



CITIZEN PARTICIPATION PLAN

The City of Vista receives an annual entitlement of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for housing and community development activities to assist low-income persons. In accordance with the Grant, the City must create a 5-Year Consolidated Plan (Consolidated Plan) that addresses affordable housing and community development needs, submit an Annual Action Plan (Annual Plan) to outline spending and activities for the corresponding program years, and provide a Consolidated Annual Performance and Evaluation Report (CAPER) to evaluate the City's accomplishments and use of CDBG funds. As required by HUD regulation 24 CFR 91.105, the City must have and follow a detailed Citizen Participation Plan that specifies the City's policies and procedures for engaging citizens and encouraging them to participate in creating, evaluating, and implementing the CDBG program and Assessment of Fair Housing (AFH).

Objectives

The primary goal of the Citizen Participation Plan (CPP) is to solicit views and recommendations from members of the community, organizations, and other interested parties and to incorporate the views and recommendations in the decision making process. To accomplish this goal, the CPP mandates that the City will:

- Encourage participation from residents in the development and preparation of the Consolidated Plan, Annual Plan, AFH, substantial amendments to these plans, and the CAPER.
- Encourage the involvement by low-moderate income persons, particularly those who reside in CDBG targeted neighborhoods, areas designated for revitalization, areas designated as a slum and blighted, people with disabilities, racial and ethnic minorities, Non-English speaking and limited English proficient (LEP) persons, and residents of public and assisted housing developments in the development of the Consolidated Plan and AFH.
- Encourage participation from Continuums of Care, businesses, developers, nonprofit organizations, philanthropic organizations, community-based and faith based organizations, public housing agency consultations, resident advisory boards, resident councils, and resident management corporations during the development and implementation of the Consolidated Plan and AFH.
- Provide residents reasonable and timely access to information, meetings, and records.
- Provide residents the opportunity to review, offer input and feedback regarding the use of CDBG and AFH funds, and comment on the CAPER.
- Provide assistance for non-English-speaking and LEP persons upon advance request, provided such services are available.

- Use comprehensive techniques to encourage and measure public participation and review program performance.
- Reasonable accommodations will be provided for those with disabilities upon advance request.

CDBG Citizens Advisory Committee

The committee is comprised of seven representatives who are appointed by the City Council. The Committee Members review proposals and make recommendations to the City Council concerning funding for social service projects. Committee meetings are open to the public and held as needed. Committee agendas are posted 72 hours prior to a meeting and available on the City's website and at the Civic Center, 200 Civic Center Drive.

Development of the Consolidated Plan, Annual Plans, and Assessments of Fair Housing

- The City will make a concerted effort to notify residents, social service providers, business groups, nonprofit organizations, community and faith based organizations, and community boards and other interested organizations of the development of the Consolidated, Annual Plans, and AFH through mailings, including electronic mail, online postings, and notices in the newspaper.
- The City will issue a Notice of Funding Availability inviting proposals for CDBG activities. Upon request, the City will provide technical assistance to groups representing low-moderate income persons to develop proposals for eligible activities and comment on the AFH.
- The City will make available any HUD-provided data and other supplemental information the grantee plans to incorporate into its AFH at the start of the public participation process (or as soon as feasible after).
- Prior to adoption of the Plan(s), the City will make available the estimated amount of CDBG funding that it expects to receive, the activities that may be undertaken, the estimated amount of funds that will be used to benefit low-moderate income persons, and any activities that may result in displacement.
- The City will publish a summary of the proposed Plan(s) and/or AFH in the newspaper and have it available on the City's website for a period of ten days prior to a public meeting. The summary will describe the contents and purpose of the Plan(s) and/or AFH and include a list of the locations where they may be examined. The Plan(s) and/or AFH will be available for review at the Civic Center, on the City's website, at the Gloria McClellan Adult Activity and Resource Center, and at the San Diego County Library, Vista Branch. The City will provide a reasonable number of free copies to citizens and groups upon request.

Public Hearings

- The City will conduct at least two public hearings each year to obtain residents' views regarding housing and community development needs, proposed allocation of CDBG funds, strategies and actions taken to affirmatively further fair housing, and review program performance.

- The City will conduct at least one public hearing during the development of the AFH prior to publishing the AFH for public comment. The public hearing must be held prior to formulating the Consolidated Plan.
- The City will conduct at least one public hearing during the development of the Consolidated Plan prior to publishing the Consolidated Plan for public comment.
- The City will receive and consider comments concerning the Plan(s) and/or AFH for period of not less than 30 days. All comments received, in writing or orally at a public meeting, will be considered in preparing the final Plan(s) and/or AFH. A summary of the comments or views, including those not accepted and the reasons, shall be attached to the final Plan(s) and/or AFH.
- Public notices will be published at least ten days prior to the hearing. Notices will include the date, time, location, and summary of the proposed action to help facilitate informed comment. Notices will be published in the newspaper and announced on the City's website.
- Public notices, excluding the CAPER, will be published at least ten days prior to a hearing. Notices will include the date, time, location, and summary of the proposed action to help facilitate informed comments. Notices will be published in the newspaper and announced on the City's website.

Amendments to the Consolidated Plan, Annual Plans, and Assessments of Fair Housing

The City will amend its approved Plan(s) whenever it makes one of the following decisions:

- To carry out an activity not previously described in the Annual Plan using funds covered by the Consolidated Plan, including program income.
- To substantially amend the purpose, scope, location, or beneficiaries of an activity.
- To substantially amend the allocation priorities or the method of distributing funds.

A substantial amendment is defined as the following:

- An addition, modification, or elimination of a Consolidated Plan goal;
- An addition of a new activity not previously identified in the Annual Plan; or
- A change in an activity after the adoption of the Annual Plan that meets one of the following thresholds:
 - a. A net increase or decrease greater than 50% of the activity allocation; or
 - b. A change in the use of funds from one activity to another that affects 20% or more of the City's current annual CDBG fund allocation.
- Substantial amendments must be authorized by the City Council and will be available on the City's website and through public notices in the newspaper. Minor changes and/or corrections may be made, so long as the changes do not constitute a substantial amendment. Minor changes, including but not limited to modifications of goal outcome indicators, shall not be considered a substantial amendment and do not require public review or a public hearing.
- The City will receive and consider comments concerning substantial amendments and/or AFH revisions for period of not less than 30 days. All comments received, in writing or orally at a public meeting, will be considered in preparing the final Plan(s) and/or AFH. A summary of the comments or views, including those not accepted and the reasons, shall be attached to the final Plan(s) and/or AFH.

- Public notices will be published at least ten days prior to the hearing. Notices will include the date, time, location, and summary of the proposed action to help facilitate informed comments.

Consolidated Annual Performance and Evaluation Reports (CAPERs)

The City will prepare an annual CAPER to evaluate the progress of the Consolidated Plan and to review accomplishments for the previous program year.

- Prior to submitting the CAPER to HUD, the report must be submitted to the City Council for review. A public notice, advising of the availability of the CAPER, will be published in the newspaper and available on the City's website. The CAPER will be available for review at the Civic Center, on the City's website, at the Gloria McClellan Adult Activity and Resource Center, and at the San Diego County Library, Vista Branch.
- A comment period of not less than 15-days will be provided. All comments received, in writing or orally, will be included in the final submission to HUD.

Access to Information and Records

- Any citizen, organization, or other interested party may submit written requests for information regarding the Consolidated Plan, Annual Plans, AFH, and CAPER, including the City's use of funds under the CDBG programs and the benefit to low-moderate income residents during the preceding five years.
- This Citizen Participation Plan, the Consolidated Plan, the current Annual Plan, the current AFH, the current CAPER, and any substantial amendments to these plans will be available for public review at the Civic Center, 200 Civic Center Drive, and on the City's website.

Comment and Complaint Process

The City will consider any comments from citizens received in writing or orally at public hearings in preparing this Citizen Participation Plan, the Consolidated Plan, Annual Plans, CAPERs, AFH, and/or substantial amendments to these plans. A summary of all comments will be attached and submitted to HUD.

The City will respond to written complaints received relating to the Consolidated Plan, Annual Plans, AFH, CAPERs, and/or substantial amendments. Written complaints must describe the objection and provide contact information of the complainant. The City will respond to complaints within 15 working days of receiving the written complaint, acknowledging the letter and identifying a plan of action, if necessary.