



City of
**South
Gate**TM

CITY OF SOUTH GATE

Citizen Participation Plan

AUGUST 4, 2020
CITY OF SOUTH GATE

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Introduction

Pursuant to Title 24, Code of Federal Regulations, Part 91.105, HUD entitlement cities are required to adopt a citizen participation plan. Subsection (a) requires that citizen participation plans adopted prior to August 17, 2015 need to incorporate newer provisions of the 24 CFR 91.105. The City of South Gate previously adopted its Citizen Participation Plan on September 28, 2004. This Citizen Participation Plan will incorporate provisions to comply with 24 CFR 91.105.

It is the policy of the City of South Gate to provide opportunities for community involvement in the planning, development, implementation, monitoring and evaluation of programs funded under the Housing and Community Development Acts of 1974 and 1977, as amended, and the Cranston-Gonzalez National Affordable Housing Act of 1990.

This plan, once adopted, may be amended by the City Council, and shall remain in effect until superseded by a new plan or until the City no longer participates in the Community Development Block Grant Program (CDBG), Home Investment Partnership Program (HOME), or other program that pertain to the Consolidated Planning process as required by 24 CFR Part 91, et al.

Purpose

The City of South Gate is an entitlement jurisdiction receiving Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds directly from the US Department of Housing and Urban Development (HUD). Pursuant to the CDBG and HOME program regulations, the City is required to prepare a five-year Consolidated Plan and annual updates to guide and report on the use of CDBG and HOME funds. Annual reviews of program performance are also required.

The City shall provide the public with a reasonable opportunity to comment on the original Citizen Participation Plan and any amendments thereto. Amendments to the Citizen Participation Plan may be considered substantial or less than substantial as determined by the City based on the nature of the amendment and applicable HUD regulations. The City shall explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods.

While the City desires and recognizes the need for the citizen involvement, it is the City Council of South Gate which has final determination and responsibility for all aspects of the City's Housing and Community Development programs.

Standards of Participation

All aspects of the City's citizen participation efforts shall be conducted in an open manner with freedom of access to all interested persons. The City encourages the involvement of all groups including low and moderate income persons particularly those living in slum and blighted areas, members of minority groups and no- English speaking persons, as well as persons with mobility, visual or hearing impairments, residents of areas where a significant amount of activity is occurring or proposed, the

elderly, the business community and civic groups who are concerned about the community. The City will also provide sufficient information at the appropriate times during the program development and implementation to allow the community at large to be involved.

Scope of Participation

Citizen's Role

While this plan describes a specific citizens organization, the Citizen's Advisory Committee (CAC) is not intended to exclude any individual citizen input. All citizens of South Gate are encouraged to participate in every public meeting and to contact the Community Development Department with any questions concerning the process and the programs pertaining to the Consolidated Plan including the Community Development Block Grant Program and the HOME Investment Partnership Program or any other future programs.

The City encourages the submission of comments and written proposals by citizens regarding the affordable housing and community development program. These proposals may be submitted to the Community Development Department at any time or at any meeting of the Citizen's Advisory Committee or at any public hearing conducted by the City Council pertaining to the Consolidated Plan. The City will respond to all written proposals with 15 working days and will state the reasons for any action or inaction taken on the comments.

City's Role

Technical Assistance

To help facilitate citizen input, the City will provide technical assistance through its staff to the Citizen's Advisory Committee and to groups of low and moderate income residents who require such assistance in developing proposals for federal funding assistance as required by the federal regulations. The City will also make available, as necessary, Spanish speaking staff for public hearings relating to the Consolidated Plan. The City will publish a legal notice in both English and Spanish in a newspaper of general circulation at least ten (10) calendar days prior to a public hearing on the Consolidated Plan.

Public Information

For citizens to become informed and involved in the programs, the City will make available upon request all relevant information including:

- Material concerning the amount of funds available for proposed community development and housing activities and the range of activities that may be undertaken including the amount that will benefit persons of low and moderate income; and
- Regulations and other issuances governing all aspects of the program; and
- Prior application and statements, grant agreements, performance reports, substantial amendments, this Citizen Participation Plan, the Consolidated Plan, and any other reports adopted which are required by the US Department of Housing and Urban Development (HUD); and

- Documents regarding other important program requirements such as contracting procedures, environmental policies, fair housing and other equal opportunity requirements and relocation provisions such as plans to minimize displacement of persons and the type of assistance any persons displaced may receive; and
- Mailings and promotional materials; and
- Records of meetings and hearings; and
- Any other documents the City believes are necessary to the Consolidated Plan process.

Consolidated Plan

The U.S. Department of Housing and Urban Development (HUD) requires a community receiving funding under Community Planning and Development formula grant programs to submit to HUD a multi-year consolidated plan and annual action plan.

The consolidated plan is a program and funding implementation plan combined in one document that states the City of South Gate’s goals and objectives for housing and community planning and development. In addition, a community must have a consolidated plan approved by HUD before receiving funds under the formula grant programs; Community Development Block Grant (CDBG), including activities under Section 108, such as guaranteed loan funds, Emergency Shelter Grants (ESG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons With Aids (HOPWA).

The consolidated plan is typically a five-year strategic plan to address unmet public service and housing needs of low-income persons and families within the City. For each of the five years, an annual action plan is developed in preparation for the subsequent grant year which identifies specific activities, goals, and funding allocations.

Availability of Documents and Review Periods

A summary of the proposed Consolidated Plan will be published in a newspaper of general circulation. The summary will describe the contents and purpose of the Consolidated Plan and a list of locations where copies of the entire plan may be examined.

In a timely fashion, the Plan will be made available in an alternative format for persons needing reasonable accommodations upon written request to the City. Copies of the proposed Consolidated Plan will be available on the City’s website, at City Hall in the Community Development Department, the City Clerk’s office and two local libraries.

Prior to submitting the Consolidated Plan to HUD, the City will provide a thirty (30) calendar day public review period to receive comments from citizens or units of general government on the Consolidated Plan as required by HUD. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD’s guidance and limit the noticing and public comment periods.

A summary of public comments and a summary of any comments not accepted and the reasons, therefore, shall be incorporated or attached to the final Consolidated Plan.

Substantial Amendment to Consolidated Plan

A substantial amendment for the purposes of the Consolidate Plan is defined as a cumulative change equal to or more than 50% of the City’s CDBG or HOME entitled for a program year. Changes in allocation

priorities not amounting to 50% of the entitlement will not be considered as a substantial amendment to the Consolidated Plan, no formal amendment to the plan requiring public review and comment is required. City Council approval of the priority changes will still be required.

The City shall provide for citizen participation in any required substantial amendment to the approved Consolidated Plan, except those for disaster emergency activities as needed. Copies of the amendment will be available on the City's website, at City Hall in the Community Development Department, the City Clerk's office, and two local libraries. There will be a thirty (30) calendar day public review period to receive comments prior to the substantial amendment being considered per HUD requirements. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

The City shall consider any written or oral comments received. A summary of these comments and a summary of any comments not accepted and the reasons, therefore, shall be attached to the substantial amendment of the Consolidated Plan.

Analysis of Impediments to Fair Housing Choice

During the development of the Consolidated Plan the City will also develop the Analysis of Impediments to Fair Housing Choice (AI). The City will consult the following services/agencies including fair housing organizations, other local governments, advocacy groups for special needs households, affordable housing providers, banks and other financial institutions, and other educational institutions to solicit their input on fair housing issues in the City. The City will solicit feedback in different ways including in person, telephone, and virtual interviews, community meetings, or surveys.

The City will include actions it plans to use to address the impediments to fair housing choice as part of its Consolidated Plan. The AI will be incorporate into the Consolidated Plan (see section: [Consolidated Plan](#)), which will be made available for public review for a 30-day period. Written comments will be accepted during the 30-day public review. A summary of the comments and views, and City responses must be made attached to the AI. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

The City will conduct a public hearing/meeting as part of the Consolidated Plan to accept public input on fair housing issues during the development stage of the Draft AI and Consolidated Plan.

Annual Action Plan

The City will invite residents, City staff, and public and private agencies that provide services related to health, economic development, public housing, and social services for children, elderly, disabled, homeless, persons with AIDS, to provide input in the development of the Annual Action Plan (AAP).

Each year the City will send out a Notice of Funding Availability (NOFA) to cooperating departments and non-profit agencies advising them that the planning cycle has begun for CDBG and HOME funds and that the City is accepting project proposals, provided funds are available. The City will conduct an eligibility

analysis on all project proposals submitted and review the eligible proposals for service provider grants for funding consideration.

The Draft Action Plan incorporating the City's proposed uses of CDBG and HOME funds will be made available for public review for a 30-day period. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

Written comments will be accepted during the 30-day public review. A summary of the comments and views, and City responses will be attached to the Action Plan.

The City Council will hold one public hearing to discuss all eligible project proposals and funding recommendations for both public service grants and capital outlay project and make funding decisions. At this public hearing, the Council will accept comments and community input on the Draft Annual Action Plan.

Substantial Amendment to Annual Action Plan

The City will formally amend its approved Action Plan whenever a decision is made to propose a substantial change to the Plan, either by:

- Carrying out an activity not previously described in the Action Plan;
- Canceling an activity previously described in the Action Plan;
- Increasing or decreasing the amount to be expended on an activity from the amount stated in the Action Plan by more than 50 percent; or
- Substantially changing the purpose, scope, location, or beneficiaries of an activity.

Changes in funding for an existing activity not amounting to more than 50 percent will not be considered as a substantial change to the Annual Action Plan; no formal amendment to the Action Plan requiring public review and comment will be required. However, City Council approval of the activity funding changes will still be required.

Substantial amendments to the Action Plan will be made available for a 30-day public review. A public hearing will not be required. Written comments will be accepted during the 30-day public review. A summary of the comments and views, and City responses must be attached to the Action Plan. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

Consolidated Annual Performance and Evaluation Report (CAPER)

A reasonable notice and opportunity to comment on the Consolidated Annual Performance and Evaluation Report (CAPER) shall be given to citizens. A legal notice will be published a minimum of ten (10) calendar days prior to public hearing and copies of the Performance Reports will be made available on the City's website, at City Hall in the Community Development Department, the City Clerk's office, and two local libraries. A public review and comment period of no less than fifteen (15) calendar days shall be provided to receive comments on the Performance Report prior to its submission to HUD. A summary of the comments shall be attached to the CAPER.

Citizen Participation Plan

Amendments to the Citizen Participation Plan (CPP) will be made available for public review for a 30-day period. Written comments will be reviewed and/or accepted during the public review period. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

Anti-Displacement

The Citizen Participation Plan must, as required by 24 CFR Part 91, Section 91.105, "set forth the jurisdiction's plans to minimize displacement of persons and to assist any persons displaced...."

The City of South Gate will avoid the displacement of individuals from their homes whenever possible and will comply with all existing laws and regulations regarding relocation, including adherence to the Uniform Relocation Act whenever federal dollars are used to fund a project. The HOME Anti-Displacement Plan and the CDBG Relocation Plan provide further details on specific assistance and are available upon request.

Outreach

The City will attempt to increase the level of public participation of organizations in the community by soliciting participation by these groups. Invitations to attend an community input meetings on housing and non-housing community development needs will be sent to religious organizations, the South Gate Chamber of Commerce, business organizations, community service organizations including those targeting Spanish speaking residents and residents of assisted housing (Section 8 recipients).

The City shall encourage its residents, especially those residing in predominately low- and moderate-income neighborhoods, to participate in the development and subsequent adoption and implementation of the Consolidated Plan. This could be done through publications, notices, and public meetings and public hearings.

The City will also coordinate with the local Housing Authority and surrounding communities about the housing and community development plan activities related to the development of the Consolidated Plan.

Complaints

The City will make every reasonable effort to provide written responses to written complaints within fifteen (15) working days after receipt. A copy of each written citizen comment or complaint about the City's Housing and Community Development Performance Report under the Consolidated Plan, the City's assessment of the comment or complaint and a description of any action taken and written response made will be kept on file as a public record.

Citizen's Advisory Committee

The City of South Gate has established a Citizen's Advisory Committee to assist the City Council in making funding decisions relating to the CDBG and HOME programs. The functions and composition of these groups are described below.

Structure

Size and Appointment

A Citizen’s Advisory Committee member shall be appointed by the City Council.

Term of Office

Each member shall serve at the pleasure of their appointing City Council member during their respective term. Term of office will automatically expire with the cessation of the service of the appointing City Council member or at which time the City Council member makes a new appointment.

Vacancies

Vacancies on the CAC shall be filled by appointment by the respective appointing City Council member. Said appointee will serve until the cessation of the service of the appointing City Council member.

Selection of Officers

The CAC shall have a Chairperson and Vice-Chairperson. Both shall be elected from and by the members of the CAC each year at the September meeting.

Subcommittees

The CAC may create subcommittees deemed necessary to fulfill the functions of the CAC.

Meetings

The CAC members shall receive payment for up to a total of six meetings held during the fiscal year per the following schedule:

- January: Fourth Wednesday
- February: First, Second, and Third Wednesday
- April: Fourth Wednesday
- September: Third Wednesday

The meetings shall be held at 6:00pm at the City Council Chambers in City Hall located at 8650 California Avenue, South Gate. In certain circumstances the CAC may meet virtually. With proper noticing, the aforementioned CAC meetings may serve as a public hearing.

Attendance at each meeting is important. Payment is \$25.00 per meeting and a check will be mailed to the member by end of June each fiscal year if all the three following requirements have been met:

- 1) City staff must receive a completed W-9 form from the CAC member to submit to Finance Department as requested;
- 2) CAC member attends at least half of each meeting as determined by staff as Secretary according to minutes; and
- 3) CAC member is present for voting on motions as needed.

Notwithstanding, the term of office of any member will automatically expire if the member is absent from more than two meetings of the total meetings that are held (August – April) per fiscal year, without making an acceptable (typically medical) excuse to the Secretary by phone prior to the start of the meeting.

Quorums

A simple majority of the current membership, as determined by staff as Secretary and the Chairperson of the CAC, shall be in attendance at any meeting for the proceedings of the meeting to be regarded as valid.

Roles and Responsibilities

Advisory Role

The CAC is an advisory committee to the City Council. The City Council, by State law, is the responsible legislative body in matters relating to the Consolidated Plan and the Consolidated Plan process.

Review and Evaluation

The CAC may be involved in the review and evaluation of the programs carried out with Community Development Block Grant funds and HOME funds for any other program funds under the Consolidated Plan. As appropriate, progress or evaluation reports concerning the grant may be reviewed by the CAC and recommendations concerning the reports made to the City Council.

Needs and Objectives

The CAC may conduct community development needs assessments and review community objectives whenever deemed necessary by the City Council.

Citizen Participation Plan

The CAC may make recommendations concerning the Citizen Participation Plan to be adopted by the City Council.

Public Meetings and Public Hearings

The City will conduct public meetings and public hearings during various phases of the Consolidated Plan process and during each new Fiscal Program Year. All public meetings and public hearings shall be open to the public. Meetings will be held at times and at locations in the City that are convenient and accessible to potential and actual beneficiaries. Public meetings and public hearings may also be hosted virtually, upon the discretion of the City. Special accommodation shall be made for persons requesting reasonable accommodations, upon advanced notice to the City. In cases where a significant number of non-English speaking residents are reasonably expected to participate, an interpreter will be provided by the City.

Program Development

The CAC shall conduct at least one (1) public meeting prior to the submittal of the Consolidated Plan to the City Council for action. Also, separate meetings may be held for those persons and groups contacted as part of the City's outreach efforts. The goal of these meetings will be to obtain comments from citizens on housing and community development needs, including priority non-housing community development needs.

Additional Meetings

The CAC may hold additional meetings before or after the annual federal program development as it determines appropriate.

Minutes

Minutes of all six paid CAC meetings will be made available to the public by the City upon request.

Agenda

An agenda for any CAC public meeting will be submitted to the City Clerk's office seven (7) calendar days prior to the meeting for purposes of posting.

Public Hearings

Program Development

Pursuant to HUD regulations, at least two public hearings/meetings per year are required for the Consolidated Plan development. City Staff will conduct the first public hearing/meeting to accept public input on community needs during the development stage of the Draft Consolidated Plan. The City Council will then conduct a second public hearing/meeting to accept comments on the Draft Consolidated Plan which will be provided for public review for a 30-day period. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

Once the City has published the public notice and held the public hearing, the City will determine if the proposed application needs to be modified, based on comments and views received, before submitting the application to HUD.

Additional Hearings

The City may hold additional public hearings for which the City shall publish a legal notice in a newspaper of general circulation. The City will follow its noticing requirements as outlined in this document.

Public Noticing Requirements

The notice for a public hearing shall be published a minimum of ten (10) days prior to the public hearing and shall contain, at minimum, the following:

- Date of hearing
- Time of hearing
- Place of hearing
- Topic to be considered
- Basic information about the topic/program

Notices shall be provided in Spanish and English and or contain a statement asking non- English-speaking residents to contact the City if they need assistance in the translation of these notices.

Contingency Plan in the Event of an Emergency/Disaster

In the event of an emergency or disaster that presents a serious and immediate threat to the health and welfare of the citizens of the City, the noticing requirements for public hearings shall be reduced to 5 calendar days.

Reprogramming of funds in the event of such an emergency will require approval by the City Council when they are in session or ratification of the reallocation when the City Council is in recess.