

CITY OF INDIO CITIZEN PARTICIPATION PLAN (revised June 2020)

A. INTRODUCTION

The Citizen Participation Plan (CPP) sets forth the City of Indio's policies and procedures for citizen participation. The CPP complies with 24 CFR 91.05 Citizen Participation Plan, local governments. The CPP applies to the Consolidated Plan, including the Strategic Plan and each annual Action Plan; substantial amendments to the Consolidated Plan/Action Plan(s); Assessment of Fair Housing (AFH); and the Consolidated Plan Annual Performance and Evaluation Report (CAPER).

The policies and procedures set forth in this Citizen Participation Plan should be interpreted as the City's good faith effort to meet the requirements of 24 CFR 91.05(a)-(k). The City may choose, from time to time, to exceed the standards and requirements of 24 CFR 91.05(a)-(k). When the City so chooses, this action shall not be interpreted as an amendment to the CPP, but rather as an effort by the City to go beyond the minimum requirements.

B. ENCOURAGEMENT OF CITIZEN PARTICIPATION

The CPP provides for and encourages the participation of residents in the development of the Consolidated Plan, substantial amendments to the Consolidated Plan/Action Plan(s), AFH and performance reports. The CPP encourages participation by:

Low- and moderate-income persons, particularly those living in slum/blight areas and in areas where CDBG funds are proposed to be used.

Residents of low- and moderate-income neighborhoods as defined in the Consolidated Plan.

Minorities.

Non-English speaking persons.

Persons with disabilities.

Residents of affordable housing developments (i.e., financially assisted housing).

Low-income residents of targeted revitalization areas (when identified and the areas are adopted).

C. CITIZEN COMMENTS ON THE ORIGINAL CPP

The City will provide ample and reasonable opportunity to citizens to comment on the original CPP. The public will also be provided reasonable opportunity to comment on substantial amendments to the CPP. The City will make the CPP public and make the plan accessible to persons with disabilities, upon request.

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D. DEVELOPMENT OF THE CONSOLIDATED PLAN

Before the City adopts a Consolidated Plan, it will:

Make available to citizens, public agencies, and interested parties information that states the amount of CDBG funds the City expects to receive.

Describe the range of activities that may be undertaken with CDBG funds.

Estimate the amount that will benefit persons of low- and moderate-income.

The methods that City will use to make this information available will include, but not be limited, to:

Press releases.
Website announcements.
Other appropriate methods.

E. PUBLICATION POLICIES FOR CONSOLIDATED PLAN AND ACTION PLAN

The City will publish the Proposed Consolidated Plan and annual Action Plan(s) in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and submit comments. The following publication policies will apply:

A Notice of Availability will be published in one or more newspapers of general circulation that serve the City of Indio. This Notice of Availability is intended to inform the public that the proposed Consolidated Plan/Action Plan(s) is available for review and comment for a period not less than 30-days.

As directed by HUD through written guidelines and deemed necessary due to the risk of the safety, health or economy of the city, expedited procedures will be implemented which include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the action plan amendment and, amended citizen participation plans.

The Notice of Availability will identify the locations where copies of the proposed Consolidated Plan/Action(s) may be obtained for review and comment. In the event of a public health crisis, the aforementioned documents will only be available online at the City's website.

Concurrently, a summary of the Proposed Consolidated Plan/Action Plan(s) will be published in one or more newspapers of general circulation that service the City of Indio. The Notice of Availability and Summary may be published in the same legal and display advertisement.

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The summary will describe the contents and purpose of the Consolidated Plan/Action Plans, the Plan's priorities, the expected amount of CDBG funds, the proposed activities and funding amounts, and a list of the locations where the Consolidated Plan/Action Plan(s) can be examined. At a minimum, these locations will include:

City of Indio City Hall
Economic Development Department
100 Civic Center Mall
Indio, CA 92201

Indio Senior Center
45700 Aladdin Street
Indio, CA 92201

County of Riverside Public Library
(Indio Branch)
200 Civic Center Mall
Indio, CA 92201

The City will provide a reasonable number of free copies of the Proposed Consolidated Plan/Action Plan(s) to citizens and groups that request it.

In the event of a public health crisis, the aforementioned documents will only be available online at the City's website. A summary of the Proposed Consolidated Plan/Action Plan(s) also will be posted on the City's website.

F. PUBLIC HEARINGS FOR CONSOLIDATED PLAN AND ONE YEAR PLAN

The City will conduct a minimum of two public hearings on the Consolidated Plan and the one-year Action Plans. One public hearing will be conducted during the development of the proposed Consolidated Plan and/or one-year Action Plan. The purpose of this public hearing will be to provide a forum for citizens and interested organizations to express their views on the City's housing and community development needs, priorities, proposed activities, and program performance.

An entity authorized to hold public hearings will conduct the first public hearing. This body may be the City's Planning Commission, the City Council, or another entity.

The second public hearing will be conducted to consider the proposed Consolidated Plan and/or one-year Action Plan, written comments on the Plan(s), and oral comments on the Plan(s). This public hearing also has the purpose of authorizing the Community Development Department to transmit the Consolidated Plan and/or one-year Action Plan to the U.S. Department of Housing and Urban Development. The City Council will hold and conduct the second public hearing.

The public hearings (and any public meetings on the Consolidated Plan/Action Plan) will be held at locations and times that are convenient to the public, especially those persons

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affected by program resources. The public hearings and meetings will be held at locations equipped to accommodate persons with physical disabilities.

The first public hearing will be held in the evening hours 150 Civic Center Mall, Indio, California. The second public hearing will be held in the evening hours at the City Council Chambers, City Hall, 150 Civic Center Mall, Indio.

During the conduct of public hearings and meetings, translation services will be provided to non-English speaking persons upon advance requests. Citizens and other organizations are urged to contact the City at least two (2) working days prior to a public hearing if they will need translation services, handicapped services, or other special assistance.

As directed by HUD through written guidelines and deemed necessary due to the risk of the safety, health or economy of the City, the City will have the option to meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the City's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

A public notice announcing a public hearing on the Consolidated Plan/Action Plan(s) will be placed as a legal and/or display advertisement in a newspaper of general circulation serving the City of Indio a minimum of 10 days prior to any public hearing. The City Council public hearing on the proposed Consolidated Plan/Action Plan(s) will be held after the 30-day citizen review and comment period has ended.

As directed by HUD through written guidelines and deemed necessary due to the risk of the safety, health or economy of the city, expedited procedures will be implemented which include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the action plan amendment and, amended citizen participation plans.

G. CITIZEN COMMENTS ON THE CONSOLIDATED PLAN/ACTION PLAN(S)

The City shall provide for a period of not less than 30 days to allow the interested parties an opportunity to review and comment on the Proposed Consolidated Plan/Action Plan(s). As directed by HUD through written guidelines and deemed necessary due to the risk of the safety, health or economy of the city, expedited procedures will be implemented which include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the action plan amendment and, amended citizen participation plans.

Staff will summarize the written comments and prepare responses for consideration by the City Council at the public hearing(s). Written comments should be addressed to Community Development Department, City of Indio, 100 Civic Center Mall, Indio, CA.

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Verbal comments received at public hearings, in person or virtual, also will be considered by the City Council.

All written and verbal comments and responses will be summarized, and included as an attachment to the Consolidated Plan/Action Plan(s).

H. ASSESSMENT OF FAIR HOUSING (AFH)

The Assessment of Fair Housing (AFH) outlines the Department of Housing and Urban Development's (HUD) proposed strategy to refine and improve the process currently known as the Analysis of Impediments to Fair Housing Choice (AI). As a HUD grantee, Cathedral City must prepare an AFH in order to keep their obligation to 'affirmatively further fair housing' (AFFH).

The AFH will be a comprehensive planning tool used to address any housing discrimination, the operation of housing markets, investment choices by holders of capital, the history and geography of regions, and patterns of development and the built environment in Indio. The AFH also provides recommendations used to formulate some of the goals, programs, and services of the Consolidated Plan.

The Assessment of Fair housing must be submitted to HUD every five (5) years prior to the preparation of the Consolidated Plan. The due date for an AFH is based on the City's CDBG Consolidated Plan cycle. The City's AFH will be due 270 days prior to the program year that begins on or after July 1st. This means the City must submit the AFH on or before October 4th of the year it is due.

Prior to the adoption of an Assessment of Fair Housing, the City of Indio will make available to the community, public agencies, housing authorities, and additional interested parties a draft of the assessment. This assessment will allow the City to consider any fair housing issues when developing the Five-Year Consolidated Plan.

Community Meetings:

The City will host a minimum of three (3) community meetings, in person or virtual, during the development of the Assessment of Fair Housing. In addition, the City will also host one (1) focus group meeting, in person or virtual, for community agencies and interested residents to participate and provide feedback in the development of the Assessment of Fair Housing.

A Notice of Availability will be published in one or more newspapers of general circulation that serve the City of Indio. This Notice of Availability is intended to inform the public that the proposed AFH is available for review and comment for a period not less than 30-days. As directed by HUD through written guidelines and deemed necessary due to the risk of the safety, health or economy of the city, expedited procedures will be implemented which include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the action plan amendment and, amended citizen participation plans.

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The Notice of Availability will identify the locations where copies of the proposed Consolidated Plan/Action(s) may be obtained for review and comment.

Concurrently, a summary of the Proposed AFH will be published in one or more newspapers of general circulation that service the City of Indio. The Notice of Availability and Summary may be published in the same legal and display advertisement.

The summary will describe the contents and purpose of the AFH, the Plan's priorities, the expected amount of CDBG funds, the proposed activities and funding amounts, and a list of the locations where the AFH can be examined. At a minimum, these locations will include:

City of Indio City Hall
Economic Development Department
100 Civic Center Mall
Indio, CA 92201

Indio Senior Center
45700 Aladdin Street
Indio, CA 92201

County of Riverside Public Library
(Indio Branch)
200 Civic Center Mall
Indio, CA 92201

A summary of the Proposed AFH *also* will be posted on the City's website.

I. AMENDMENTS

When proposed, the following changes will require an amendment to the Consolidated Plan/Action Plan(s) and AFH:

A change in the allocation priorities.

A change in the method of the distribution of funds.

Carrying out an activity, which has not been previously described in the Consolidated Plan/Action Plan(s) and AFH.

A change to the purpose, scope, location or beneficiaries of an activity.

For projects that have received an allocation of \$100,000 or less, an increase or decrease of \$30,000 in the amount allocated to an eligible activity/project. For projects of \$100,000 or more, an increase or decrease of 30% of the amount allocated to the project.

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All of these amendments are considered “substantial,” and, therefore, trigger the citizen participation process.

Citizens will be provided with a reasonable notice and an opportunity to comment on substantial amendments. All substantial amendments will be published as display advertisements in a newspaper of general circulation and will provide for a 30-day review period. As directed by HUD through written guidelines and deemed necessary due to the risk of the safety, health or economy of the city, expedited procedures will be implemented which include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the action plan amendment and, amended citizen participation plans.

The City will consider any comments received in writing, or orally at public hearings, if any, regarding substantial amendments. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the substantial amendment of the Consolidated Plan/Action Plan(s) and AFH. No substantial amendment will be implemented prior to 30-day public comment period.

As directed by HUD through written guidelines and deemed necessary due to the risk of the safety, health or economy of the city, expedited procedures will be implemented which include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the action plan amendment and, amended citizen participation plans.

Upon City Council approval of the substantial amendment, the City will make the approved amendment public and will notify HUD. A copy of each substantial amendment will be sent to HUD at the end of the program year. The official representative of the City authorized to take such action will sign letters transmitting copies of the substantial amendments.

J. PERFORMANCE REPORTS

The City will annually review and report, in a form prescribed by HUD, on the progress it has made in carrying out its AFH, Strategic Plan and Action Plan. The Consolidated Annual Performance and Evaluation Report (CAPER) includes a description of the resources made available, the investment of available resources, the geographic distribution and location of investments, the families and persons assisted (including the racial and ethnic status of persons assisted, actions taken to affirmatively further fair housing, and other actions indicated in the AFH, Strategic Plan and Action Plan(s))

To encourage citizen participation, the City will carry out the following policies and procedures:

A Notice of Availability will be published in one or more newspapers of general circulation that serve the City of Indio. This Notice of Availability is intended to inform the public that the draft Consolidated Annual Performance and Evaluation

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Report (CAPER) is available for review and comment for a period not less than 15-days. As directed by HUD through written guidelines and deemed necessary due to the risk of the safety, health or economy of the city, expedited procedures will be implemented which include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the action plan amendment and, amended citizen participation plans. The Notice of Availability will identify the locations where copies of the proposed CAPER may be obtained for review and comment,

Concurrently, the City will publish a summary of the draft CAPER as a display advertisement in a newspaper of general circulation. The Notice of Availability and Summary may be published in the same legal and display advertisement.

The published summary will describe the following items:

The contents and purpose of the CAPER; and

A list of the locations where the copies of the entire draft CAPER may be examined. At a minimum this list will include:

Community Development Department
Indio Senior Center
County of Riverside Public Library (Indio Branch)

In the event of a public health crisis, the aforementioned documents will only be available online at the City's website.

A summary of these comments or views shall be attached to the final CAPER. The City will submit the final CAPER to HUD pursuant to HUD regulations. The final CAPER shall be submitted to HUD following the public review and comment period and the time needed to respond to citizen comments.

K. ACCESS TO RECORDS

The City will ensure timely and reasonable access to information and records to citizens, public agencies, and other interested parties related to:

The development of the Consolidated Plan/Action Plan(s) and AFH.

CDBG program expenditures.

Information to be made available includes the following items: adopted Consolidated Plan, adopted Action Plan(s), adopted AFH, substantial amendments, performance reports, meeting and public hearing minutes and public comments.

Requests for information and records must be made to the City's Community Development Department in writing. Staff will make every attempt to respond to such requests within fifteen (15) business days, or as soon as possible thereafter. Upon

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request, these items will also be made available in a form accessible to persons with disabilities.

L. TECHNICAL ASSISTANCE

Upon request, the City will provide technical assistance to groups, especially those representing low- and moderate-income persons, to develop funding requests for CDBG eligible activities. Technical Assistance will be provided as follows:

Answer, in writing, all written questions and answer verbally all verbal inquiries received from citizens or representative groups asking questions on how to write or submit eligible project proposals.

Meet with groups or individuals as requested, to assist in identifying specific needs and to assist in preparing project proposal applications. This assistance can be provided via virtual meetings using online meeting platforms.

M. DISPLACEMENT POLICIES

In the event that any residential displacement and relocation will result from program activity, the City will ensure that, prior to carrying out the program activity, the City will develop an Anti-displacement and Relocation Plan in connection with the program activity.

In the event that any acquisition and relocation must take place in order to carry out a program activity, the City will also comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended, and implementing regulations at 49 CFR Part 24.

N. COMPLAINTS

The City will respond within (15) business days (when practicable) to all written complaints received regarding the Consolidated Plan, Consolidated Plan activities, Action Plan(s), AFH, substantial amendments, and/or annual performance reports.

The City will accept written complaints provided they specify: the description of the objection, supporting facts and data and provide name, address, telephone number, and a date of complaint.