Citizen Participation Plan

Amended by Resolution 2016-297 on January 17, 2017
TABLE OF CONTENTS

INTRODUCTION ......................................................................................................................... 2
USE OF THE CITIZEN PARTICIPATION PLAN .......................................................................... 2
COST OF THE PLAN.................................................................................................................. 3
DEFINITIONS ............................................................................................................................... 3
RESPONSIBILITIES AND OBLIGATIONS .................................................................................. 4
ASSIGMENTS ............................................................................................................................ 5
PUBLIC MEETINGS .................................................................................................................. 5
PUBLIC NOTICES .................................................................................................................... 7
COMMUNITY OUTREACH ......................................................................................................... 8
ACCESS TO RECORDS ............................................................................................................ 8
CDBG ADVISORY COMMITTEE .............................................................................................. 9
CONSOLIDATED PLAN ............................................................................................................ 9
SUBSTANTIAL AMENDMENT TO THE CONSOLIDATED PLAN ............................................. 10
DISPLACEMENT POLICY .......................................................................................................... 12
ANNUAL ACTION PLAN .......................................................................................................... 12
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) ............ 13
CDBG APPLICATION PROCESS ............................................................................................ 14
PUBLIC SERVICE ACTIVITIES ................................................................................................. 14
NON-PUBLIC SERVICE ACTIVITIES ........................................................................................ 15
APPLICATION REVIEW .......................................................................................................... 15
PUBLIC PRESENTATIONS ......................................................................................................... 16
SCORING AND RANKING ........................................................................................................ 16
ALLOCATING PUBLIC SERVICE FUNDS .................................................................................. 16
COMMUNITY REVIEW AND COMMENT ................................................................................. 16
CITY COUNCIL APPROVAL OF THE ANNUAL ACTION PLAN ........................................... 17
GRIEVANCE PROCEDURES .................................................................................................... 17
FILING A GRIEVANCE ............................................................................................................. 17
FORFEITURE OF CDBG AWARD ............................................................................................ 18
INTRODUCTION

Title I of the Housing and Community Development Act of 1974 authorized Community Development Block Grant entitlement funds to qualifying cities. Subsequently, Title I of the Housing and Community Development Act of 1977 and the Cranston-Gonzalez National Affordable Housing Act of 1990 have amended this act. The overall goal of the community planning and development programs authorized under Title I is to develop and maintain viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities primarily for low- and moderate-income persons.

Since 1975, the City of Fairfield has been classified as an entitlement city, which is defined as a principal city within a Metropolitan Statistical Area (MSAs) with a population over 50,000. HUD determines the amount of each annual entitlement grant by a statutory dual formula which uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas.

By implementation of this Citizen Participation Plan, the City of Fairfield intends to encourage and facilitate the participation of Fairfield residents in the formation of the Community Development Block Grant (CDBG) priorities, strategies, and funding allocations in the Consolidated Plan and the Annual Action Plan. Community input is also encouraged for substantial amendments thereto and to review the Consolidated Annual Performance Evaluation Report (CAPER).

USE OF THE CITIZEN PARTICIPATION PLAN

The City of Fairfield must implement a viable Citizen Participation Plan (CPP) in order to receive annual funding. This plan will identify the required activities to effectively administer the CDBG program. It will also provide guidance to the methods and practices used to develop and implement such activities. The CPP provides for and encourages citizen participation in developing and amending its Consolidated Plan, the Annual Action Plan, and the CAPER.

Particular emphasis is placed on ensuring participation by low- and moderate-income persons who reside in low-income areas where funds are proposed to be used and those receiving federal rental assistance. The plan also provides for participation by minorities, non-English speaking persons, and persons with disabilities. In addition, this plan outlines the City's policies regarding written complaints, grievances, and displacement.

The Citizen Participation Plan sets forth the City of Fairfield’s policies and procedures for citizen participation. This plan addresses the availability of materials and documents. It also provides adequate timelines for public review and comment. The following activities must be conducted before the City adopts any substantial amendment to the Citizen Participation Plan:
A Public Notice
At least one Public Hearing
A 30-day public comment period

The City of Fairfield will consider all comments (whether received in writing or verbally) related to the Citizen Participation Plan. A summary of these comments or views and a summary of the comments or views that were not accepted and the reasons therefore will be attached to the document.

The CPP will be in effect from July 1, 2017 through June 30, 2022.

COST OF THE CITIZEN PARTICIPATION PLAN

The Citizen Participation Plan is available at no cost at the Fairfield Community Development Department, 1000 Webster Street, Fairfield, CA 94533, and is accessible from the City of Fairfield website www.fairfield.ca.gov. The Citizen Participation Plan is available in a format accessible to persons with disabilities, upon request.

DEFINITIONS

Consolidated Plan
As an entitlement city recipient of CDBG funding, the City of Fairfield is required by HUD to develop a Consolidated Plan that evaluates the needs of our low- and moderate-income residents. This assessment includes a review of Fairfield’s housing, homeless, and community development needs, provides a housing market analysis, and creates a strategy to address the needs identified. In Fairfield, this plan is revised every five (5) years. The current Consolidated Plan is in effect from July 1, 2012 to June 30, 2017, and the revised Consolidated Plan will be in effect from July 2, 2017 to June 30, 2022.

Annual Action Plan
The Annual Action Plan (AAP), which is submitted to HUD annually, details the expenditure of the annual CDBG grant and ensures that the funds are directed towards activities addressed in the Consolidated Plan. HUD requires the City to maintain a significant correlation between the goals identified in the Consolidated Plan with the use of CDBG funds. The CDBG Advisory Committee evaluates and recommends activities to the City Council. However, the City Council has the right to approve activities outside the recommendations of the CDBG Advisory Committee. The Annual Plan is due to HUD by May 15, which is 45 days before the start of our new fiscal year on July 1.

Consolidated Annual Performance and Evaluation Report (CAPER)
This report is a self-assessment of the implementation of the Consolidated Plan and the Annual Action Plan. Activity outcomes and outputs are reported showing the effectiveness of the CDBG funds. This report includes details of the number and demographics of the
community served. The CAPER is due to HUD by September 30, which is 90 days after the end of the fiscal year.

**Assessment of Fair Housing (AFH) and Affirmatively Furthering Fair Housing (AFFH)**

As an entitlement city recipient of CDBG funding, the City of Fairfield is required by HUD to develop an Assessment of Fair Housing (AFH) that evaluates fair housing issues, significant contributing factors, and goals. To develop a successful Affirmatively Furthering Fair Housing (AFFH) strategy, it is central to assess the elements and factors that cause, increase, contribute to, maintain, or perpetuate segregation, racially or ethnically concentrated areas of poverty, and significant disparities in access to opportunity, and disproportionate housing needs. The City of Fairfield and the Fairfield Housing Authority will be collaborating program participants, thereby, dividing the completion of the AFH. The Assessment of Fair Housing is due to HUD by October 1, 2019.

Technical assistance will be provided to groups representative of persons of low- and moderate-income that request such assistance in commenting on the AFH and in developing proposals for funding assistance under any of the programs covered by the consolidated plan, with the level and type of assistance determined by the City.

The City will provide a timely, substantive written response to every written resident complaint, within 15 working days, where practicable.

HUD-accepted AFH, including revisions to the AFH will be available to the public at the following locations:

- Fairfield Housing Authority, 823-B Jefferson St., Fairfield, CA
- Fairfield Civic Center Library, 1150 Kentucky St., Fairfield, CA
- City Clerk’s Office, City Hall, 1000 Webster St., Fairfield, CA
- Fairfield Transportation Center, 2000 Cadenasso Dr., Fairfield, CA
- City Hall 1st Floor Lobby, 1000 Webster St., Fairfield, CA
- Community Development Department, 2nd floor, 1000 Webster St., Fairfield, CA
- City of Fairfield website: [www.fairfield.ca.gov](http://www.fairfield.ca.gov)

**RESPONSIBILITIES AND OBLIGATIONS**

This section offers guidance to the various stakeholders in the activities required to develop and implement the Consolidated Plan, the Annual Action Plan, and the Assessment of Fair Housing and to review the Consolidated Annual Performance Evaluation Report. These guidelines are in place to be inclusive and protect the fairness
and integrity of the Community Development Block Grant program. They are not intended, in any manner, to exclude or limit access to the process.

**ASSIGNMENTS**

This plan describes the roles of the City Council, CDBG Advisory Committee and others in developing and evaluating progress toward implementation of the Consolidated Plan.

The **Fairfield City Council** serves as the body of elected community-wide representatives responsible for addressing policy issues related to the Consolidated Plan. The City Council gives direction to the CDBG Analyst as to how to proceed in assessing Fairfield’s housing, homeless, and community development needs, providing a housing market analysis, and a strategy to address the needs identified. It must approve the Consolidated Plan and Annual Action plan before submission to HUD. It must comment and approve revisions to the Citizen Participation Plan and amendments to the Consolidated Plan.

The City Council will oversee the **Community Development Block Grant (CDBG) Advisory Committee** in the development of the Consolidated Plan and the Annual Action Plan. The CDBG Advisory Committee will review the development of the Consolidated Plan; apply strategies developed in the Consolidated Plan, and make recommendations to the City Council for the Annual Action Plan; annually review the Consolidated Annual Performance Evaluation Report (CAPER); and review and comment on the development of the Citizen Participation Plan.

**CDBG Analyst** will facilitate the process by assisting the City Council and the CDBG Advisory Committee to meet the City’s obligations and responsibilities as an entitlement city of the U. S. Department of Housing and Urban Development Community Development Block Grant program. The Community Development Department manages the overall CDBG program and assigns the CDBG Analyst to coordinate the CDBG program, etc.

**Interested citizens** are encouraged to participate in the process via Public Input. The City and HUD recognize community input as an important element in identifying high priority needs in the community and ensuring that CDBG funds are used for activities that address those issues and concerns.

**PUBLIC MEETINGS**

All meetings related to the CDBG program are considered public meetings and are subject to the requirements of the Brown Act which includes, but is not limited to:

- Public allowed to comment on items under consideration
- Non-discriminatory facilities, public must not pay to attend
- No secret ballots, all votes cast in public
- Materials provided to the board must be made available to the public
More information on the Brown Act can be obtained at the following website: [http://thefirstamendment.org/Brown-Act-Brochure-DEC-03.pdf](http://thefirstamendment.org/Brown-Act-Brochure-DEC-03.pdf). Meetings will be published once in the local paper at least 14 days in advance of the meeting date or online on the City website. The published information will include:

- Description of the activity
- Which entity is conducting the meeting
- Amount and source of funding
- Where and how information may be obtained
- The date, time and location of the public meetings
- Timeframe for the public to submit public comments
- How and what format comments will be accepted
- Contact person for additional information

**Meeting Times and Locations**
Meetings will be held at times and locations convenient to potential and actual beneficiaries of CDBG funding. Meetings will be publicized in advanced notice through Public Notices with sufficient information published about the subject of the hearings. Meetings will be held in facilities accessible to persons with mobility impairments.

**Reasonable Accommodation**
Reasonable accommodations will be made for persons with disabilities, at all meeting locations, when requested at least 48 hours in advance of the meeting. Materials provided at the meeting will be available in a format accessible to persons with disabilities, upon request.

**Translations and Interpretation Services**

**Anticipated Significant Turn-Out**
The City will endeavor to provide translation services when it can be reasonably expected that a significant number of non-English speaking persons will participate in public hearings.

**Individual Request**
The City will endeavor to provide translation services when a request is made 48 hours before the meeting date and time.

**Agendas**
The timing for posting agendas is determined by the type of meeting.

- **Regular Meeting**: a brief description of items posted 72 hours before the meeting.
- **Special Meeting**: 24 hour notice to board and media with brief description.
- **Emergency Meeting**: One hour notice except in cases of a dire emergency.
Meeting agendas will be posted at the following locations:

- Fairfield Housing Authority, 823-B Jefferson St., Fairfield, CA
- City Clerk’s Office, City Hall, 1000 Webster St., Fairfield, CA
- Fairfield Civic Center Library, 1150 Kentucky St., Fairfield, CA
- Fairfield Transportation Center, 2000 Cadenasso Dr., Fairfield, CA
- City Hall 1st Floor Lobby
- City of Fairfield website at [www.fairfield.ca.gov](http://www.fairfield.ca.gov)

**PUBLIC NOTICES**

Public Notices will be published once as a legal ad in the local paper. When published, the notice will be posted in the lobby of Fairfield Community Development Department, 1000 Webster Street, 2nd Floor, Fairfield, CA 94533. Public Notices may also be posted on the City of Fairfield’s website, on the local access television station, and as a direct mailing to interested citizens, upon request.

Documents that require a Public Comment period will be available for review at the following locations:

- Fairfield Housing Authority, 823-B Jefferson St., Fairfield, CA
- Fairfield Civic Center Library, 1150 Kentucky St., Fairfield, CA
- City Clerk’s Office, City Hall, 1000 Webster St., Fairfield, CA
- Fairfield Transportation Center, 2000 Cadenasso Dr., Fairfield, CA
- City Hall 1st Floor Lobby, 1000 Webster St., Fairfield, CA
- Community Development Department, 2nd floor, 1000 Webster St., Fairfield, CA
- City of Fairfield website: [www.fairfield.ca.gov](http://www.fairfield.ca.gov)

**COMMUNITY OUTREACH**

As time and funds allow, CDBG Analyst may utilize the following:

- Use paid advertising and social media to promote the CDBG program.
- Announce the new CDBG funding cycle at a Public, Community, or City Council Meeting.
- Advertise in the local paper, such as the Daily Republic, and use other newspapers or community bulletins for Public Notices.
- Advertise and promote the CDBG program in Spanish-language publications.
• Encourage the participation of local and regional institutions, Continuums of Care, and other organizations in the process of developing and implementing the Assessment of Fair Housing and the consolidated plan.

• Encourage the participation of residents of assisted housing developments (including resident advisory boards, resident councils, and resident management corporations) in the process of developing and implementing the AFH and the Consolidated Plan, along with other low-income residents of targeted revitalization areas in which the developments are located. Provide information to the public housing agency about the AFH, AFH strategy and Consolidated Plan activities related to its developments and surrounding communities so that the public housing agency can make this information available at the annual public hearing(s) required for the PHI Plan.

• Explore alternative ways for public involvement and ways to measure efforts that encourage citizen participation in communities, and the review of program performance.

• Provide the HUD-provided data and any other supplemental information that is incorporated into the AFH available to residents, public agencies and other interested parties as soon as feasible after the start of the public participation process.

• Promote the activities of the CDBG program whenever possible. This includes the local newspaper and other media that highlight the contribution and success of the program.

• The City will endeavor to directly notify interested parties of scheduled public hearings. A list of persons and community groups interested in receiving such notices will be maintained by CDBG Analyst.

ACCESS TO RECORDS

The City will provide access to public records related to the Consolidated Plan, Annual Action Plan and the Assessment of Fair Housing (AFH) and the use of assistance under the programs covered by the plans during the proceeding five years upon written request. The City may charge a fee for copies to recover cost of material and operations. The City will require an appointment to view records and will require CDBG Analyst to be present during the inspection of records, which will also be available on the City’s website.

CDBG ADVISORY COMMITTEE

The purpose of the Community Development Block Grant (CDBG) Advisory Committee shall be:

• To provide citizen participation in an advisory capacity in the assessment, planning, development, implementation and amendment of programs under the
CDBG Program of the Housing and Community Development Act of 1974 as amended.

- To solicit citizen and City Staff input regarding proposals and recommendations for the CDBG program and use of funds and make recommendations to City Staff and to the City Council for use of Public Service funds.

**CDBG Advisory Committee Composition**

The CDBG Advisory Committee will consist of seven (7) members and two (2) alternate members. A member is defined as either (1) a person who is a full-time resident and registered voter of Fairfield, or (2) if there is a lack of response from full-time residents and registered voters of Fairfield, a City staff representative. To the greatest extent possible, the CDBG Advisory Committee will reflect the ethnic and economic composition of Fairfield.

**Two-Year Term:** The Planning Commission and Youth Services Commission will each appoint one (1) CDBG Advisory Committee Member for a two-year term.

**Four-Year Term:** Five (5) Public Interest Members will have four-year terms, selected from applications submitted to the City Clerk, selected by two (2) City Council Members and appointed by the Mayor. City staff representatives, if necessary, will also have a four-year term and be appointed by Department Heads.

**One-Year Term:**

Two alternate Public Interest Members

All Committee Members shall serve at the pleasure of the Mayor for no more than two (2) terms plus any unexpired term to which they are appointed but not for more than ten (10) years in total.

A quorum is constituted by four (4) of the seven (7) CDBG Advisory Committee Members being present. If it is determined that a scheduled meeting will not have a quorum, staff has the authority to adjourn the meeting and reschedule it to the soonest available date.

**Chairperson and Vice Chairperson:** The CDBG Advisory Committee Members will elect a Chairperson and Vice Chairperson at the first meeting of the CDBG funding cycle. The Chairperson and Vice Chairperson will be elected for a one-year term. A CDBG Advisory Committee Member cannot be elected Chairperson more than two (2) consecutive terms.

**CONSOLIDATED PLAN**

The Consolidated Plan outlines the City’s process for community inclusion in the development of the multi-year Consolidated Plan. This plan defines the City’s local objectives for the CDBG program. It includes an assessment of Fairfield’s housing, homeless, and community development requirements; provides a housing market...
City of Fairfield  Citizen Participation Plan

Analysis; and creates a viable strategy to address the needs identified. This plan reflects HUD’s emphasis on outcomes as opposed to outputs when addressing community needs.

The City will make every effort to involve the community in determining appropriate CDBG activities. Approved activities must provide services that principally benefit low- and moderate-income persons or are located in a low- and moderate-income census tract and serves the surrounding community.

In determining appropriate CDBG activities, the City will also make every effort to involve any disabled residents in the community and the organizations that offer services to the disabled.

The following activities must be conducted before the City approves the Consolidated Plan:

- A Public Notice for each public hearing
- At least two Public Hearings per year to obtain residents’ views and to respond to proposals and questions, to be conducted at a minimum of two different stages of the program year
- A 30-day public comment period for each public hearing

Before the consolidated plan is adopted, the amount of assistance the City is expected to receive, including grant funds and program income, and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income, residents, public agencies and other interested parties will be notified. The City will consider any comments from citizens (whether received in writing or orally) related to the Consolidated Plan. A summary of the comments or views and a summary of any comments or views that were not accepted and reasons therefore will be attached to the approval of the Consolidated Plan.

SUBSTANTIAL AMENDMENT TO THE CONSOLIDATED PLAN

A substantial amendment to the Consolidated Plan is defined as a change in any CDBG funding allocation of more than 20 percent of the total annual allocation of CDBG funds. This includes any change in funding from one CDBG eligible activity to another. To make a substantial amendment to the Consolidated Plan, the following activities must be conducted:

- A Public Notice
- At least one Public Hearing
- A 30-day public comment period

The City will consider any comments from citizens (whether received in writing or orally) before adopting a substantial amendment to the Consolidated Plan. A summary of the
comments or views and a summary of any comments or views that were not accepted and reasons therefore will be attached to the substantial amendment to the Consolidated Plan.

Reprogramming Funds up to $25,000
Community Development Director is authorized, or can designate a staff person, to reprogram up to $25,000 of program funds to an approved CDBG project. If funding is available, Community Development staff can make available to the Housing Division up to $500. The request for funds must be directly related to the original project activity.

- Request in writing for additional funding
- Provide documentation of need with request
- Conduct NEPA review if substantial changes to the scope of the project
- Hold at least one public meeting
- Provide required 30-day public comment period
- Funding available at end of 30-day public comment period

If funding is available, CDBG Analyst can make available to the Housing Division up to $500 of CDBG administrative funds to conduct and facilitate Fair Housing Activities. These activities include seminars and landlord workshops offered community wide.

Reprogramming Funds over $25,000
The request to reprogram more than $25,000 in funds must be submitted in writing to the CDBG Analyst.

Public Service Funds
The Community Development Director shall make any reprogramming recommendations to the CDBG Advisory Committee. The CDBG Advisory Committee must approve requests to reprogram Public Service activity funds over $25,000, up to the Public Services cap.

The Advisory Committee cannot fund any project that did not apply during the last application process.

Non – Public Service Funds
Reprogramming Non-Public Service funds over $25,000 is subject to the City Manager’s approval, up to the Non-Public Services cap (20% entitlement cap).

The City Manager can approve reprogramming Non-Public Service funds to any CDBG eligible Non-Public Service project.
Reprogramming Activities

- Conduct NEPA review
- Documentation must be provided to support the need for funding
- If the CDBG Advisory Committee approves, a public meeting must be held to announce and discuss the increase in funding
- A 30-day public comment period is required
- Additional funding is available only after the end of the 30-day public comment period

DISPLACEMENT POLICY

The City does not anticipate any displacement of individuals under the Consolidated Plan. In the event temporary displacement should occur, such persons will be provided with relocation assistance in accordance with the City's General Relocation Plan, which complies with HUD regulations, 24 CFR Part 42. A copy of this plan is available for review at the City's Community Resources Department.

ANNUAL ACTION PLAN

The Annual Action Plan, which is submitted to HUD annually, details the expenditure of the annual CDBG grant and ensures that the funds are directed towards activities addressed in the Consolidated Plan. HUD requires the City to maintain a significant correlation between the goals identified in the Consolidated Plan with the use of CDBG funds. The CDBG Advisory Committee evaluates and recommends activities to the City Council. However, the City Council has the right to approve activities outside the recommendations of the CDBG Advisory Committee.

The Annual Plan is due 45 days before the start of the new fiscal year (i.e., the Annual Plan is due to HUD by May 15 and effective July 1). The following activities must be conducted before the City approves the Annual Action Plan:

- A Public Notice
- At least one Public Hearing
- A 30-day public comment period

All comments received in writing or verbally will be considered when preparing the final Annual Action Plan. A summary of these comments or views and a summary of the comments or views not accepted and the reasons therefore, will be attached to the document.
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

The Consolidated Annual Performance and Evaluation Report (CAPER) is a detailed report of the CDBG activities during the prior fiscal year. This report includes information on the activities conducted, the populations served, and an analysis of the expected outcomes and the results.

The CAPER is due to HUD 90 days from the end of the Fiscal year (the fiscal year ends on June 30 and the CAPER is due to HUD by September 30.)

The following activities must be conducted before the CAPER is submitted to HUD:

- A Public Notice
- At least one Public Hearing
- A 15-day public comment period

All comments received in writing or verbally will be considered when preparing the final CAPER. A summary of these comments or views and a summary of the comments or views not accepted and the reasons therefore will be attached to the document.

Assessment of Fair Housing

From its inception, the Fair Housing Act (and subsequent laws reaffirming its principles) outlawed discrimination and set out steps that needed to be taken proactively to overcome the legacy of segregation through the obligation of Affirmatively Furthering Fair Housing (AFFH). HUD issued this proposed rule, which provides tools to help guide communities in fulfilling the original promise of the Fair Housing Act. The process proposed by this rule assists the program participant to assess fair housing determinants, prioritize fair housing issues for response, and take meaningful actions to affirmatively further fair housing.

The following activities must be conducted before the Assessment of Fair Housing is submitted to HUD:

- A Public Notice
- At least one Public Hearing during the development of the AFH
- A 30-day public comment period for the public to comment on the development of the AFH
- A 30-day public comment period to receive comments on any revisions to the AFH and implement revisions before the AFH is submitted to HUD for review

Any comments or views of residents of the community in writing or orally at the public hearings shall be considered in preparing of the final AFH. A summary of these comments or views, and a summary of the comments or views not accepted and the reasons why, shall be attached to the final AFH.
CDBG APPLICATION PROCESS

The City utilizes two types of CDBG application procedures.

1. Public Service Applications
   Using a formal application process, the CDBG Advisory Committee reviews and ranks all applications, then makes funding recommendation to the City Council.

2. Non-Public Service Applications
   Through an internal process, City Department Managers review viable Non-Public Service projects. The City Manager makes funding recommendations to the City Council.

Application Activities

Outreach
CDBG Analyst will utilize various methods of Community Outreach to notify the public of the availability of CDBG applications, which will include (1) direct mail to those who requested their name be added to the CDBG interest list, (2) e-mail to the past and current CDBG sub-recipients, (3) public notice in the local newspaper, (4) City web site, and (5) English and Spanish press release from the City Communications office.

Orientation
When CDBG applications are available, staff will offer at least two CDBG Applicant Orientations. They are made available to applicants who need assistance with the application process. Orientations will be held at various times to accommodate the various schedules of the applicants.

Technical Assistance
CDBG Analyst is available during the application period to offer assistance in the process as requested. CDBG Analyst will advise applicants on all technical questions, such as determining the eligibility of a request.

PUBLIC SERVICE ACTIVITIES

Funding for public service activities are limited to 15% of the total CDBG allocation and program income. Public service activities are typically implemented by local non-profit organizations and provide social/supportive services to low- and moderate-income persons.

Allocating Public Service Funds
The City Council determines what project types will receive Public Service funds and what percentage will be allocated. This meeting is a public meeting and interested citizens are encouraged to attend.
- Public Service funds will be allocated annually. During the 2017-18 fiscal year if HUD should reduce or increase the total federal funding of the CDBG program, the percent of the change will be distributed equally among all public service grantees receiving funds.

- Beginning in the 2017-18 Fiscal Year, the City shall propose to allocate Public Service funds in the order listed below subject to receipt of CDBG grant funds:

  Homeless Services (40%)
  Drug or Violence Prevention (15%)
  Youth Services (30%)
  Senior Services (15%)

**NON-PUBLIC SERVICE ACTIVITIES**

Activities funded in this category account for the majority of the total CDBG entitlement grant. The types of projects generally funded include economic development, housing rehabilitation, community facilities, and public infrastructure. Due to the nature of the work, Non-Public Service activities are most often administered or implemented by City departments. Non-Public Service funding is available to outside organizations only with the sponsorship of a City department.

Allocating Non-Public Service Funds
The City will allocate funds in the order listed below subject to receipt of grant funds:

Grant Administration; 20% of grant plus program income
Neighborhood Stabilization Activities $738,498

- The City Manager will make the final funding recommendations for City Council approval as part of each CDBG Annual Action Plan.

- If HUD should reduce or increase the total Federal funding of the CDBG program, the City Manager will determine if the change will be distributed to one or all of the funded projects.

**APPLICATION REVIEW**

Using a formal application process, Public Service applications are made available during defined periods at a variety of locations that are listed in published announcements.

There will be a specific due date to return applications.

- Applications submitted after the due date will not be considered for funding.

- Applications will be date and time-stamped upon arrival.
Public Service applications will be accepted, reviewed, ranked and funded on an annual basis.

The CDBG Advisory Committee will meet to review the applications. The meeting dates will be published and are considered Public Meetings. The public is invited to attend.

**PUBLIC PRESENTATIONS**

After the CDBG Advisory Committee reviews the applications, the Public Service applicants are invited to present their project to the CDBG Advisory Committee. After the presentation, the CDBG Advisory Committee may comment and ask questions of the applicant to ensure they have the necessary information to judge the merits of the project. This is a Public Meeting, and the public is invited to attend.

**SCORING AND RANKING**

The CDBG Advisory Committee uses a score sheet to evaluate the Public Service applications. The score sheet is available to applicants and CDBG Advisory Committee Members. The CDBG Advisory Committee Members score each activity individually and submit their score sheets to staff, who will then tally the composite score and determine the applicant’s ranking.

**ALLOCATING PUBLIC SERVICE FUNDS**

The funding allocation meeting is the final CDBG Advisory Committee meeting in the Public Service application cycle. The CDBG Advisory Committee determines who will receive Public Service funding and how much will be allocated based on the composite score ranking. This meeting is a public meeting and the applicants and interested citizens are encouraged to attend.

- During the second year of funding, if HUD should reduce or increase the total federal funding of the CDBG program, the percentage of the change will be distributed equally among all subgrantees receiving funding.

- The CDBG Advisory Committee will set aside $1,500 in Public Service Funds for contingencies. These funds may be allocated by the City Council during the Public Hearing Process on the Annual Action Plan.

**COMMUNITY REVIEW AND COMMENT**

When recommendations are determined by the CDBG Advisory Committee for Public Service projects and by the City Manager for the Non-Public Service projects, staff will prepare the CDBG Annual Action Plan.

Adopted January 17, 2017, Resolution 2016-297
As required by HUD, staff will prepare an Annual Action Plan for each year the City receives CDBG funding.

The Annual Action Plan will be available for review during a 30-day Public Comment period.

CITY COUNCIL APPROVAL OF THE ANNUAL ACTION PLAN

After the 30-day public comment period, the Annual Action Plan will go before the City Council for a Public Hearing and City Council approval. The City Council can accept the recommendations as presented, or revise and/or reject some or all of the recommendations.

GRIEVANCE PROCEDURES

The CDBG Advisory Committee is open to review and improvement of the CDBG application and funding process. While it is important to protect the integrity of the existing procedures, it is equally important to include a fair grievance process for all parties to address valid complaints and grievances.

Grounds for grievance include, but are not limited to:

- Improper or biased actions by the CDBG Advisory Committee Members or CDBG Analyst
- The CDBG Advisory Committee denied funding without proper justification

FILING A GRIEVANCE

Note: All grievances must be received in writing within ten days of the alleged offense.

To file a grievance, the following steps must be conducted in the order listed:

**Step 1** Request in writing a meeting with CDBG Analyst to address the problem. CDBG Analyst will review the concerns and reply in writing within 10 business days of the meeting.

**Step 2** Submit a written complaint to CDBG Analyst regarding the problem. CDBG Analyst will review the concerns and reply in writing within 10 days of the postmark.

**Step 3** Request to address the City Council at the next scheduled City Council meeting.
- CDBG Analyst will add the request to the meeting agenda.
- City Council will hear and review the concerns.
- City Council will make a motion and vote their decision.
- CDBG Analyst will provide meeting minutes within 14 days of the meeting date.

**FORFEITURE OF CDBG AWARD**

Within three (3) months of the City Council Resolution approving the CDBG awards, the recipient must return the CDBG Funding Agreement or Memorandum of Understanding (MOU) fully completed and signed to CDBG Analyst.

If there are extenuating circumstances, a recipient may request an extension in writing one month before the deadline date for consideration and approval by CDBG Analyst.

If the completed contract (including all current insurance documents, revised budget, and other required supplemental materials) is not received in the allotted time (three months or the approved extended deadline), the grant allocation will be forfeited.