

City of Chico  
Citizen Participation Plan  
For the Use of Funds from the Department of Housing & Urban Development  
2015

The purpose of the Citizen Participation Plan is to establish policy and procedures for citizen participation in the planning, implementation and assessment of activities proposed in the Consolidated Plan, any Substantial Amendments to the Plan, the Annual Action Plan and the Consolidated Annual Performance Evaluation Report (CAPER).

Encouragement of Citizen Participation

Citizen participation is encouraged by all city residents, especially by individuals of low and moderate income, residents of slum and blight areas, and residents of predominantly low and moderate income neighborhoods where project activity is on-going or being considered. The City makes an effort to ensure the participation of persons with special needs and/or persons who are often underrepresented in public process and organizations that represent such persons of low income, persons of color, non-English speaking persons, persons with disabilities, and/or persons who are homeless.

At a minimum, the City will post a notice on the City's website notifying the public of the Consolidated/Annual Plan process and the schedule of public meetings, workshops and/or focus groups. The City will explore alternative public involvement techniques, such as the use of focus groups and the internet, including email distribution of notifications.

Citizen Comment

Prior to the adoption of a Consolidated Plan, Substantial Amendments and the Annual Action Plan, the City will make the draft documents available to citizens, public agencies and other interested parties, for a comment period of no less than 30 days. The following information will be identified in a notice that will be published in the local newspaper of general circulation: the amount of assistance the City expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income, the dates of the public comment period, and location of where draft documents may be obtained for review. If it is believed that any of the proposed activities will cause displacement of persons, information will be included which describes the types and levels of assistance the City will make available (or have others make available), to assist persons displaced.

The draft CAPER will be made available for comment for no less than 15 days before the public hearing to consider its submission to HUD. A notice will be published in the local newspaper of general circulation.

Copies of the current Draft and Final Consolidated/Annual Plans and CAPER will be available for review on the City's Housing Webpage and at the following locations:

City Hall in the Housing Division—411 Main Street

Chico Branch of the Butte County Library—1108 Sherman Avenue

Housing Authority of the County of Butte—2039 Forest Avenue

Legal Services of Northern California—541 Normal Street

The City will consider any comments by individuals or groups received in writing, or orally at public hearings considering the Plans/CAPER. A summary of the written and oral comments received during the comment period will be included in the Consolidated Plan, Substantial Amendments, Action Plan or CAPER.

### Public Hearings and Meetings

In accordance with HUD regulations, the City will hold at least two public hearings each year to obtain citizen's views and respond to proposals and questions. At least one public hearing will be held before the draft Consolidated/Annual Plan is adopted. The hearing will occur at a regularly-scheduled City Council meeting and will be noticed via a special hearing notice in a local newspaper of general circulation at least 30 days prior to the date of the meeting.

A second public hearing will be held before the CAPER is submitted to HUD. The CAPER will be considered at a regularly-scheduled City Council meeting and will be noticed via a special hearing notice in a local newspaper of general circulation at least 15 days prior to the date of the meeting.

A contact name and telephone number will be provided in the hearing notice to allow interested parties to ask questions or to make requests for special accommodations. If a significant number of non-English speaking residents are expected to be in attendance, the City will seek interpreter services from appropriate individuals or service organizations to provide such services.

### Amendments to Consolidated/Annual Plans

The City considers a substantial change to the Consolidated/Annual Plan to be a change in funding from one eligible activity to another in an amount that exceeds 15% of the total annual grant allocation plus program income.

A draft Substantial Amendment will provide 30 days for public comment and will be noticed as described in the Citizen Comment section of this document.

A change in the federal funding level after the draft Consolidated Plan is published would not be considered a Substantial Amendment.

### Technical Assistance

Technical assistance, to the extent feasible, will be provided to organizations or individuals representative of persons of low-and moderate-income that request assistance in developing funding proposals.

### Complaints

The City will provide written responses to citizen's written complaints related to the Consolidated Plan, Amendments and CAPER where practical, within 15 working days of receipt.

### Public Review of Citizen Participation Plan

The Citizen Participation Plan is made available for public review and comment prior to adoption along with the Consolidated Plan. Any substantial amendments to the Citizen Participation Plan will be made available for public review and comment prior to adoption. This plan will be available on the City's website and copies will be made available to those without internet access, at no charge and will be made available in an accessible format to persons with disabilities, upon request.