

# **CITY OF VACAVILLE**

## **CITIZEN PARTICIPATION PLAN**

### **INTRODUCTION**

As an entitlement city recipient of Community Development Block Grant (CDBG) funding, the City of Vacaville is required by the U. S. Department of Housing and Urban Development (HUD) to develop a Consolidated Plan that: assesses Vacaville's housing, homeless, and community development needs; provides a housing market analysis; and creates a strategy to address the needs identified.

It is the intent of the City of Vacaville Housing and Community Services Department (HCS), as lead agency, to encourage and facilitate the participation of the residents of Vacaville in the formulation of priorities, strategies, and funding allocations in the Consolidated Plan and the Annual Action Plan, substantial amendments, performance review, and Section 108 Applications when funding has been allocated for one or more of the following six programs by the U.S. Department of Housing and Urban Development (HUD) [24 CFR Part 91]:

- Community Development Block Grant (CDBG)
- Neighborhood Stabilization Program (NSP)
- HOME Investment Partnerships (HOME)
- Emergency Solutions Grant (ESG)
- Housing Opportunities for Persons with Aids (HOPWA)
- Section 108 Loan Guarantee Program (Section 108)

### **USE OF THE CITIZEN PARTICIPATION PLAN**

The HCS is committed to vigorously follow, implement, and abide by both the letter and spirit of this Citizen Participation Plan (24 CFR Part 570.431).

This plan identifies strategies to obtain participation from those persons directly affected by the Consolidated Plan, Annual Action Plans, and the Section 108 loan to provide accurate information and timely notification of activities, to provide education and assistance to citizens to access the programs, to involve citizens during all stages of the process, and to respond to specific complaints and needs of citizens. The HCS will take whatever actions are appropriate to encourage the participation of all citizens, including minorities and non- English speaking persons and persons with disabilities. HCS will encourage the participation of residents of assisted housing and recipients of tenant-based assistance in the process of developing and implementing the Consolidated Plan or Section 108 funded activities, along with other low-income residents of targeted revitalization areas. Staff will provide information to the Housing Authority about Consolidated Plan and/or Section 108 activities so that the Housing Authority can make this information available at the annual public hearing for the Public Housing Agency Plan.

The general structure of citizen review/participation component has three tiers: citizens and citizen groups, the HCS, and the City Council, the governing body for the City. Many project ideas occur at the grass roots level. These ideas are then planned by the HCSD and a formal recommendation is prepared. The recommendation then proceeds to the City Council for final review and approval. Citizens may submit proposals verbally or in writing at public hearings or directly to HCSD. Individuals should address comments, questions, inquiries, and proposals to:

City of Vacaville  
Housing and Community Services Department  
Attn: CDBG Specialist  
40 Eldridge Avenue, Suite 2

## **DEFINITIONS**

Consolidated Plan: This document is submitted to HUD and serves as the planning document of the City of Vacaville and application for funding for CDBG, NSP, HOME, ESG, and HOPWA. 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.

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, NSP, HOME, ESG, and HOPWA programs. The HCS develops the document annually in accordance with 24 CFR 91.505.

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

Section 108 Loan Guarantee: The Section 108 Loan Guarantee program (Section 108) is designed to support local community and economic development activities. As a source of flexible financing, CDBG grantees can use Section 108 loans to carry out large-scale projects by pledging future CDBG funds for the guaranteed loan.

Public Hearing: A public hearing is a public meeting that has been publicly noticed, at least two weeks prior to the hearing, in a local newspaper of general circulation, or noticed in a fashion which otherwise follows local procedures for formal noticing of public hearings. Public hearings are required prior to development of the Consolidated Plan; prior to the adoption of the Consolidated Plan, the Annual Action Plan, and substantial amendments to either Plan (24 CFR 91.505 (b)); and prior to the submission of the Section 108 application. Section 108 hearings must be publicly noticed at least thirty (30) days prior to the hearing.

If a Public Hearing is not feasible due to environmental disaster, disease, or any event causing the cancellation of public meetings and gatherings, the HCS may undertake a virtual public hearing (alone, or in concert with an in-person hearing) if it allows questions in real time, with answers coming directly from representatives to all "attendees".

Substantial Amendment: A substantial amendment to the Consolidated Plan and Annual Action Plan involves a change in any CDBG funding allocation equaling 10% or more of the total annual allocation of CDBG funds or involves carrying out an activity or program not previously described (purpose, scope, location and beneficiary); this includes changes in the use of CDBG funds from one eligible activity to another.

Additionally, a substantial amendment to the Annual Action plan involves cancellation of an existing activity or program where funds are unexpended.

Substantial amendments will follow local procedures for formal noticing of public hearings and citizen comment period per 24 CFR 91.105 and 505(b).

Amendment: An amendment pertains to the Annual Action Plan and involves a change in the use of less than 10% of the total annual allocation of CDBG funds from one activity to another activity described in the existing Annual Action Plan and does not require additional citizen participation.

The HCS Director or his/her designee may administratively amend the budget for activities in order to efficiently expend funds (including program income) on eligible existing activities that meet the intent of those identified through the citizen participation process.

## **CONSOLIDATED PLAN, ANNUAL ACTION PLAN, SUBSTANTIAL AMENDMENTS, AND SECTION 108 APPLICATIONS**

Comments and suggestions from the public are welcome at all times. To facilitate public interaction, HCS will conduct at least two public hearings at different stages of the program year. Together, the hearings will address housing and community development needs, development of proposed activities, review of program performance, and funding sources. The hearings will be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities, upon request. At least one public hearing will be held prior to development of the Consolidated Plan; prior to the adoption of the Consolidated Plan, the Annual Action Plan; when making substantial amendments to either plan; or prior to submission of the Section 108 application.

HCS will notify the public of these hearings by publishing a notice in a newspaper of general circulation at least two weeks (24 CFR 91.105(e)(1)) prior to the first public hearing. These notices will be published in English and Spanish in the Vacaville Reporter, a local newspaper of general circulation. The Spanish-language version of the Public Notice is used to address the needs of the Hispanic/Latino population, which is Vacaville's largest minority concentration. The notice will:

- Describe the approximate amount of funding and range of possible activities.
- State where and how information may be obtained.
- State the date of the public hearing.
- Allow 30 days for public comments prior to adoption of the Consolidated Plan, Annual Action Plan, substantial amendment, or prior to submission of the Section 108 application.
- State how the public can submit comments.

All comments received in writing, or orally at the public hearing, will be considered when preparing the final Consolidated Plan, Annual Action Plan, substantial amendments, or Section 108 application. A summary of these comments or views, and a summary of any comments or views not accepted and the reason will be attached to the document. Written comments will receive a written response within fifteen working days, where practicable.

The Public Notice is posted in both English and Spanish in The Vacaville Reporter, as well as at Vacaville Public Libraries; Vacaville Recreation Centers; the public notice boards of the City Manager's Office in City Hall, the Community Development notice board at City Hall, and the entrance to the Fire Marshall's office at City Hall. The notice is also posted in Spanish at small businesses in Vacaville that cater to the Spanish speaking community. Copies of the Consolidated Plan, the Annual Action Plan, and substantial amendments are available at the HCS office. Copies can alternatively be provided online or provided by request to HCS office staff.

The Consolidated Plan, the Annual Action Plan, substantial amendments, and Section 108 application will be available in an accessible format to persons with disabilities, upon request, at the HCS office during regular business hours.

A reasonable number of free copies of the Consolidated Plan, Annual Action Plan, and Section 108 application are available from HCS at no cost to requesting persons and organizations.

## **CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)**

HCS will notify the public by publishing a notice in at least one paper of general circulation at least 15 days prior to the submission of the report to HUD. The notice will:

- State where and how the report may be obtained
- Allow at least 15 days for comments prior to the submission of the report to HUD
- State how the public can submit comments

All comments received in writing will be considered when preparing the final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons will be attached to the document. Written comments will receive a written response within 15 working days, where practicable.

The Public Notice is posted in both English and Spanish in The Vacaville Reporter, as well as at Vacaville Public Libraries; Vacaville Recreation Centers; the public notice boards of the City Manager's Office in City Hall, the Community Development notice board at City Hall, and the entrance to the Fire Marshall's office at City Hall. The notice is also posted in Spanish at small businesses in Vacaville that cater to the Spanish speaking community. Copies of the CAPER are available at the HCS office. Copies can alternatively be provided online or provided by request to HCS office staff.

The CAPER will be available in an accessible format to persons with disabilities, upon request, at the HCS office during regular business hours.

### **CITIZEN PARTICIPATION PLAN**

At least 30 days prior the adoption of the Citizen Participation Plan and any substantial amendments, a public meeting will be held to consider all comments.

Copies of the Citizen Participation Plan are made available at the HCS office.

### **OTHER CITIZEN PARTICIPATION REQUIREMENTS**

Notification to Interested Parties: HCS will endeavor to directly notify interested parties of scheduled public hearings. A list of persons and community groups interested in receiving such notices will be maintained by HCS office.

Access to Records: HCS will provide access to public records related to the Consolidated Plan, Annual Action Plan, Section 108 application, and use of assistance under the programs covered by the plans during the preceding five years through written or verbal requests.

Translation and Interpretation Services: If non-English speaking persons request assistance to participate in a public hearing, HCS will retain appropriate assistance to allow such persons to participate. Generally, assistance will consist of a staff member who is fluent in Spanish and English. However, if assistance is required in other languages, interpreter services will only be provided where it is expected that a significant number of non-English speaking persons will be in attendance.

Technical Assistance: HCS will provide technical assistance to groups representing low- and moderate-income persons that request such assistance in developing proposals for funding assistance under any programs covered by the Consolidated Plan.

Written Complaints and Grievances: HCS will respond to all written complaints from citizens related to the Consolidated Plan, Annual Action Plan, substantial amendments, administrative amendments, performance reports, and the Section 108 application within 15 working days, where practicable.

Responsibility: HCS will retain responsibility and authority for the development, outreach to low- and moderate-income persons, and execution of the Consolidated Plan and Annual Action Plan. This responsibility and authority is not restricted by the citizen participation requirements.

Residential Anti displacement Plan: The City does not anticipate any displacement of individuals under the Consolidated Plan. In the event temporary displacement should occur, such persons will be provided with relocation assistance in accordance with the City's General Relocation Plan, which complies with HUD regulations, 24 CFR Part 42. A copy of this plan is available for review at the HCS office.