

# **Town of Paradise**

## **Community Development Block Grant Program**

### **Citizen Participation Plan**

#### **I. GENERAL INFORMATION**

The Town of Paradise Community Development Block Grant Program (CDBG) is funded by an annual grant from the U. S. Department of Housing and Urban Development. The primary goal of the Community Development Block Grant Program is the development of viable communities by providing housing, economic, and supportive opportunities, principally for low and moderate-income individuals and families. This overall objective is achieved through the undertaking of eligible activities, each of which carries out at least one of three broad national objectives as outlined in the Housing and Community Development Act of 1974 (as amended). The National Objectives are:

- A. Benefiting low and moderate income families; or
- B. Aiding in the prevention or elimination of slums or blight; or
- C. Meeting other community development needs of particular urgency.

The National Objectives are achieved by carrying out one or more of the following eligible activities:

- A. Housing Activities:
  - Acquisition and disposition;
  - Clearance and demolition;
  - Rehabilitation and preservation;
  - Housing services in connection with HOME Investment Partnerships (HOME) Program activities;
  - Construction of housing by Community Based Development Organizations (CBDOs);
  - Home ownership assistance (e.g., down payment assistance, interest subsidies);
  - Relocation assistance; and
  - Lead-based paint testing and abatement.
- B. Public Facilities and Improvements:
  - Acquisition, installation, construction and rehabilitation of infrastructure; and
  - Acquisition, construction or rehabilitation of neighborhood facilities and facilities for persons with special needs.

C. Public Services:

- Job training and employment services;
- Health care and substance abuse services;
- Child care;
- Crime prevention;
- Fair housing counseling;
- Recreation programs;
- Education programs;
- Public safety services;
- Services for senior citizens;
- Services for homeless persons; and
- Energy conservation counseling and testing.

D. Economic Development:

- Assistance to microenterprises and other businesses;
- Technical assistance and other support services to microenterprises;
- Acquisition, construction and rehabilitation of commercial and industrial properties;
- Outreach, marketing and other services to assisted businesses; and
- Relocation assistance for businesses temporarily or permanently relocated.

E. Planning and Administration:

- General management, oversight and coordination of the CDBG Program;
- Public information;
- Fair housing activities;
- Preparation of plans;
- Preparation of environmental reviews;
- Preparation and submission of applications for other Federal programs; and
- Capacity building activities related to policy, planning and management.

F. Other Eligible Activities:

- Code enforcement;
- Historic preservation;
- Interim assistance to arrest severe deterioration or to alleviate emergency conditions;
- Payment of non-Federal share grants in connection with CDBG-assisted and eligible activities;
- Technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities;
- Assistance to institutions of higher education with the capacity to carry out other eligible activities; and

- Special activities by Community Based Development Organizations (CBDOs) in connection with neighborhood revitalization, community economic development and energy conservation projects.

## **II. CITIZEN PARTICIPATION PLAN**

Community Development Block Grant funds are allocated to participating jurisdictions by the U.S. Congress. The Town is notified of their allocation in January of each year. The funding notification begins a planning and citizen participation process that encourages citizens, including low and moderate income persons, non-English speaking persons and persons with disabilities, an opportunity to participate in the development of the Annual Plan, the Five-Year Consolidated Plan, any proposed substantial amendments to a consolidated plan, and the Comprehensive Annual Performance Report.

Regional institutions, businesses, developers, non-profit organizations, community groups and faith-based organizations will also be involved in the public participation process.

Interwoven into all of the Town's planning and implementation efforts is a commitment to minimize the displacement of families and individuals. However, in the event that the relocation is unavoidable, the Town will comply with applicable acquisition and relocation regulations. Regulatory requirements also apply to any agency or organization receiving Community Development Block Grant funds.

## **III. PUBLICATION REQUIREMENTS**

In accordance with 24 CFR 91.105(b)(2), the Town of Paradise will publish the proposed Consolidated Plan, Annual Action Plans, Program Amendments, and Performance Reports in sufficient detail to foster the public's understanding of the Town's intentions.

In addition to the published summary of the Consolidated Plan, Annual Action Plans, Substantial Program Amendments, and Performance Reports, the completed documents will be available for public review during the public comment period at the following locations:

- Town Hall, 5555 Skyway, Paradise, California
- Building Resiliency Center, 6295 Skyway, Paradise, California
- Town of Paradise Website at [www.townofparadise.com](http://www.townofparadise.com)
- Paradise Ridge Chamber of Commerce, 6161 Clark Road, Ste. 1, Paradise, California
- Paradise Branch of the Butte County Public Library, 5922 Clark Road, Paradise, California

#### **IV. PUBLIC HEARING REQUIREMENTS**

The Town will publish official Public Notices of the hearings in the local newspaper at least 15 days prior to the Public Hearing.

##### **A. Consolidated Plan and Annual Plans**

The Town will conduct at least two public hearings per year to obtain citizen's views and to respond to proposals and questions. The hearings must address housing and community development needs, development of proposed activities, and a review of program performance.

One of the hearings will be held before the proposed consolidated plan/annual plan is published for comment. A second hearing will be held to solicit comments on the draft. A 30-day comment period on the draft Consolidated Plan and the draft Annual Action Plan is required. All public comments submitted to staff will be attached to the Consolidated Plan or Annual Action Plan. Public hearings are conducted in accordance with 24 CFR 91.105(e)(1).

##### **B. Substantial Amendments**

A 15-day notice of the Public Hearing for the proposed substantial amendment will be published in the local newspaper following the same procedures as listed in Part III of this plan. A 30-day comment period on the substantial amendment is required. All public comments submitted to staff will be attached to the amendment, as required by 24 CFR 91.105(c).

##### **C. Performance Reports**

A Public Hearing will be conducted after a 15-day notice is published in the local newspaper. A 15-day public comment period is required before the Performance Report is submitted to HUD. All public comments submitted to staff will be attached to the report. Public hearings are conducted in accordance with 24 CFR 91.105(d)(1).

Given prior notice, the Town will arrange to meet the needs of non-English speaking residents. The same is true for the needs of the sight or hearing impaired and residents with special needs. Call 530-872-6291 to make special arrangements or for TDD users, call CA Relay Service TDD Access #1-800-735-2929.

#### **V. AMENDMENTS**

The Town may amend its Consolidated Plan and Annual Action Plans after they have been approved by Council. Below, subpart A outlines what types of changes require an amendment

and subpart B outlines what changes require a Substantial Amendment. An amendment has to be submitted to HUD while a Substantial Amendment is required to go through the public noticing and public hearing process as outlined in Sections III and IV above.

- A. Based on 24 CFR 91.505(a), the Town will make an amendment to its approved Annual Plan whenever one of the following decisions is made:
  - 1. To make a change in its allocation priorities or a change in the method of distribution of funds;
  - 2. To carry out an activity, using funds from any program covered by the consolidated plan (including program income), not previously described in the action plan; or
  - 3. To change the purpose, scope, location, or beneficiaries of an activity.
  
- B. Based on Sec. 91.505(b), the Town will make a Substantial amendment to its approved Consolidated Plan whenever one of the following decisions is made:
  - 1. Any change as outlined under Section V(A) and;
  - 2. Any change in funding for an existing activity that amounts to 25% or more of the Annual Plan allocation for the program year.

All public comments submitted to staff will be attached to the Substantial Amendment. Upon completion of an amendment or substantial amendment, the Town will notify HUD and submit a copy of each amendment as it occurs; or at the end of a program year.

## **VI. CITIZEN COMMENT ON PARTICIPATION PLAN & AMENDMENTS**

Any citizen comments received during the comment period will be considered in preparing the final draft of the Consolidated Plan, Annual Action Plan and Performance Report. Additionally, a summary of those comments received but not accepted for inclusion in the plan, and reasons for the exclusion, will be attached to the final Consolidated Plan and Annual Action Plan.

Substantial Amendments to adopted plans must follow the same procedures.

## **VII. PUBLIC ACCESS TO INFORMATION**

Documents related to the hearing will be available to review five days prior to the hearing. Furthermore, in most cases, the hearings initiate the comment period, thereby granting sufficient time to review and comment on the plan or program amendment. All documents will be available for public review during normal business hours in the Business & Housing Services Division, located at Town Hall, 5555 Skyway.

## **VIII. TECHNICAL ASSISTANCE**

Technical assistance in developing proposals for funding assistance is available to agencies and organizations that serve low and moderate-income residents. Town staff will determine the level

and type of assistance based on written request for assistance from the organization. Technical assistance is limited to those programs covered by the Consolidated Plan.

Technical assistance will not include the provision of funds to the organization. The provision of technical assistance does not imply funding approval by either Town Staff, Commissions, or the Town Council.

## **IX. COMPLAINTS**

Citizen complaints related to the Town's Consolidated Plan, Annual Plan, Program Amendments, or the Annual Performance Report (CAPER) should be directed to:

Town Manager  
Town of Paradise  
5555 Skyway  
Paradise, California 95969

Citizen complaints will receive a written response from the Town of Paradise. Town staff will endeavor to provide timely (within 15 working days) and substantive written responses to every written citizen complaint.

Citizens may also direct program-related complaints to:

U. S. Department of Housing and Urban Development  
600 Harrison Street, 3rd Floor  
San Francisco, CA 94107-1300

## **X. GLOSSARY**

**Annual Action Plan:** This document allocates one year's funding (entitlement and program income) to specific projects and activities for the CDBG program. It is submitted to HUD 45 days prior to the start of the Town's fiscal year or no later than May 15 and is developed in accordance with federal regulations (24 CFR Part 91).

**Program Year:** July 1<sup>st</sup> through June 30<sup>th</sup>, same as the Town's fiscal year.

**Citizen Participation Plan:** This plan is prepared to facilitate and encourage public participation and involvement in the Consolidated Plan process and the Town's CDBG program, especially by low- and moderate-income persons. The plan identifies public participation requirements as identified by federal regulations (24 CFR Part 91).

**Community Development Block Grant (CDBG) Program:** A federal grant program administered by the U.S. Department of Housing and Urban Development (HUD). The program allocates money to eligible cities and counties for housing rehabilitation, affordable housing assistance,

community services and community development activities (including community facilities and economic development).

**Consolidated Annual Performance Evaluation Report (CAPER):** This document reports on the progress in carrying out the Consolidated Plan and Annual Action Plan. The report is prepared annually by the Town in accordance with federal regulations (24 CFR Part 91). It is due to HUD no later than 90 days after the end of the Town's fiscal year or September 28<sup>th</sup>.

**Consolidated Plan:** This document serves as the Town's application for CDBG funds and sets forth the priorities and strategies to address the needs of primarily low- and moderate-income persons and areas in the Town. It covers a five year period and is submitted to HUD 45 days prior to the start of the Town's fiscal year or no later than May 15<sup>th</sup>, and is developed in accordance with federal regulations (24 CFR Part 91).

**Low- and Moderate- Income Households:** These are households earning less than 80% of the area median income. They are broken down into the following income designations:

- Extremely Low-Income- households with incomes less than 30% of the area median family income, adjusted for household size.
- Low-Income- households with incomes between 31% and 50% of the area median family income, adjusted for household size.
- Moderate-Income- households with incomes between 51%-80% of the area median family income, adjusted for household size.

**Low- and Moderate-Income Neighborhood:** In general, this is defined by a census tract(s) or block group(s), where a minimum of 51% of the residents have low- or moderate-incomes.

**Median Family Income:** HUD surveys major metropolitan areas annually to develop an index of median family income by household size. Most CDBG funded activities and programs must benefit primarily the lower and moderate-income households.