

CITY OF ANTIOCH

CITIZEN PARTICIPATION PLAN

Date Amended: August 10, 2006

The purpose of the Citizen Participation Plan is to provide for and encourage citizen participation in all phases of the City's Community Development Block Grant (CDBG) Program, particularly by low and moderate income residents of areas containing blighted conditions and other areas in which CDBG funds may be used. At a minimum, the Citizen Participation Plan shall apply to the following: (1) The Consolidated Plan, (2) the Annual Plan, (3) Performance Reports and (4) substantial amendments to these documents. To this end the Citizen Participation Plan is as follows:

I PROPOSALS FOR FUNDING:

At least 90 days prior to the deadline for submission of the annual Consolidated Plan to the U.S. Department of Housing and Urban Development (HUD), a Notice shall be published advising citizens of the opportunity for eligible groups to submit proposals for the use of the Community Development Block Grant funds.

Application forms will be available at the time the Notice is published and will be sent to all persons or groups requesting them. A minimum of approximately 30 days shall be allowed from the date of publication of the Notice, for preparation and submission of proposals.

II ADVISORY COMMITTEE:

A subcommittee of the City Council shall be appointed to serve in an advisory capacity on the development of the Consolidated Plan. This subcommittee shall conduct the initial public hearing on the annual Action Plan, review proposals for use of the CDBG funds and make recommendations to the full City Council regarding activities to be funded.

III REPORTS:

The City of Antioch, in cooperation with the Cities of Walnut Creek, Concord, Pittsburg, and the County of Contra Costa prepare a five year Consolidated Plan. The City of Antioch may prepare an annual plan each fiscal year or the City may prepare multiple annual plans in one fiscal year.

Performance Reports shall be prepared as required by the U.S. Department of Housing and Urban Development (HUD) and shall also be subject to the provisions of the Citizen Participation Plan.

The City of Antioch may consider substantial amendments to any of these plans or documents. In such cases, the City will invite public comments.

IV PUBLIC HEARINGS:

1. *Consolidated Plan* - Every five years, the City of Antioch, in cooperation with the CDBG/HOME consortium shall conduct at least two public hearings on its Consolidated Plan. The public hearings may be conducted by the Community Development Commission and/or the City Council.
 - A. The first public hearing shall be conducted to receive input and comments on the City's needs and priorities. This input shall be considered by the City in the development of the Consolidated Plan.
 - B. The second public hearing shall be conducted after the Consortium has prepared a draft of the Consolidated Plan. The purpose of the public hearing shall be to receive comments and input on the draft Consolidated Plan.
2. *Annual Plan* - The City of Antioch, shall conduct at least two public hearing every year on its Annual Plans.
 - A. The first public hearing, to be held in cooperation with the CDBG/HOME consortium shall be conducted to receive comments and input on housing and community development needs and proposed activities. The purpose of the public hearing shall be to determine how the needs may have significantly changed from those identified in the Consolidated Plan and what, if any, changes in proposed activities may be appropriate.
 - B. The second public hearing shall be conducted to receive comment and input on the proposed Annual Plan(s).
3. *Substantial Amendments*
 - A. A substantial amendment is defined as the addition or deletion of any program or activity. Any proposed amendments to the approved Consolidated Plan, which would result in either the deletion or addition of an activity, or the movement of \$25,000 (singularly or in aggregate) from one activity to another, shall not be approved until citizens have been afforded an opportunity to comment on proposed changes, either in writing/verbal or at a public hearing.
 - B. Amendments that are NOT substantial are: increases or decreases in the amount of funds allocated to an approved project or activity, to achieve the original purpose of the project or activity.

- C. At least one public hearing is required for a substantial amendment to any of the plans or documents.

Public Hearings shall be held at a central location, with convenient transportation and parking facilities, with accommodations for persons with disabilities.

V PUBLIC NOTICE:

At least fourteen (14) days prior to each public hearing the City of Antioch shall publish a notice in the local newspaper at least twice. The notice shall indicate a place, time and location of the public hearing. The notice shall provide sufficient information on the purpose of the public hearing.

The notice shall be a display advertisement in the non-legal section of the newspaper.

At least fourteen days (14) prior to each public hearing the City of Antioch shall provide local Chambers of Commerce, ethnic organizations, the Antioch Housing Authority, the public libraries, and interested persons, with a copy of the public notice at least twice.

The public notice for the proposed Consolidated Plan will include a summary of the Plan. It shall indicate the amount of assistance the City expects to receive (grant funds and program income), the range of activities that may be undertaken, and the estimated amount of funds that will benefit low/moderate income persons. This summary shall describe the contents and purposes of the Consolidated Plan. It shall also list the locations where the Consolidated Plan will be available for examination. These locations shall include at least the following – the City Clerk’s Office, the Community Development Department of the City of Antioch, and local public libraries.

VI COMMENT PERIOD:

The City of Antioch shall provide a period of at least 30 days to receive comments on the draft consolidated plan and on any substantial amendments. The 30-day period may start on the date the document is available to the public. The City must also provide the public notice regarding the availability of documents and the dates of the 30 day comment period.

For performance reports and annual plans, the City shall provide at least fifteen (15) days to receive public comment.

The City shall consider all comments received. The City shall respond to all complaints, in writing, within fifteen (15) days. All comments and responses shall be attached to the document.

VII AVAILABILITY DOCUMENTS:

The Consolidated Plan, Annual Plan, Performance Report, and any amendments shall be available to the public at the City Clerk's Office and Housing and Community Development Division Office during normal working hours and on the City's Internet Website. The documents shall be provided to the interested party within three (3) working days of their request.

The documents shall be retained for at least five (5) years.

The City shall make available, upon request, at least ten (10) free copies of the consolidated plan to local residents and organizations.

VIII TECHNICAL ASSISTANCE:

The City of Antioch shall provide technical assistance to organizations that represent low/moderate income persons. This technical assistance may include:

- Publishing instructions on how to fill out forms/applications
- Conducting workshops to explain:
 - (1) the process for submitting proposals
 - (2) federal and local requirements
- Providing comments and advice on the telephone or in meetings
- Reviewing and commenting on draft proposals

The City shall also provide ongoing assistance to CDBG-funded agencies as needed to help them maintain their eligibility for full funding.

IX ASSISTANCE TO NON-ENGLISH SPEAKING:

When City staff reasonably expects a significant number of non-English speaking residents to participate at a public hearing, the City will make a translator available at the meeting.

X DISPLACEMENT:

The federal regulations stipulate that the City shall include in its Citizen Participation Plan the City's "plans to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance..."