



# **APPENDIX A**

## **Citizen Participation Plan**

***CITY OF PASADENA***

**CITIZEN**

**PARTICIPATION**

**PLAN**

**FOR**

**FEDERAL**

**GRANT PROGRAMS**

**As adopted by the City Council on May 15, 1995  
and amended on October 6, 1997 and January 25, 1999.**

## **FORWARD**

The Housing and Community Development Act of 1987 was passed by Congress in December, 1987, and signed by the President on February 5, 1988, and, as amended on January 5, 1994. The Act contains a number of provisions that affect the Federal Grant Programs, including Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), and HOME Investment Partnerships (HOME) Programs. A central issue is citizen participation.

In order to receive federal grant funds, a grantee will have to certify that it is complying with a Citizen Participation Plan, which provides for six elements detailed in the regulations. Specifically, the Act states the following:

### **SECTION 508. CITIZEN PARTICIPATION PLAN**

Section 104(a) of the Housing and Community Development Act of 1974 is amended by adding at the end thereof the following:

“(3) A grant under Section 106 may be made only if the grantee certifies that it is following a detailed citizen participation plan which:

(A) provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas of which Section 106 funds are proposed to be used, and in the case of a grantee described in Section 106(a), provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;

(B) provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by regulations of the secretary, and relating to the actual use of funds under this title;

(C) provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;

(D) provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;

(E) provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and

(F) identifies how the needs of non-English speaking residents will be met in the case of public hearing where a significant number of non-English speaking residents can be reasonably expected to participate.

The paragraph may not be construed to restrict the responsibility of authority of the grantee for the development and execution of its community development program.”

Provided within is the Citizen Participation Plan for the City of Pasadena. In developing this Plan, the City has divided it into six sections, each of which addresses one of the six elements referenced in the legislation. In addition, a summary has been included that details the manner in which the six sections interrelate.

Questions regarding the Plan can be addressed to:

City of Pasadena  
Office of the City Manager  
Housing and Community Development Division  
P.O. Box 7115  
Pasadena, CA 91109  
Tel. 626.744.8300 Fax. 626.744.8340

## **A. CITIZEN PARTICIPATION**

It is the intent of the City to provide for and encourage citizen participation throughout the process of implementing the federal entitlement programs (specifically CDBG, ESG, and HOME). Towards this end, the City has established advisory bodies to assist the City Administration in allocating and monitoring the use of federal entitlement funds. These advisory bodies are called the Human Services Commission, which consists of fifteen participating members, and the Northwest Commission, which consists of eleven participating members; and all participating members represent various segments of the community. An additional advisory body is the Community Development Committee, which consists of nine participating members. All of these members are at-large members appointed by the City Council. (Please refer to Ordinance No. 6507 amending Title 2 to add Chapter 2.86 to the Pasadena Municipal Code, establishing the Human Services Commission and to repeal Chapters 2.60 and 2.120 related to the Commission on Children and Youth and the Senior Citizens Commission; and to Ordinance No. 6404, approved October 30, 1990 and amended July, 1991, which amends Title 2 of the Pasadena Municipal Code to add Chapter 2.95 to establish the Northwest Commission; and to Ordinance No. 5510, dated April 21, 1981, as amended by Ordinance No. 6229, December 22, 1987, and Ordinance No. 6319, April 4, 1989 to establish the Community Development Committee.)

The Housing and Community Development Act of 1987 requires that recipients of federal funds emphasize the participation of persons of low and moderate income and residents of low- and moderate-income neighborhoods in the program planning process.

In response to this requirement, the members of the Human Services Commission, the Northwest Commission, and the Community Development Committee shall include representation from among the following segments of the community:

- Low-/Moderate-income residents;
- Minority Groups;
- Residents from areas where block grant activities are ongoing or proposed;
- Seniors/Elderly persons;
- Disabled persons;
- Business community.

The three advisory bodies hold monthly meetings to allow for the opportunity to focus on issues for the various segments of the community with more specificity. Also this provides the citizens with regularly scheduled opportunities to voice their opinions and views regarding particular subjects of interest. These meetings will be held at City Hall or other community center locations, which are accessible to the disabled and geographically centrally located for the residents of Pasadena.

The Human Services Commission will continue to meet on the first Monday of each month, the Northwest Commission will continue to meet on the first and third Wednesday of each month, and the Community Development Committee will continue to meet the first, second, and fourth Thursday of each month, to review the City's progress in implementing the federal entitlement Programs. All of these advisory body meetings are advertised, open to the general public and held in a facility accessible to the disabled. These advisory bodies also have the authority to make formal recommendations to the City Council/Community Development Commission regarding program selection, the specific level of production and the individual dollar amount needed to support those activities for the federal entitlement Programs.

Additionally, City staff with concurrence of the advisory bodies, will continue to provide public information and/or conduct annual public information meetings (i.e., December and January) to review the funding and process and to apprise the attendees (i.e., citizens, non-profits, CBO's, etc.) of any and all revisions to the CDBG, ESG and/or HOME Program rules and regulations. These meetings will be carried out from a facility that is accessible to the disabled and centrally located or situated in a low- or moderate-income neighborhood. Advertisements for these public information meetings will emphasize the new requirement that at least 70% of all federal entitlement funds must be spent on projects that benefit low- and moderate-income persons. These actions should ensure that the views of this target population will be represented in the planning and implementation of the federal entitlement programs.

## **B. ACCESS TO INFORMATION**

It is the intent of the City to make all records and information related to the federal entitlement programs readily available to residents of the community. Towards this end the City will take the following actions:

1. Advertise all public hearings in at least one local newspaper a minimum of two weeks before the scheduled hearing dates. These advertisements shall be written in both English and Spanish;
2. Post a copy of the agendas of all public hearings and other meetings of the Human Services Commission, the Northwest Commission, the Community Development Committee, or pertinent City Council meetings on bulletin boards readily accessible to the general public at City Hall, the Central Library, and all branch libraries. These agendas shall be posted a minimum of 72 hours before any scheduled hearing or meeting;
3. Make available for public inspection copies of the approved minutes of all Human Services Commission, Northwest Commission, or Community Development Committee hearings or meetings at City Hall, 100 North Garfield Avenue, Room 101. These minutes shall be made available within 72 hours or approval. Copies of documents will be reproduced upon request at the normal cost of printing;
4. Make available for public inspections copies of the Consolidated Plan, Grantee Performance Reports, Consolidated Plan Annual Performance Report, and pertinent agendas and approved minutes for a five-year period. These documents shall be available at City Hall, 100 North Garfield Avenue, Room 101. Copies of documents will be reproduced upon request at the normal cost of printing.

## **C. TECHNICAL ASSISTANCE**

It is the intent of the City to provide technical assistance to all residents interested in developing proposals for the future use of federal entitlement funds. To ensure that residents are aware of this assistance, advertisement of public information meetings related to the development and the review of proposed federally funded activities will include reference to this service.

It is expected that the need for this assistance can be minimized by including in these advertisements an explanation of the types of projects that are eligible for funding. However, if additional help is needed, the staff of the City's Housing and Development Department will be available to provide technical assistance either directly or by making referrals to other City entities.

#### **D. PUBLIC HEARINGS**

The City shall hold at least one public meeting annually before its Human Services Commission, Northwest Commission or Community Development Committee. The hearing shall be held prior to the development of the City's Annual Consolidated Plan and/or Consolidated Plan Annual Performance Report Submission. The purpose of this hearing will be to define needs and review proposed activities for the upcoming year. Under normal circumstances this hearing will be held during the Winter quarter of the year. The Human Services Commission, the Northwest Commission, and/or the Community Development Committee will use the input received at this public hearing to develop recommendations for the City Council's consideration on the use of federal entitlement funds for the new year. The recommendations of these three advisory bodies will then be considered by the City Council/Commission as an agenda item at a regularly scheduled City Council/Commission meeting.

Public Hearings will be held primarily at City Hall located at 100 North Garfield Avenue. This building is geographically located in the center of the City, is convenient to a bus line, and is readily accessible to the disabled.

All public hearings will be advertised in at least one local newspaper two weeks before the scheduled hearing dates.

All public hearings will be held in the early evening to allow for maximum participation by the public.

#### **E. RESPONSE BY CITY TO COMPLAINTS**

The City recognizes that despite making significant efforts at outreach and education there may be complaints and/or grievances filed regarding the operation of the City's federal entitlement programs. These concerns should be addressed to the following:

City of Pasadena  
Office of the City Manager  
Housing and Community Development Division  
P.O. Box 7115  
Pasadena, CA 91109  
Tel. 626.744.8300 Fax. 626.744.8340

When practical, a written response will be made by the City within 15 working days. If it should take longer to develop a response the City shall notify the correspondent in writing within 15 working days of the time period needed to provide an answer.



## **F. PROVISIONS FOR THE DISABLED**

Adequate access and parking shall be provided for all public meetings in order to allow the disabled to attend. Further, when no ramps exist, elevator services will be available. For the hearing impaired residents seeking information regarding programs, the Housing and Development Department has installed an Inteletype TDD machine.

## **G. PARTICIPATION BY NON-ENGLISH SPEAKING RESIDENTS**

It is the intent of the City to allow for input by all non-English speaking, as well as English speaking residents in the public hearing process. Due to the significant number of Spanish speaking residents in the City, an interpreter fluent in that language will be present upon request at all federal entitlement program-related public hearings.

In the event that a resident speaks other than English or Spanish as a principal language (including ASL) all advertisements for public hearings will note that arrangements for an interpreter can be made by contacting the City's Housing and Development Department.

## **H. DISPLACEMENT OF RESIDENTS**

For the 26<sup>th</sup> Program Year (July 1, 2000 through June 30, 2001) the City does not intend to displace any residents with CDBG funded activities.

Consistent with that action the City will enforce the condominium conversion ordinance passed in 1980, which will minimize additional conversions of rental units occupied by low- or moderate-income households into high-priced condominiums. Also, the City is not expected to widen streets and/or remove houses in low- or moderate-income areas unless affordable replacement housing is available during the first incremental year.

If displacement does occur the City will construct one for one replacement housing when units are displaced due to redevelopment activity.

## **AMENDMENTS TO THE CITIZEN PARTICIPATION PLAN**

### AMENDMENT #1

To ensure the City's compliance with federal regulations Part 24 Code of Federal Regulations (CFR) 91.105(d)(1) and (e)(1), On October 6, 1997, it was approved by the City Council that the CDBG Citizen Participation Plan be revised to provide for two City Council hearings twice during a CDBG program year. An initial public hearing to determine the annual program priorities and a second public hearing for the review and approval of the next year's CDBG Program Consolidated Plan/Action Plan (Program Application).

AMENDMENT #2

On January 25, 1999, the City Council approved modifications to the Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG) and Human Services Endowment Fund (HSEF) proposal review and allocation process. The following modifications were adopted, effective Program Year 2000:

- a) A Human Services and/or Northwest Commissioner will not participate in the review or recommendation process for any funding application in a category in which any of the following apply:
  - 1. The Commissioner is a paid staff member for an agency requesting funding in that category and/or he Commissioner receives in excess of \$250.00 in annual household income from the agency requesting funding in that category;
  - 2. The Commissioner is a member of the board for an agency requesting funding in that category.
- b) Each Commissioner may use the "Rule of Necessity" to reach a quorum and assure completion of the funding review and recommendation process, in the event the Commissions fail to have sufficient eligible members;
- c) The Request for Appeals process will include a "public meeting" where the appellants, other applicants and the public at large may comment on the Commission's and staff's preliminary funding recommendations. The Request for Appeals criteria will be those adopted for Program Year 96/97;
- d) All funding applicants will be notified in writing of the Human Services Commission's or Northwest Commission's (as applicable) preliminary and final funding recommendation to City Council;
- e) City Council may annually set-aside CDBG/ESG/HSEF funds in an appropriate amount to fund eligible city activities and projects recommended by the City Manager.

## **SUMMARY**

Several different approaches have been utilized by the city in developing this citizen participation Plan that will hopefully encourage citizen involvement in federal entitlement programs.

The broad cross-section of representation on the Human Services Commission, the Northwest Commission, and the Community Development Committee should provide a forum for many different sectors of the community. The meetings of these Commissions and Committee as well as the City's public information meetings and the annual public hearing will regularly keep the federal entitlement programs in the public's view. The availability of federal entitlement program-related records, the City's willingness to provide interpreters for non-English speaking residents, and the quick manner in which the City/Commission responds to complaints or to requests for technical assistance should make it easier for residents to participate in this process. And, the extensive advertising and the public notice procedures that are followed for meetings and hearings should provide adequate notice to interested parties regarding federal entitlement program activities.

The City/Commission expects this Plan to continue to develop over time and is not averse to taking steps other than those listed within this document to encourage additional citizen participation in federal entitlement programs.