

**RESOLUTION NO. 5893**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA HABRA REAPPOINTING THE CITY OF LA HABRA COMMUNITY SERVICES COMMISSION TO SERVE AS THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CITIZEN PARTICIPATION COMMITTEE AND APPROVING THE CDBG CITIZEN PARTICIPATION PLAN.**

**WHEREAS**, the City of La Habra is the recipient of Community Development Block Grant (CDBG) funds; and

**WHEREAS**, Federal regulation 24 CFR 91.105 require recipients of CDBG funds to adopt a Citizen Participation Plan (CPP) that sets forth the jurisdiction's policies and procedures for citizen participation; and

**WHEREAS**, the City Council adopted the CPP on April 1, 2019 which sets forth policies and procedures for citizen participation and the responsibilities of the CDBG Citizen Participation Committee; and

**WHEREAS**, the CPP has been amended from time to time to comply with regulatory requirements (24 CFR 91.105); and

**WHEREAS**, on April 1, 2019 the City Council amended the CPP to appoint the Community Services Commission to serve as the CDBG Citizen Participation Committee (Committee) without a time restriction, updated the address where written comments should be submitted, updated the Annual Action Plan process to include one public hearing before the Committee to here presentations from agencies/organizations requesting CDBG funding, one public hearing before the Committee to make final funding recommendations to the City Council and one public hearing before City Council for final approval and submittal of the Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD), Updated the Consolidated Annual Performance and Evaluation Report (CAPER) process to include one Public Hearing before City Council to approve submittal of the CAPER and finally to outline the process for amendments to the CPP.

**NOW, THEREFORE, THE CITY COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:**

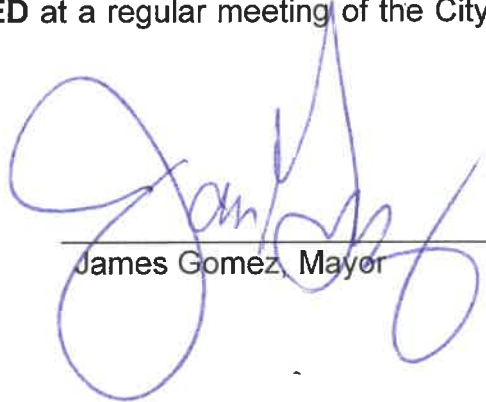
**Section 1.** The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

**Section 2.** The City Council adopt a resolution reappointing the City of La Habra Community Services Commission (Commission) to serve as the Community Development Block Grant (CDBG) Citizen Participation Committee until such time that this function may be assigned to another committee and amend the CPP to reflect this change.


**Section 3.** The City Council amends the CPP to update the address where written comments should be submitted, update Annual Action Plan process to include one Public Hearing before the CDBG Citizen Participation Committee to hear presentations from

agencies/organizations requesting funding, one Public Hearing before the CDBG Citizen Participation Committee to make final funding recommendations to City Council and one Public Hearing before City Council for the final approval and submittal of the Annual Action Plan to HUD, update the Consolidated Annual Performance and Evaluation Report (CAPER) process to include one Public Hearing before City Council to solicit comments and approve submittal of the CAPER to HUD and to outline the process for amendments to the Citizen Participation Plan.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council of the City of La Habra on the 1st day of April 2019.

  
\_\_\_\_\_  
James Gomez, Mayor

ATTEST:


  
\_\_\_\_\_  
Laurie Swindell, CMC  
Interim City Clerk

STATE OF CALIFORNIA )  
CITY OF LA HABRA ) ss  
COUNTY OF ORANGE )

I, Laurie Swindell, Interim City Clerk for the City of La Habra, do hereby certify that the above and foregoing is a true and correct copy of Resolution No. 5893 introduced and adopted at a regular meeting of the City Council of the City of La Habra held on the 1st day of April 2019.

AYES: COUNCILMEMBERS: BEAMISH, ESPINOZA, MEDRANO, SHAW, GOMEZ  
NOES: COUNCILMEMBERS: NONE  
ABSTAIN: COUNCILMEMBERS: NONE  
ABSENT: COUNCILMEMBERS: NONE

Witness my hand and the official seal of the City of La Habra this 1st day of April, 2019.

  
\_\_\_\_\_  
Laurie Swindell, CMC  
Interim City Clerk

**Exhibit A**

**CDBG Citizen Participation Plan  
(Attached)**



# ***City of La Habra***

## **Community Development Block Grant Program (CDBG) Citizen Participation Plan**

*Amended April 1, 2019*

Citizen participation is at the forefront of Housing and Community Development strategies, planning, and implementation. To best serve the community, citizen involvement is vital to assure that activities are well suited to local needs. Individual communities possess unique qualities that are more fully understood at the community level among those who reside, own, or work within the area. This knowledge is invaluable to successful implementation of Federal programs administered by the U.S. Department of Housing and Urban Development (HUD) including the Community Development Block Grant (CDBG) program. This plan was prepared in accordance with 24 CFR Part 91 and 24 CFR Part 570.704.

### **I. Purpose**

The CDBG program under 24 CFR Part 91, et al, requires that citizens, particularly persons of low- and moderate-income, minorities, and persons with disabilities, be given an opportunity to participate in an advisory role in the planning and implementation of the Consolidated Plan. Pursuant to HUD regulations, 24 CFR 91.105 (a)(2)(ii), low- and moderate-income households are defined by HUD as follows:

<b>Extremely Low-Income –</b>	<b>0-30% County Median Income</b>
<b>Very Low-Income –</b>	<b>31-50% County Median Income</b>
<b>Low and Moderate-Income –</b>	<b>51-80% County Median Income</b>

Assurances will be made throughout this plan that low- and moderate-income persons and persons directly impacted by CDBG activities have the opportunity to participate in the Consolidated Plan process. The Citizen Participation Plan (CPP) is subject to approval by the La Habra City Council.

### **II. Encouragement of Citizen Participation**

The City of La Habra provides for and encourages citizen participation, especially by extremely low, very low, and low- and moderate-income persons; persons that live in areas that CDBG funds are proposed to be used; persons living in slum and blighted areas; minority residents; residents of assisted housing; non-English speaking persons; persons with disabilities; and nonprofit agencies who provide direct services to the persons above. The City encourages the participation of the entire community through the entire



Consolidated Plan process including identification of priority needs, adoption of goals and objectives, development of the Consolidated Plan document, any amendments to the Plan, and Annual Performance Report, and on the goals and outcomes outlined in the Consolidated Annual Performance and Evaluation Report (CAPER).

in 2002, the City Council (Council) appointed the Community Services Commission (Commission) to serve as the CDBG Citizen Participation Committee (Committee) and amended its Citizen Participation Plan in accordance with this action on several occasions to provide for 3-year terms of the Committee. On April 1, 2019, the Council amended the CPP to reappoint the Commission as the Committee. The Commission will continue to serve as the Committee until the Council amends the CPP to appoint a new body as the Committee.

In order to provide citizens the opportunity to participate in the CDBG process, the City will publish in a newspaper of general circulation a public notice indicating the purpose, time and location of each of the Commission Meeting in which the Commission is acting in the role as the Committee. The City will also publish in a newspaper of general circulation a public notice indicating the purpose, time and location of each Council Meeting in which the Council holds any Public Hearings related to the Consolidated Plan process.

In addition, staff will invite comments from all local public services and nonprofit organizations, as well as interested groups and invite them to participate in the preparation of the Consolidate Plan. Agendas for Council and Commission Meetings will be posted on the City's website, [www.lahabracalifornia.gov](http://www.lahabracalifornia.gov) and on the bulletin board outside of City Hall located at 110 E. La Habra Blvd., La Habra, CA 90631. Citizens will be encouraged to participate and provide input at every step of the CDBG process.

Citizens may submit written comments to:

**City of La Habra  
Community Development Department  
Attention: Housing Division  
110 E. La Habra Blvd.  
La Habra, CA 90631**

Every effort will be made to respond to written comments within 15 working days where practicable. Comments received during the development process of the Consolidated Plan or at public hearings will be reviewed and included as an attachment to the final document of the Consolidated Plan. Upon request, reasonable efforts will be made to make the CPP available in a format accessible to persons with disabilities. Upon request, staff will provide bi-lingual translation of the CPP on as needed basis.. The City will provide a reasonable number of free copies of the CPP to citizens and groups that request copies. The CPP will be placed on the City's website to allow for easy access by the public.

Applications will be sent to potential participants a minimum of 60-days before the public hearing on the recommendations of allocation of funds by the Committee. The request for



proposal notice with the estimated total grant to be received by the City and the range of activities that might be undertaken shall be published in a newspaper of general circulation.

During the public review period, copies of the Consolidated Plan will be available at the following locations:

1. City's website, lahabraca.gov
2. During regular business hours at the City of La Habra's Community Development Department located at 110 E. La Habra Blvd., La Habra, CA 90631
3. During regular business hours at the Child Development Building located at 205 E. La Habra Blvd., La Habra, CA 90631
4. During regular business hours at the La Habra Branch Library, located at 221 E. La Habra Blvd., La Habra, CA 90631

The City will publish a notice informing the public of the availability of the proposed Draft Consolidated Plan in a paper of general circulation and will have copies of the Consolidated Plan available for review as outlined above. The public will be allowed a minimum of 30 days to review the document. Following the public review period, the plan will be submitted to the Council for its review and approval and then forwarded to HUD for approval.

The City shall publish in a newspaper of general circulation any amendments to the Consolidated Plan in order to provide a means for citizens to review the content and provide comments.

### **III. Public Hearings**

The Commission, acting as the Committee, will review proposals and make funding recommendations on CDBG funded programs. The committee will hold at least three public hearings per year. The first public hearing will solicit input and comments to set priority needs for CDBG programs. A second public hearing will allow agencies requesting CDBG funding the opportunity to present their programs and proposed use of CDBG funding. The public will have the opportunity to ask questions and make comments on the information presented by the agencies. A third public hearing will be scheduled to solicit input and comments on the Committees final recommendations for CDBG funding for consideration by the Council.

Once the Committee makes it's recommendations, Council will hold a final public hearing to solicit input and comments on CDBG programs and funding amounts and for approval to submit the Annual Action Plan that outlines CDBG funded programs and their goals to HUD for adoption. Residents will be given the opportunity to comment on the recommended document and funding allocations during the public hearing.

The public is invited to comment during all stages of the Consolidated Plan and the CDBG process, as well as at all public hearings. All meetings will be held at locations accessible to the handicapped.



#### **IV. Amendments to the Consolidated Plan**

The City of La Habra will amend its Consolidated Plan whenever an activity described in the approved plan will not be carried out and those changes are determined to substantially change the overall purpose, scope, location, or beneficiary of an activity. A substantial change is defined as a change equal to or in excess of 10 percent of a program year's CDBG funds. Substantial Amendments are necessary to add programs not previously funded in an Annual Action Plan and to cancel programs previously funded in an Annual Action Plan. Notices of proposed amendments will be published in a newspaper of general circulation. Proposed Substantial Amendments will be made available for a minimum 30-day review period. At the conclusion of the review period, a Public Hearing before City Council will be held to approve the Substantial Amendment. The Public Hearing allows an opportunity for citizens to provide any additional comments on the proposed amendment.

#### **V. 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 City of La Habra will provide a minimum of 15 days for the review of the Consolidated Annual Performance and Evaluation Report (CAPER) before the report is submitted to HUD. The City will publish in a newspaper of general circulation a notice indicating the locations where the CAPER will be available for public review. Written comments should be sent to the Community Development Department as outlined above. The City will consider any comments or views of citizens received in writing, or orally at public hearings, in preparing the CAPER (24 CFR 91.105 (d)(2)). At the end of the review period, a Public Hearing will be held before City Council to solicit comments and authorize staff to submit the CAPER to HUD. A summary of all comments will be attached to the CAPER. Upon request, the CAPER will be made accessible to any person with disabilities. The City will provide a reasonable number of free copies of the CAPER to citizens and groups that request copies. Upon request, staff will provide bi-lingual translation on as needed basis. A copy of the CAPER will be placed on the City's website allowing for easy access by the public.

#### **VI. Amendments to the Citizen Participation Plan**

The CPP was adopted by the Council to outline strategies for the City to follow to ensure citizen participation. The CPP will be periodically reviewed to consider any revisions or amendments. If an amendment to the CPP is needed, a draft CPP will be made available for a minimum 15-day review period for input and comments. A Public Hearing before Council will be held at the end of the review period to adopt the amended CPP. The Public Hearing will provide a final opportunity to make comments on the CPP before adoption.

#### **VI. Access to Records**





The City will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records related to the Consolidated Plan documents and the use of CDBG funds.

At all times during City Hall operating hours, all information regarding HUD programs will be made available upon request, including the Federal Regulations governing the CDBG and HOME programs. During the period of planning for the upcoming program year, information will be made available to the public will include such items as the amount of funds available to the City of La Habra, the range of activities that may be undertaken with these funds, the kind of activities previously funded in La Habra, the processes involved in drawing up and approving La Habra's application, the role of La Habra's citizens in the CDBG program and any other information necessary for La Habra's citizens to fully participate in the process Per 24 CFR Part 570.704 (D)(iii). A minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining the views of citizens and formulating or responding to proposals and questions will be conducted. The hearings must address community development and housing needs, development of proposed activities and review of program performance. At least one of these hearings must be held before submission of the application to HUD so as to obtain the views of citizens on community development and housing needs. The announcement of this hearing and all other hearings concerning a new application for funds shall be announced in Spanish in local Spanish language newspapers.

#### **VII. Technical Assistance**

City staff will provide technical assistance to assist citizens to understand the CDBG process, understand program requirements, monitor program performance, and coordinate citizens' input and recommendations. Efforts will be made to assist residents that speak and read a primary language other than English. Upon request, technical assistance will be provided to the disabled.

Relevant publications, data, records, and required HUD documents will be maintained at the City of La Habra Community Development Department and will be available for review by any interested citizen.

#### **VIII. Complaints**

Complaints related to the Consolidated Plan, amendments, and performance report must be made within 30 days from the date the Consolidated Plan is published for comments. Staff will provide written responses to citizens' complaints within 15 working days from the date of their complaint when practicable.

#### **IX. 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 Spanish if translation services are requested at least 3 days prior to the meeting date.



## **X. Anti-Displacement/Relocation**

Should a displacement occur as a result of a Community Development Block Grant activity, the City will comply with the Residential Anti-Displacement and Relocation Assistance Plan as required by Section 104(D) of the Housing and Community Development Act of 1974, as amended. The Plan outlines the specific actions the City of La Habra will undertake to minimize the displacement of residents as a result of CDBG activities.

