

CITY OF CALDWELL

Community Development Block Grant CITIZEN PARTICIPATION PLAN



**CITY OF CALDWELL
COMMUNITY DEVELOPMENT DEPARTMENT
205 6th Avenue, 2nd Floor
CALDWELL, IDAHO 83605
Cdbg@cityofcaldwell.org
<https://www.cityofcaldwell.org/Departments/Community-Development>**

TABLE OF CONTENTS

I.	OVERVIEW	1
II.	CITIZEN PARTICIPATION COORDINATOR	1
III.	ENCOURAGEMENT OF CITIZEN PARTICIPATION	2
IV.	PUBLIC HEARING NOTICE & PUBLIC COMMENT PERIOD REQUIREMENTS	6
V.	ACCESS TO RECORDS	6
VI.	PROGRAM YEAR AND FUNDING AVAILABILITY	7
VII.	COMPETITIVE FUND ALLOCATION PROCESS	7
VIII.	NON-ENGLISH SPEAKING AND HANDICAPPED RESIDENTS	7
IX.	TECHICAL ASSISTANCE	7
X.	PROCEDURES FOR COMPLAINTS OR GRIEVANCES	7
XI.	AMENDMENTS TO CONSOLIDATED PLAN AND/OR ACTION PLAN	8
XII.	MINIMIZING DISPLACEMENT	8
XIII.	CONTINGENCY PLAN IN THE EVENT OF AN EMERGENCY OR DISASTER	8
XIV.	USE OF THE CITIZEN PARTICIPATION PLAN	9
XV.	RESPONSIBILITY FOR THE CITIZEN PARTICIPATION PLAN	9
XVI.	CHANGING THE CITIZEN PARTICIPATION PLAN	9

I. OVERVIEW.

The City of Caldwell (City) annually receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Community Development (HUD) which it administers through the City's Community Development Department. The primary purpose of CDBG is to develop viable communities through the provision of decent housing, a suitable living environment and expanding economic opportunities for low- and moderate-income persons.

As a recipient of these funds, the City is required to produce the following documents:

- Consolidated Plan – a five-year plan that documents the housing and community development needs, outlines strategies to address those needs, and identifies proposed program accomplishments;
- Analysis of Impediments to Fair Housing Choice (AIFH) -- The preparation of an AIFH is required every five (5) years. The AIFH is an analysis of fair housing issues in the City of Caldwell and region that results in goals the City sets forth to achieve over the program participant's coming Consolidated Plan planning cycle;
- Annual Action Plan that describes specific CDBG-funded projects that will be undertaken over the course of the upcoming program year; and
- Consolidated Annual Performance and Evaluation Report (CAPER) – evaluates the use of CDBG funds from the previous program year.

This Citizen Participation Plan provides citizens and other interested parties opportunities to participate in the planning, implementation, and evaluation of the CDBG programs and to review and comment on the documents listed above.

II. CITIZEN PARTICIPATION COORDINATOR

The City's Community Development Department Director is responsible for ensuring involvement of citizens and organizations as described throughout this Citizen Participation Plan.

The Citizen Participation Coordinator, Robin Collins PCED, CBO, can be contacted by:

1. Mailing Address:

City of Caldwell
Community Development Department
205 6th Avenue, 2nd Floor
Caldwell, Idaho 83605

2. Telephone: *(Monday – Friday, 9am-5pm):* [208-455-3021](tel:208-455-3021)

3. Email: cdbg@cityofcaldwell.org

4. Website: <https://www.cityofcaldwell.org/Residents/Block-Grant-Program>

III. ENCOURAGEMENT OF CITIZEN PARTICIPATION.

The City of Caldwell strongly encourages participation by low-and moderate-income persons, particularly those persons living in areas designated by the City as a target area, in a slum and blighted area, in areas where CDBG funds are proposed to be used, and by residents of predominantly low-and-moderate-income neighborhoods.

For definitional purposes, the term “low- and moderate-income person” means a member of a family whose gross income is equal to or less than the Section 8/Housing Choice Voucher low-income limit established by HUD.

The City will take appropriate actions to encourage the participation of all residents in the process of developing and implementing an AIFH, Consolidated Plan and Annual Action Plan, including minorities and non-English speaking persons, as well as persons with disabilities. The City encourages the participation of community stakeholders, especially those that assist low-and-moderate-income persons with improving self-sufficiency.

This Citizen Participation Plan outlines the City’s responsibility for providing opportunities for active citizen participation. The goals of the Citizen Participation Plan are to:

1. Encourage citizen participation by all residents, emphasizing involvement of low- and moderate-income residents, people with disabilities, minorities, and non-English speaking persons;

2. Encourage participation of local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing the AFH and the Consolidated Plan;
3. In conjunction with public housing agencies, encourage participation of public housing agencies, residents of public and assisted housing developments, and of other low-income residents in targeted revitalization areas;
4. Encourage participation of broadband internet service providers, organizations engaged in narrowing the digital divide, and emergency management agencies in the process of developing the Consolidated Plan.
5. Inform citizens of the Consolidated Plan and the Annual Action Plan, including funds available for CDBG Programs and eligible activities under these programs;
6. Give all citizens an opportunity to identify and respond to priority needs;
7. Give all citizens an opportunity to identify and respond to proposed projects and the use of funds; and
8. Give all citizens an opportunity to review and comment on program performance.

The City shall follow a citizen participation plan that addresses the following issues: participation, access to meetings, access to information, access to records, Public Hearings, notice of hearings, public comments, technical assistance, complaints, and amendments.

a) Encouragement of Citizen Participation

All citizens will be encouraged to participate in the development and review of the:

- Consolidated Plan: Five-Year Plan;
- Analysis of Impediments to Fair Housing;
- Annual One-Year Action Plans;
- Substantial Amendments to the One-Year Action Plans or Five-Year Plan;
- Citizen Participation Plan; and
- Consolidated Annual Performance and Evaluation Report (CAPER)

b) Public Hearings

Public Hearings will be held at times and locations which permit broad participation by citizens, elected and other government officials, organizations, and other groups eligible for projects and activities funded by the City's Community Development Block Grant (CDBG) funds. In the event Federal, State or Local authorities declare a disaster, a public health issue, recommends social distancing, or limits public gatherings for public health reasons, Virtual Public Hearings will be held.

All Public Meetings will conform to applicable Idaho open meeting laws.

The City will conduct a minimum of two Public Hearings during each program year, with two additional meetings during the creation of a 5-Year Consolidated Plan or a Substantial Amendment.

1. City Council will conduct a Public Hearing before making annual CDBG funding allocation decisions.
2. A second Public Hearing will be held at the beginning stages of developing the proposed Consolidated Plan, Annual Action Plan, or Substantial Amendment. Residents, units of general local government, public agencies, and other interested parties are urged to attend the Hearing to provide their views and respond to proposals and ask questions.
3. A third Public Hearing will be conducted after the Consolidated Plan and/or Annual Action Plan are published for public review and comments.

Residents, units of general local government, public agencies and other interested parties are urged to attend the Hearing to provide their views and respond to proposals and ask questions.

4. The fourth Public Hearing is held by the City Council to collect public input on the City's performance during the last program year. The Consolidated Annual Performance Evaluation Report (CAPER) analyzes progress towards the goals established in previous plans about the unit of measure for the project, as well as timely completion. This report also provides information on the performance of funded projects in relationship to the program objectives.

All documents will be made available for public review and comment at least seven days before the date of the public hearing. Documents will be available at the City's website <https://www.cityofcaldwell.org/Residents/Block-Grant-Program>, Caldwell Library, and may otherwise be requested at the City Clerk's office. The City shall consider any comments or views received. A summary of all comments or views, and a summary of any comments or views not accepted, shall be attached to the final document.

The City will receive comments from citizens on its plan for a period of not less than 30 days prior to submission of the Consolidated Plan or Annual Action Plans to HUD. All comments or views of citizens received in writing during the 30-day comment period will be considered in preparing the final Consolidated Plan and Annual Action Plan. A summary of these comments or views and a summary of any comments or views not accepted and the reasons for not accepting them shall be attached to the final Consolidated Plan and Annual Action Plan.

The public may comment on any proposed documents in writing or at the Public Hearing. Written comments must be directed to the Director, Community Development Department, 205 6th Avenue, 2nd Floor, Caldwell, Idaho 83605 or cdbg@cityofcaldwell.org. The City shall consider all comments received in preparing these documents.

c) Alternative Public Involvement

In addition, to ensure public participation in a shared vision for the community, the City of Caldwell will offer a Consolidated Planning Community Survey in English and Spanish for the public. Links to the survey will be available on the City's website and social media. We will also invite community agencies to focus groups and key stakeholder interviews to gather feedback regarding community needs and priorities.

IV. PUBLIC HEARING NOTICE AND PUBLIC COMMENT PERIOD REQUIREMENTS

Notices of public meetings, Public Hearings, substantial amendments, notifications of comment periods, and the notification of the City's proposed and actual use of CDBG funds will be posted in the Idaho Press Tribune and on the City's Community Development web page: <https://www.cityofcaldwell.org/Residents/Block-Grant-Program>. Depending on the amendment and/or project area, the notice may appear in both an English-language and Spanish-language newspaper which targets the areas of interest.

Citizens, organizations, agencies, and other interested parties will be encouraged to submit their comments on the proposed Consolidated Plan, Annual Action Plan and CAPER. Minimum comment periods are listed below:

Document	Comment Period
Citizen Participation Plan	15 calendar days
Consolidated Plan	30 calendar days
Analysis of Impediments to Fair Housing	30 calendar days
Annual Action Plan	30 calendar days
CAPER	15 calendar days
Substantial Amendment	30 calendar days

V. ACCESS TO RECORDS

The City shall provide citizens, public agencies, and other interested individuals with reasonable and timely access to information and records relating to the Consolidated Plan and the City's use of CDBG Program funds during the preceding five years.

The public may access these materials by contacting the Citizen Participation Coordinator. Reasonable accommodation for persons with disabilities will be made upon request. Information is also available on the City's Community Development web page at <https://www.cityofcaldwell.org/Residents/Block-Grant-Program>.

VI. PROGRAM YEAR AND FUNDING AVAILABILITY

The City's Program Year is from October 1 through September 30 each year. The City publishes a Notice of Program Year Availability of CDBG funds. Through this notice, The City will make available to citizens, public agencies, and other interested stakeholders with information that includes the amount of funding the City expects to receive and the range of activities that may be undertaken. The Notice will also inform the public of the time and place of Public Hearings.

VII. COMPETITIVE FUND ALLOCATION PROCESS

The City receives annual allocations of CDBG funds from the Department of Housing and Urban Development (HUD). After funding awards are made, any funds returned from projects, either completed under budget or cancelled, are reallocated in subsequent program year funding cycles.

The City uses a competitive fund allocation process to recommend CDBG projects for funding to the City Council. The public is notified about the application for funding process in the same way documents for review are advertised. Notice of funding availability is also emailed to nonprofits, and past recipients. The process also includes an application workshop and technical assistance.

VIII. NON-ENGLISH SPEAKING AND HANDICAPPED RESIDENTS

All public meetings, workshops, and hearings are held in a way that are accessible to people with disabilities. Upon reasonable request to the Citizen Participation Coordinator, the City will provide translators at Public Hearings and meetings. Telephonic oral language service (interpretation) is also available.

Reasonable accommodations will also be provided to disabled persons, or non-English speaking persons needing assistance in reviewing CDBG program materials or documents.

IX. TECHNICAL ASSISTANCE

The City will provide technical assistance to develop an application for funding for individuals or groups that request such assistance to the Citizen Participation Coordinator.

X. PROCEDURES FOR COMPLAINTS OR GRIEVANCES

Complaint or grievance on housing or community development programs should be directed to the Citizen Participation Coordinator. Persons submitting written complaints will be provided written responses within 15 working days.

Citizens wishing to object directly to HUD may send written objection to:
U.S. Department of Housing and Urban Development
Office of CPD- Boise Regional Office
1249 S Vinnell Way, Suite 108
Boise, ID 8370
www.hud.gov/states/idaho

XI. AMENDMENTS TO CONSOLIDATED PLAN AND/OR ACTION PLANS

Prior to submitting substantial amendments to HUD, the City will provide citizens a 30-day notice of an opportunity to comment. The City shall consider all comments received in preparing substantial amendments. A summary of all comments received shall be attached to any substantial amendment. Any comments that are not accepted shall be included in this summary along with the reason they were not accepted

A substantial amendment is defined, in accordance with 24 CFR 91.505(a), as:

- a) A change in allocation priorities (any change greater than 20 percent in an individual project budget) or a change in the method of distribution of funds;
- b) Carrying out an activity (including those funded exclusively with program income) not previously described in the Consolidated Plan or Annual Action Plan; or
- c) A change in the purpose, scope, location, or beneficiaries of an activity

Changes that are not considered substantial amendments:

- a) Changes to the CDBG budget for a project by an amount that is less than 20 percent;

Minor Amendments may be approved administratively by the City Council.

XII. MINIMIZING DISPLACEMENT

The City of Caldwell will follow HUD Handbook 1378 policies for displaced persons due to relocation funded in whole or in part by HUD funds. The handbook consolidates basic requirements and HUD policy guidance on acquisition and relocation under the Uniform Relocation Act of 1974 and Section 104 (d) of the Housing and Community Development Act of 1974. These requirements and policies are followed when acquiring real property or displacing persons for a project or program with HUD financial assistance.

XIII. CONTINGENCY PLAN IN THE EVENT OF AN EMERGENCY OR DISASTER

The City shall comply with all HUD memorandums and notices that direct citizen participation requirements in the event of a local, state, or national emergency or disaster. These requirements shall supersede any conflicting provisions of the

Citizen Participation Plan. Following the HUD standards will allow the City to respond in the most expeditious manner to secure and access new HUD funding and/or re-allocate existing funding.

XIV. USE OF THE CITIZEN PARTICIPATION PLAN

By this adoption of this Resolution, the City agrees to follow its Citizen Participation Plan during the implementation of all HUD-related and HUD-funded activities.

XV. RESPONSIBILITY FOR THE CITIZEN PARTICIPATION PLAN

The requirements for citizen participation under this Plan shall not restrict the City's responsibility or authority for the development and implementation of the Consolidated Plan and/or any HUD-related or HUD-funded activities.

XVI. CHANGING THE CITIZEN PARTICIPATION PLAN

This Plan may only be revised after the public has been notified of an intent to modify it and only after public has had a reasonable opportunity to review and comment on the Plan and proposed substantial amendments to this Plan. This Plan and proposed changes will be available to the public and provided in a format accessible to persons with disabilities upon request.