City of Alhambra
Citizen Participation Plan

This Citizen Participation Plan (CPP) sets forth the City of Alhambra's policies and procedures for citizen participation for the use of Community Development Block Grants (CDBG), HOME Investment Partnership Act (HOME), and Section 108 Economic Development Loan funds. The Citizen Participation Plan provides an opportunity for the community to work in partnership with the City to identify needs and to allocate CDBG and HOME funds, as well as to comment on the Section 108 Economic Development Loan Application.

The City of Alhambra holds the following standards regarding citizen involvement:

1. All citizen participation is to be done openly.
2. Involvement of low- and moderate-income persons, minorities, project area residents, elderly, handicapped and others is to be evident.
3. Reasonable efforts to ensure continuity of involvement of citizens throughout all stages of the CDBG and HOME programs are to be evident.
4. Timely and adequate information is to be given to citizens.
5. Citizens are encouraged to submit their views and proposals regarding the Consolidated Plan and use of CDBG and HOME funds.

While the Citizen Participation Plan will aim to ensure the participation of all residents, special assurances will be made to ensure the participation of the following groups:

- extremely low-, low-, and moderate-income persons;
- persons living in areas where CDBG, HOME, Section 108 Economic Development Loan funds are proposed to be used;
- residents of publicly assisted housing;
- low-income residents of target neighborhoods;
- minorities;
- non-English speaking persons; and
- persons with physical disabilities.

Definitions

For purposes of the CDBG and HOME programs, the following definitions will apply:

Community Development Block Grant (CDBG): A grant program administered by the U.S. Department of Housing and Urban Development (HUD). This grant allots money to cities and counties for housing rehabilitation, affordable housing assistance, community services, and community development activities (including community facilities and economic development).

HOME Investment Partnership Program (HOME): A grant program administered by HUD and is allocated to cities and counties for affordable housing development. Eligible activities include housing development and rehabilitation, and homebuyer assistance.

Consolidated Plan (CP): The Consolidated Plan is a three- to five-year planning document for the CDBG and HOME programs. The CP must contain a housing and community development needs assessment, a three- to five-year strategic plan to address the needs identified, a one-year action plan to identify specify activities and planned use of CDBG and HOME funds. The CP is due at HUD 45 days before the beginning of a program year. The City of Alhambra CDBG and HOME programs begin annually on July 1, making the CP due at HUD no later than May 17 of each year.

Consolidated Annual Performance Evaluation Report (CAPER*):* CAPER is an annual report summarizing the City's progress in implementing Consolidated Plan. CAPER is due at HUD 90 days after the close of a program year. For the City of Alhambra, each program year ends on June 30, making the CAPER due at HUD no later than September 28 of each year.

Median Family Income (MFI): HUD surveys major metropolitan areas annually to development an index of median family income by household size.

Low- and Moderate-Income Households - Pursuant to HUD regulations, the primary beneficiaries of the CDBG and HOME programs should be low- and moderate-income households, defined by HUD as follows:

Extremely Low-Income -	0-30% County Median family income (MFI) adjusted for household size.
Low-Income -	31-50% County MFI adjusted for household size.
Moderate-Income -	51-80% County MFI adjusted for household size.

Low- and Moderate-Income Neighborhood - Generally defined as a census tract(s) or block group(s) in which a minimum of 51 percent of the residents have an income not exceeding 80 percent of the area median family income.

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

Publicly Assisted Housing Developments - Housing projects (either rental or ownership housing) developed with the assistance of public funds such as HOME, CDBG, and redevelopment set-aside funds.

A. Citizen Involvement

1. Citizen Participation Plan (CPP)

The City of Alhambra recognizes that CDBG and HOME funds are tax money returned to the City to be used primarily to benefit extremely low-, low-, and moderate-income persons. City staff and officials are stewards of these public monies and will openly discuss all records, except those confidential records protecting a household's privacy. The City presents the following Citizen Participation Plan (CPP), in accordance with 24 CFR Parts 91, et al.

The Citizen Participation Plan seeks to involve the participation of citizens of Alhambra and social service agencies in the development and adoption of the Consolidated Plan, the Action Plan, any substantial amendments, and the Consolidated Annual Performance Evaluation Report (CAPER). In addition, efforts will be made to focus on the involvement of low- and moderate-income persons, those persons living in slum and blighted areas, persons living in low- and moderate-income areas and persons living in areas where CDBG and HOME funds are proposed to be used. The Citizen Participation Plan consists of a number of elements designed to foster community involvement as specified in each section of the Plan.

Pursuant to HUD regulations, City will conduct a minimum of two hearings annually at different stages in the CDBG/HOME program year (July 1 through June 30). The City will conduct public hearings at locations and at times that are convenient to the public, especially for those persons affected by program resources, and the locations will be equipped to accommodate persons with physical disabilities. As such, all public hearings and meetings will be conducted at City Hall, 111 South First St., the Alhambra Public Library, 410 W. Main St., or the Joslyn Center, 210 N. Chapel, Alhambra. For non-English speakers, Spanish and Chinese translation will be available at all public hearings if requested three (3) days prior to the hearing date. Other requests for reasonable accommodation (such as sign language) must be made three (3) days prior to the hearing date and the City will provide appropriate assistance to the extent feasible.

The schedule for review and adoption of the Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report is a follows:

- January/February – Public Hearing to review programs and projects currently offered and funded with Community Development Block Grant or HOME funds.
- March – Public Hearing with the Housing Community Development Act (HCDA) Citizen Advisory Committee to review the draft Consolidated and/or Annual Action Plan and beginning of the 30-day Public Review period.
- April - Public Hearing and Adoption of the Consolidated and/or Annual Action Plan by the City Council.
- May – Submittal of the Consolidated and/or Annual Action Plan to Department of Housing and Urban Development in Los Angeles.

- September – HCDA Committee's review of the Consolidated Annual Performance and Evaluation Report and 15-day Public Review period.

Adoption of the Citizen Participation Plan

Prior to the adoption of the Citizen Participation Plan, implementation of the following public comment, review, and adoption procedures will ensure that all citizens have a chance to participate in development of the Plan.

i. The City will provide a notice of the 30-day public review period and public hearing on the Citizen Participation Plan in the *Pasadena Star News*. The notice will be printed in the *Pasadena Star News* a minimum of ten days prior to the public hearing date.

ii. The proposed Citizen Participation Plan will be available for public review at the following locations:

- Alhambra City Hall (111 S. First Street)
- Alhambra Public Library (410 W. Main Street)
- Alhambra City website at www.cityofalhambra.org

Upon request, the Plan will be made accessible to any person with disabilities. The City will provide a reasonable number of free copies of the Citizen Participation Plan to citizens and groups that request copies.

iii. Comments or views of citizens received in writing during the public review period or orally at the public hearing will be solicited by the Alhambra City Council.

iv. The Draft Plan will be adopted upon a majority vote of the Alhambra City Council at a designated and publicly noticed City Council meeting. After adoption of the Plan, a Final Plan will be prepared. The Final Plan will include a summary of public comments and a summary of any comments not accepted and the reasons therefore, all of which will be attached to the final Citizen Participation Plan.

Amendment of the Citizen Participation Plan

The City will amend its approved Citizen Participation Plan whenever a change in the public participation process, as outlined in this plan, is proposed. An amendment to the approved Citizen Participation Plan will be reviewed and approved by the HCDA Committee. Notice of any amendment to the Citizen Participation Plan will be published in the *Pasadena Star News* no less than 10 days prior to the review and adoption by the Committee to allow the public the opportunity to review and comment on the amendment. Appeals concerning the amendment should follow the Appeal procedures outlined in Section G of this document.

2. Consolidated Plan (Five-Year Strategy and Annual Action Plan)

In developing the Consolidated Plan and annual updates, the City of Alhambra is guided by two leading principles:

1. **Customer Service:** focus program efforts on the most critical needs.

2. **Comprehensive Approach:** achieve empowerment of individuals and families while ensuring long economic independence.

Inherent in these principals is extensive, relevant, and ongoing citizen participation. The City of Alhambra believes it is essential to have widespread, meaningful participation throughout the planning process to ensure genuine community "ownership" of the plan.

The Consolidated Plan consists of three parts: the needs assessment, housing and community development strategic plan, and an action plan. Commonly known as the Consolidated Plan, the needs assessment and housing and community development strategic plan are updated every five years. The action plan is updated annually, reflecting annual CBDG and HOME funding allocations.

The Consolidated Plan identifies the housing and community development needs in the City, prioritize the needs for funding, and prescribe a comprehensive strategy for addressing the needs. To maintain relevance, an annual One-Year Action Plan is developed which includes the following elements:

- Dollar amounts proposed for each activity
- A description and location of each activity
- The entity responsible for implementation of each activity
- Time frame for each activity

In all cases, the Consolidated Plan and Action Plan seek to minimize the displacement of residents from their homes or places of business.

Three groups involved in the process of Consolidated Plan and Action Plan development include:

- HCDA Citizen Advisory Committee (HCDA)
- Staff Working Group
- City Council

HCDA - The HCDA Citizen Advisory Committee (HCDA) is a group of Alhambra citizens appointed by the City Council, and based upon the needs of the community, to make recommendations to the Council regarding the expenditure of HUD funds and the administration of the HCDA Program. Meetings of the HCDA are open to the public and

the citizens of Alhambra are invited to attend and participate in the discussion of the policy. The date, time and location of HCDA public hearings shall be advertised in the legal section of the Pasadena Star News or another local newspaper of general circulation, along with notices at City Hall.

The City will affirmatively publicize its activities and meetings in Spanish and Chinese publications, as well as English newspapers to outreach all of the ethnic diversity of the City. Information may be obtained by calling the City Manager's Office at City Hall.

Staff Working Group – Coordinated through the City Manager's Office, the working group will be comprised of representatives from the various City departments and divisions responsible for HUD-funded programs/projects, including Community Services, Development Services, Public Works, Police Department, and the City Manager's Office. The group will perform in an advisory manner to the City Council concerning planning, implementing and assessing CDBG and HOME programs/activities through the following:

- Collecting citizen input concerning neighborhood/community needs;
- Preparing a prioritized list of neighborhood/community needs for review by the HCDA and City Council;
- Preparing project recommendations for review by the HCDA and City Council and for the Council's final approval; and
- Reviewing project/program progress.

City Council - The City Council will fulfill its role by holding public hearings and carrying out the procedures established in this Citizen Participation Plan. The City Council makes the final determination about the priority of various community needs that will guide the Council when annually allocating CBDG and HOME funds in the Action Plan.

Development of the Consolidated Plan (Five-Year Strategy) and Annual Action Plan

The City of Alhambra will implement the following strategies to solicit meaningful community input in preparation of the Consolidated Plan and Action Plan. Specifically, the City will:

i. Review past year performance with the HCDA committee and discuss priority needs for upcoming year(s).

ii. Consult public agencies including City staff, adjacent local governments, economic development interests, and state and local health agencies.

iii. Consult private agencies that provide health services, social services for children, elderly, disabled, homeless, persons with AIDS, victims of domestic violence, and persons with alcohol/drug abuses, etc.

iv. Conduct at least one public meeting during the development of the housing and community development needs assessment.

Citizen participation during the development of the Consolidated Plan and Action Plan will take place at the HCDA meetings, which are open to the public. The citizens of Alhambra are invited to take an advisory role in policy formation regarding program implementation by attending the HCDA meetings and making their views known. This will be made clear in all public announcements of the HCDA meetings.

Adoption of the Consolidated Plan (Five-Year Strategy) and Annual Action Plan

The following procedures will ensure that all citizens will have a chance to influence the final Plan. Specifically, the City will:

i. Publish a notice announcing the 30-day public comment period and public hearing on the Draft Consolidated Plan and Action Plan. The notice will be published in the *Pasadena Star News* and include a summary of the Draft Consolidated Plan and Action Plan that describes the contents and purpose and a list of the locations where copies of the Draft Plan may be examined. The notice will be published at least ten days prior to the public hearing.

ii. The Draft Consolidated Plan and Action Plan will be available for public review at the following locations:

- Alhambra City Hall (111 S. First Street)
- Alhambra Public Library (410 W. Main Street)
- Alhambra City website at www.cityofalhambra.org

Upon request, the Draft Consolidated Plan and Action Plan will be made accessible to any person with disabilities. The City will provide a reasonable number of free copies of the Draft Consolidated Plan and Action Plan to citizens and groups that request copies.

iii. The City Council will conduct a public hearing on the Draft Consolidated Plan and Action Plan.

iv. At the end of the 30-day review period, the City Council will consider adoption of the Draft Consolidated Plan and Action Plan. The Draft Consolidated Plan and Action Plan will be adopted upon a majority vote of the Alhambra City Council. After adoption of the Plan, the Final Consolidated Plan and Action Plan will be submitted to HUD. The Final Plan will include a summary of public comments

and a summary of any comments not accepted and the reasons therefore, all of which will be attached to the Final Plan.

Amendment of the Consolidated Plan

The City may amend the adopted Consolidated Plan and Action Plan. The following outlines the criteria and procedures to be used when amending the Consolidated Plan and Action Plan.

Substantial Amendment Criteria

Consolidated Plan (Five-Year Strategy) - The City will amend its approved Consolidated Plan (Five-Year Strategy) whenever a decision is made to propose a substantial change in allocation priorities. For the purpose of the Consolidated Plan, a "substantial change" will constitute a cumulative change equal to or in excess of 25% of the City's CDBG or HOME entitlement for a program year.

Changes in funding priority not amounting to more than 25% of a program year will not be considered a substantial change to the Consolidated Plan; no formal amendment to the Consolidated Plan requiring public review and comment will be warranted. (For example, an amendment to the Consolidated Plan is needed if the five-year Strategy identifies only a low priority need for historic preservation, but during the five-year timeframe the City decides to establish a CDBG-funded historic preservation program that amounts to more than 25% of the City's annual allocation.)

Annual Action Plan - The City will amend its approved Action Plan whenever one of the following decisions is made:

1. to carry out an activity not previously described in the Action Plan;

2. to cancel an activity previously described in the Action Plan;

3. to increase the amount to be expended on a particular activity from the amount stated in the Action Plan by more than 25%; or

4. to substantially change the purpose, scope, location, or beneficiaries of an activity.

Changes in funding for an existing activity (project) not amounting to more than 25% will not be considered a substantial change to the Action Plan; no formal amendment to the Action Plan requiring public review and comment will be warranted.

Amendment Process

The following procedures will ensure that all citizens will have a chance to comment on the proposed amendment to the Consolidated Plan and Action Plan.

i. When necessary, a request for written concurrence is sent to the Project Manager at the Los Angeles Field Office for the U.S. Department of Housing and Urban Development.

ii. Proposed amendments are reviewed by the HCDA Committee at a regular or special meeting for its recommendation to the City Council.

iii. Publish a notice of the 30-day public comment period on the proposed amendment to the adopted Consolidated Plan and/or Annual Action Plan. The notice will be published in the *Pasadena Star News* and include a summary of the amendment and where copies of the proposed amendment may be examined.

iv. The proposed amendment will be available for public review at the following locations:

- Alhambra City Hall (111 S. First Street)
- Alhambra City website at www.cityofalhambra.org

Upon request, the amendment will be made accessible to any person with disabilities.

v. At the end of the 30-day review period, the City Council will consider adoption of the amendment upon a majority vote of the Alhambra City Council.

vi. A copy of the approved amendment will be sent to the Los Angeles Field Office for the U.S. Department of Housing and Urban Development.

Back-up Projects

The Annual Action Plan contains a list of projects to be funded for the program year with funding anticipated. During each program year, however, additional funding may become available as a result of program income, projects completed below budget, or projects canceled or delayed due to a variety of reasons. A list of exterior residential and commercial façade, public facility and infrastructure improvement projects is therefore included in the Annual Action Plan and approved by the City Council for funding as back-up projects. The City may activate these back-up projects at any time when funding becomes available. The City receives HUD approval for these back-up projects along with the approved and funded projects as part of its approval for the Annual Action Plan. Initiation and funding of these projects would not constitute a "substantial amendment" defined above.

Interim Assistance Activities

Interim Assistance Activities are those immediate activities typically involving a quick repair or temporary alleviation of a sudden emergency by performing work that would otherwise be considered ineligible. There are two types of interim assistance activities.

1. Immediate Interim repairs – These activities are to prevent further deterioration of public improvements and facilities. Permanent improvements must be made as soon as practicable. Examples are: repairing streets, sidewalks, parks, playgrounds, utilities and public buildings and Neighborhood cleanup programs.

2. Alleviating Emergency Conditions which threaten public health and safety – These activities require a determination by a City Official that an emergency condition exists and requires immediate resolution. Examples include those listed above, except parks and playgrounds, and are limited to the extent necessary to alleviate the emergency.

Due to their emergent nature, interim assistance activities are exempt from the citizen participation, public hearing and legal noticing processes. The City Council is required to document the emergency nature of the activities by minute order at the time is asked to approve the activity for funding. However, these projects are not exempt from Davis-Bacon wage rates. All interim assistance activities must still meet at least one of the national objectives of the CDBG Program to be eligible.

3. Consolidated Annual Performance and Evaluation Report (CAPER)

The Consolidated Annual Performance and Evaluation Report (CAPER) details the accomplishments of the Consolidated Plan and the Action Plan. The following procedures will ensure that all citizens will have a chance to comment on the CAPER.

i. The draft CAPER will be reviewed by the HCDA committee at one of the committee's regular meetings.

ii. Publish a notice of the 15-day public comment period on the draft CAPER. The notice will be published in the *Pasadena Star News*. The notice will include a list of locations at which the draft CAPER can be reviewed.

iii. The draft CAPER will be available for public review at the following locations:

- Alhambra City Hall (111 S. First Street)
- Alhambra Public Library (410 W. Main Street)
- Alhambra City website at www.cityofalhambra.org

Upon request, the amendment will be made accessible to any person with disabilities.

B. Public Notification of Public Hearings

Staff will ensure adequate advance notice of all public hearings. Adequate noticing will include:

- Printing notices in the *Pasadena Star News* at least ten days prior to the public hearings.
- Other papers used for noticing may include, but not be limited to, the *Chinese Daily News*, *La Opinion* and the *Around Alhambra*, whenever possible and appropriate.
- Posting notices at City Hall.
- Alhambra City website at www.cityofalhambra.org.

C. Access to Records

The City will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan documents and the use of assistance during the preceding five years.

At all times during the City Hall operating hours, all information regarding the HUD programs will be made available upon request, including the Federal Regulations governing the CDBG and HOME programs, a year-by-year breakdown of the program expenditures, the minutes of the most recent HCDA meeting, the most recent monthly report of the program activities, records of HCDA meetings, mailings and promotional material, prior years application, letters of approval from HUD, grant agreements, this Citizen Participation Plan, reports required by HUD, the current proposed application, and any other documents regarding important program requirements by HUD.

During the period of planning for the next program year, information to be made available to the public will include such items as the amount of funds available to Alhambra, the range of activities that may be undertaken with these funds, the kind of activities previously funded in Alhambra, the processes involved in drawing up and approving Alhambra's application, the role of Alhambra's citizens in the CDBG and HOME programs and any other information necessary for Alhambra's citizens to participate in the process fully. Thirty to sixty days prior to the first public hearing concerning the application for a coming program year, a public hearing will be held to review the program's performance and progress. The announcement of this hearing and all other hearings concerning a new application for funds shall be announced in Spanish and Chinese in local Spanish and Chinese language newspapers.

Requests for information and records must be made to the City of Alhambra in writing. Staff will respond to such requests within 15 working days or as soon as possible thereafter.

D. Technical Assistance

Upon request, staff will provide technical assistance to groups representing extremely-low, low- and moderate-income persons to develop funding requests for CDBG and HOME eligible activities. Technical assistance will be provided as follows:

i. Answer, in writing or verbally, all inquiries received from citizens or representative groups relating to funding requests.

ii. Meet with groups or individuals as appropriate, to assist in identifying specific needs and to assist in preparing request/application for assistance.

iii. Provide bi-lingual translation on as needed basis.

E. Comments and Complaints

1. Comments

Citizens or the City government, as well as agencies providing services to the community, are encouraged to state or submit their comments in the development of the Consolidated Plan documents and any amendments to these documents. 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 final Consolidated Plan documents. Written comments should be addressed to:

City of Alhambra
Deputy City Manager
111 S. First Street
Alhambra, CA 91801
Tel. No. (626) 570-5011

A written response will be made to all written comments within ten working days, acknowledging the letter and identifying a plan of action, if necessary. Every effort will be made to send a complete response within 15 working days to those who submit written comments.

2. Complaints

Citizen with complaints concerning the Consolidated Plan, the Annual Action Plan, substantial amendments and the CAPER should contact the City of Alhambra personnel by phone or in writing within 30 days from the date the document is published for comment. Complaints concerning any CDBG-funded or HOME-funded program in which the person believes access has been limited or denied, must be made within 30 days from the date of the occurrence. Staff will review each complaint based on the information provided within the complaint and provide a complete written responses to citizen complaints within 15 working days from the date of their complaint when practicable.

The City will accept written complaints provided they specify the following:

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

City of Alhambra
Deputy City Manager
111 S. First St.
Alhambra, CA 91801
Tel. No. (626) 570-5011

A record will be maintained of all complaints received that will include the nature of the complaint, City investigation of facts and evidences, referrals made, and the final disposition.

Citizens may contact HUD directly if they wish to object to any part of the Consolidated Plan, Annual Action Plan or Consolidated Annual Performance or Evaluation Report, or if they feel that they have been aggrieved by any program, activity or procedure funded through the CDBG or HOME funds. Such objections should be made to: Program Manager, Community Planning and Development Division; Department of Housing and Urban Development, Los Angeles Field Office, 611 W. Sixth St., Los Angeles, CA 90017.

F. Bilingual Opportunities

Translation services will be provided upon advance request to the extent feasible. Translation services at public hearings and meetings will be provided in Chinese and/or Spanish if translation services are requested at least 3 days prior to the meeting date.

G. Appeals

Appeals concerning the Consolidated Plan documents or decisions, statements, recommendations of the staff, or disposition of complaints should be made first to the Deputy City Manager, then to the City Manager, the City Council, and finally to the Los Angeles Area Office of HUD if concerns are not answered.

H. Anti-displacement/Relocation

In the event that any residential displacement and relocation must take place in order to carry out a program activity, the City of Alhambra ensures that it will develop an Anti-displacement and Relocation Plan in connection with that project as applicable per Federal regulations.

In the event that any acquisition and relocation must take place in order to carry out a program activity, Alhambra will also comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1070, as amended and implementing regulations of 49 CFR Part 24.

K. Assurances

The City of Alhambra assures that the most diligent effort will be made to comply with the process and procedures outlined in this CPP.