual Performance Evaluation Report	7
7. Technical Assistance	7
8. Complaint Procedures	8
9. Displacement	8
10. Glossary	8

CITIZEN PARTICIPATION PLAN

1. INTRODUCTION

This Citizen Participation Plan describes how the City of Hanford 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 City encourages public involvement, especially 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 must 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 either the Annual Action Plan or the Five-Year Strategic Plan, Annual Performance Reports, and the Citizen Participation Plan.

The Consolidated Plan Process

The Consolidated Plan process includes the following:

- a. Identification of housing and community development needs.
- b. Development and approval of the Consolidated Plan, which serves as the City's application for CDBG funds and sets forth the priorities and strategies to address the needs of primarily low and moderate-income persons and areas in the City. It covers a five-year time period.
- c. Development and approval of the Annual Action Plan, which allocates one year's funding (entitlement and program income) to specific projects and activities for the CDBG program. The needs addressed each year are based on the priorities established in the Consolidated Plan's five-year strategy.
- d. Development and approval of the CAPER, which reports on the progress in carrying out the Consolidated Plan and Annual Action Plan.

2. CITIZEN PARTICIPATION

Public Notice Requirements

Advanced public notice shall occur once a Consolidated Plan document is available for comment and review. There shall be advanced public notice of all public hearings and all public meetings such as the City Council, and other City committee and commission meetings relating to the funds or planning process covered by this Citizen Participation Plan.

Forms of Public Notice

City of Hanford staff will ensure adequate advance notice of all public hearings and meetings. Adequate noticing will include:

- Public display advertised notices in English and Spanish in the *Hanford Sentinel* at least ten (10) days prior to the public meetings for all Consolidated Plan documents. Notices will indicate that there is a thirty (30) day review period on the Consolidated Plan or Amendment, or a fifteen (15) day review period for the CAPER, in which to receive comments from citizens before submission of the plan or report to the City Council for approval.
- Posted notices at the City Offices, 317 N. Douty Street.
- Posted notices on Hanford's website (www.ci.hanford.ca.us.)

Public Hearings and Meetings

Public hearings and meetings are necessary in order to obtain public input and to provide the public with the City's responses to public questions and proposals. The law requires a minimum of two (2) public hearings, one regarding community needs, and proposed uses of funds, and the second to assess how funds were spent during the previous program year.

Public hearings and meetings will be held at the City Council chambers, 400 N. Douty Street. The City complies with the Americans with Disabilities Act, and will make accommodations for persons with special needs. Public hearings and the review of Consolidated Plan documents will be held at the City Council chambers, which is accessible to people with disabilities. Provisions will be made for people with disabilities when requests are made at least five (5) working days prior to a hearing. Translators will also be provided for Spanish speaking residents. Public hearings have usually been held in the evening at a time convenient to most residents, especially those who might benefit from the use of funds. The City Council chambers are accessible by public transportation.

Availability of Consolidated Plan Documents

Copies of Consolidated Plan documents will be provided to the public free of charge. These materials will be available in a form accessible to persons with disabilities, upon request. Consolidated Plan documents will be available at the City of Hanford Community Development Department, 317 N. Douty Street, Hanford, and Telephone (559) 585-2582. The documents will also be posted on the city's website www.ci.hanford.ca.us.

3. 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.

Hanford 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 English and Spanish in the *Hanford Sentinel* 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 City of Hanford 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 Citizen Participation Plan.

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

4. CONSOLIDATED PLAN AND ANNUAL ACTION PLAN

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

Preparation and Adoption Process

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 English and Spanish in the *Hanford Sentinel*, 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 maybe 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.
- 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 Hanford at the following address:

City of Hanford
 Community Development Department
 317 N. Douty
 Hanford, CA 93230

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.

- The City will develop an assessment of needs in Hanford as well as a strategic plan to address those needs.
- The City will place published display advertised notices in English and Spanish in the *Hanford Sentinel*, and on the website in advance of the thirty (30) day public comment period.
- Citizens have thirty (30) days to review the draft Consolidated Plan and/or draft Annual Action Plan from the date of the notice.
- During the thirty (30) days review period, the draft Consolidated Plan and/or draft Annual Action Plan will be available at the City of Hanford 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 a 30-day period from the date of the notice.
- The City will place published display advertised notices in English and Spanish in the *Hanford Sentinel*, and on the website ten (10) days in advance of the meeting.
- 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.

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

5. SUBSTANTIAL AMENDMENTS

Recognizing that changes during the year may be necessary to the Consolidated Plan and Action Plan after approval, the Citizen Participation Plan allows for “substantial amendments” to plans. These “substantial amendments apply only to the changes in CDBG funding allocations. The CPP defines a substantial amendments as :

- To make a substantial change in the allocation priorities or a substantial change in the method of distribution of funds;
- Cancellation of a existing activity or adding a new activity.
- 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.
- Increasing or reducing the amount allocated to an activity by more than 25%

The following procedures apply to Amendments:

- The City will place public display advertised notices in English and Spanish in the *Hanford Sentinel* 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 Hanford 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.

6. CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT

Every year, the City of Hanford 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 English and Spanish in the *Hanford Sentinel* 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 Hanford 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.

7. TECHNICAL ASSISTANCE

City staff will work with organizations and individuals representative of low and moderate-income people, who are interested in submitting a proposal to obtain funding for an activity. All potential

applicants for funding are encouraged to contact City staff for technical assistance before completing a proposal form.

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.

8. COMPLAINT PROCEDURES

The City will respond to all complaints, in writing, within fifteen (15) days. All comments and responses will be attached to each applicable document.

9. DISPLACEMENT

It is the goal of the City of Hanford to minimize displacement of any persons from their residence, however, if it is necessary as a result of a program activity, then the Residential Anti-Displacement and Relocation Plan, which is part of the City of Hanford Rehabilitation Program Guidelines will apply. These have been developed in accordance with federal regulations.

10. 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 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 development an index of median family income by household size. Most CDBG funded activities and programs must benefit primarily the very low to moderate-income households.

RESOLUTION NO. 09-28-R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HANFORD AMENDING
THE CITIZEN PARTICIPATION PLAN**

At a regular meeting of the City Council of the City of Hanford duly called and held on the 2nd day of June, 2009, upon motion of Council Member CHIN, and seconded by Council Member SORENSEN, and carried, the following resolution was adopted.

WHEREAS, Title 1 of the National Affordable Housing Act requires the City of Hanford, a recipient of Community Development Block Grant (CDBG) Federal funds from the Department of Housing and Urban Development (HUD), to adopt a Citizen Participation Plan that sets forth the City's policies and procedures for citizen participation in the development, implementation and evaluation of its CDBG Program; and

WHEREAS, the City of Hanford adopted a Citizen Participation Plan in March 2004, and amended the Plan on June 2, 2009; and

WHEREAS, the current Citizen Participation Plan requires revisions to conform with the existing provisions of Title I of the National Affordable Housing Act; and

WHEREAS, the Hanford City Council held a public hearing on March 17, 2009 to receive and review public input and comments on the amendments to the Citizen Participation Plan.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Hanford hereby approves and adopts the Community Development Block Grant amended Citizen Participation Plan, attached hereto and marked as Exhibit "A" and made a part hereof.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Hanford duly called and held on the 2nd day of June 2009, by the following vote:

AYES: COUNCIL MEMBER CHIN _____
SORENSEN _____
THOMAS _____
AYERS _____
NOES: COUNCIL MEMBER NONE _____
ABSTAIN: COUNCIL MEMBER NONE _____
ABSENT: COUNCIL MEMBER GONZALES _____
APPROVED: _____
MAYOR

Attest: Betty A Venegas
Deputy City Clerk

STATE OF CALIFORNIA)
COUNTY OF KINGS) ss
CITY OF HANFORD)

I, BETTY A. VENEGAS, Deputy City Clerk of the City of Hanford do hereby certify the foregoing Resolution was duly passed and adopted by the City Council of the City of Hanford at a regular meeting thereof held on the 2nd day of June 2009.

Date: June 5, 2009

Betty A Venegas
Deputy City Clerk