



# **City of Chino Hills**

---

## **Community Development Block Grant Program Citizen Participation Plan**

Amended  
May 2020

**Community Services Department**

## I. POLICY STATEMENT

It is the policy of the City of Chino Hills to provide for full involvement by the community and its residents in the planning, development, implementation and evaluation of programs funded under the Housing and Community Development Act of 1974, as amended, including the Community Development Grant (CDBG) Program. The law declares that the primary purpose of the Community Development Block Grant Program is to improve communities by providing: decent housing, a suitable living environment, and growing economic opportunities— principally, for low and moderate-income people.

This Citizen Participation Plan sets forth the procedures and guidelines to be implemented by the City to provide for the continuing participation by the citizens of Chino Hills. The City acknowledges the need for, and the role, of citizen involvement, but also recognizes that the final determination and responsibility for policy development rests with the City Council.

This plan may be amended from time to time and shall remain in effect until superseded by a new plan or until the City no longer participates in programs that require such a plan.

## II. OBJECTIVE

The Citizen Participation Plan, hereinafter referred to as the “Plan”, is designed to facilitate two-way communication between the City and its residents on matters pertaining to the use of Federal Grant funding from the U.S. Department of Housing and Urban Development (HUD). The Plan provides for visibility of housing and community development programs, enlists citizen participation in the development of the Consolidated Plan and the review of the Consolidated Plan, the Annual Plan, the Consolidated Annual Performance and Evaluation Report (CAPER) and the Assessment of Fair Housing (AFH). The Plan also encourages active citizen involvement in development of goals and objectives of federally-funded programs.

## III. DEFINITIONS

For purposes of CDBG, along with any additional federally-awarded entitlement grants, the following definitions will apply:

### **Consolidated Plan Documents (CPD) –**

These documents include:

1. Five-Year Consolidated Plan: This document is submitted to HUD every five years and serves as the five-year planning document of the City and application for CDBG funding.

2. Citizen Participation Plan: Required by Section 104(a)(2) of the Housing and Community Development Act and by regulations at 24 CFR 570.486(a)(6). The primary goal is to provide citizens--especially low and moderate income citizens of the community where CDBG-funded activities will take place-- an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects.
3. One-Year Action Plan: This document is submitted to HUD every year and updates the Consolidated Plan and allocates one year's CDBG funding, including any program income generated from CDBG.
4. Consolidated Annual Performance and Evaluation Report (CAPER): This document reports on the progress made in carrying out the Consolidated Plan and Action Plan.
5. Assessment of Fair Housing (AFH): The CDBG program contains a regulatory requirement to affirmatively further fair housing based upon HUD's obligation under Section 808 of the Fair Housing Act. The AFH planning process help communities analyze challenges to fair housing choice and establish goals and priorities to address the fair housing barriers in the community. The AFH helps jurisdictions identify and assess four fair housing issues: patterns of integration and segregation; racially or ethnically concentrated areas of poverty; disparities in access to opportunity; and disproportionate housing needs.

### **Public Hearing –**

Per Federal regulation 24 CFR Part 91, at least two public hearings per year are required to obtain residents' views and to respond to proposals and questions. A public hearing is a public meeting that has been publicly noticed in a local newspaper of general circulation, or noticed in a fashion which otherwise follows local procedures for formal noticing of public hearings. Public hearing refers to both public hearings, including virtual hearings, and community meetings for purposes of this Citizen Participation Plan, as well as for meeting the requirements for public hearings under the CDBG regulations [Title 24 of the Code of Federal Regulations, Part 91.105(e)(1)].

### **Low and Moderate Income Households –**

Low and Moderate households are those households with income that do not exceed 80 percent of the Median Family Income (MFI) as defined below by HUD:

1. Extremely Low-Income: 0-30%, SB County MFI adjusted for household size
2. Very Low-Income: 31-50%, SB County MFI adjusted for household size

3. Moderate-Income: 51-80%, SB County MFI adjusted for household size

Income Limits are calculated using the same methodology that HUD uses for calculating the income limits for the Section 8 program, in accordance with Section 3(b)(2) of the U.S. Housing Act of 1937, as amended. These limits are based on HUD estimates of median family income, with adjustments based on family size.

#### **IV. SCOPE OF PARTICIPATION**

##### **A. City's Role**

In order for citizens to become informed and involved in the program, the City will provide comprehensive access to program information. The following information will be made available during the planning process for program development and implementation of federal funds: amount of funds available; types of activities that are eligible for funding and activities previously funded; ineligible activities; dates of meetings and public hearings; information on the process for funding applications; and process to be followed by the City in approving funding applications.

##### **B. Citizen's Role**

All Chino Hills' citizens are encouraged to participate in the public meetings and hearings and to contact the Community Services Department with regard to any questions they may have concerning the process and programs under the Citizen Participation Plan, Consolidated Plan, Annual Action Plan, CAPER, or Assessment of Fair Housing.

All public hearings take place in the Council Chambers located at City Hall, 14000 City Center Drive, Chino Hills, CA 91709, unless another location and/or time is publicized in advance.

A variety of mechanisms may be utilized to solicit input on priority needs, goals and objectives for the development of the Consolidated Plan. These include a community needs survey, public meetings/stakeholder focus groups, study sessions, agency consultations, telephone interviews and/or personal interviews. A least one public hearing will be held during the development of the Consolidated Plan. Questions and comments may be addressed to:

Community Services Department  
Attn: CDBG Program  
14000 City Center Drive  
Chino Hills, CA 91709  
communityservices@chinohills.org  
(909) 364-2710

### **C. Planning Process for Documents**

Citizen involvement, as stated earlier, will be sought in the development, implementation and evaluation stages of Consolidated Plan documents. This will be accomplished in the following manner for **each document** outlined below:

#### CITIZEN PARTICIPATION PLAN

The Draft Citizen Participation Plan will be made available for public review for 30 days. Written comments will be accepted during the 30-day public comment period. A summary of the comments and views, along with the City's responses will be attached to the Plan.

A public hearing is not required, only reasonable opportunity to comment on the citizen participation plan and on substantial amendments to the citizen participation plan, which must be made public. The City will publish a public notice informing citizens of a public review and 30-day comment period.

Substantial amendments to the Citizen Participation Plan will be made available for public review for a 30-day period. The City will consider any comments or view of residents in writing, or orally at public hearings, and a summary of all with the City's responses will be attached to the final amendment. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than five days.

#### FIVE-YEAR CONSOLIDATED PLAN

Citizens will be invited to provide input into development of the Five-Year Strategic Plan, including identification of priority needs and setting goals and objectives, through any of the following mechanisms: community meetings/stakeholder focus groups, community needs survey, study sessions, public comment period and public hearing process. The City will consult with the following agencies: local and regional institutions; Continuums of Care; Public Housing Agencies; and other organizations (businesses, developers, non-profits, community-based organizations).

To provide full access under the Consolidated Plan for low to moderate-income people, the City of Chino Hills, Community Services Department, will undertake the following actions:

- Coordinate with service providers, the school district, and churches and provide information regarding workshop, meeting and hearing dates.
- Public Notices will be published in the Chino Champion.

- Press releases/Public Service Announcements regarding the various programs and planning process will be issued.
- Announcements will also be placed, whenever possible, in the Chino Hills Community Brochure and the City's Official Website.
- Letters will be sent to past recipients or any person/organization requesting to be on the mailing list.

The Draft Consolidated Plan will be made available for public review for 30 days. Written comments will be accepted during the 30-day comment period. A summary of written comments and view, and the City's responses must be attached to the Consolidated Plan.

The City will hold one public hearing to discuss all eligible project proposals and funding recommendations, and one public hearing to accept comments on the Draft Action Plan prior to final adoption which will be available for a 30-day comment period during the development stage.

The City will formally amend its approved Five-Year Consolidated Plan whenever a change constitutes a substantial amendment. For the purpose of the Five-Year Consolidated Plan, a "substantial change" is herein defined as an activity not previously described in the Consolidated Plan or Action Plan and a substantial change to the purpose, scope, location or beneficiary of an activity. Additionally, any cumulative change equal to or in excess of 25% of the City's entitlement funds for that program year.

A substantial amendment of the Consolidated Plan shall require a public hearing. All substantial amendments to the Consolidated Plan will be reviewed by, and must receive approval by the City Council. Citizens will be given an opportunity to participate in the planning process and shall be provided reasonable notice and opportunity to comment on any proposed substantial amendment(s) to the Consolidated Plan. The proposed amendment(s) will be made available for public review for 30 days. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than five days. A summary of written comments and view, and the City's responses must be attached to the Consolidated Plan.

Changes in the allocation priorities not amounting to 25% of the entitlement will not be considered a substantial change to the Five-Year Consolidated Plan. As such, no public review and comment is required. Documentation of the amendment will be made to the current Consolidated Plan, and notification of the amendment will be provided to HUD.

## ONE-YEAR ANNUAL ACTION PLAN

The City will consult with the following during the development of the Annual Action Plan: Residents, Public and Private Organizations, Health Service Agencies, Fair Housing Agencies, Homeless Services Agencies, Continuums of Care, Other local governments, and Public Housing Agencies.

These persons/agencies will be contacted and included in the development process in the following manner:

1. Each year, the City will publish Notice of Funding Availability (NOFA) for non-profit community-based organizations advising them the planning cycle has begun for CDBG and proposals are being accepted.
2. The City will conduct outreach to special interest groups such as the elderly, at risk youth and the disabled, when necessary.
3. The City will review all proposals received and make recommendations to Council for funding awards.

The Draft Action Plan shall be made available for public review for a 30-day comment period. Written and oral comments shall be accepted during this period and a summary of all will be attached to the Action Plan prior to final adoption.

At a minimum, the City will conduct two separate public hearings at two different stages of the program year in order to address housing and community development needs. The City will hold one public hearing to discuss all eligible project proposals and funding recommendations, and one public hearing to accept comments on the Draft Action Plan prior to final adoption which will be available for a 30-day comment period during the development stage.

The City will formally amend its Action Plan whenever a change constitutes a substantial amendment. For the purpose of the Action Plan, a “substantial change” is herein defined an activity not previously described in the Action Plan and a substantial change to the purpose, scope, location or beneficiary of an activity. Additionally, any cumulative change equal to or in excess of 25% of the City’s entitlement funds for that program year.

A substantial amendment of the Action Plan shall require a public hearing. All substantial amendments to the Action Plan will be reviewed by, and must receive approval by the City Council. Citizens will be given

an opportunity to participate in the planning process and shall be provided reasonable notice and opportunity to comment on any proposed substantial amendment(s) to the Action Plan. The proposed amendment(s) will be made available for public review for 30 days. During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than five days. A summary of written comments and view, and the City's responses must be attached to the Action Plan.

Changes in the allocation priorities not amounting to 25% of the entitlement will not be considered a substantial change to the Action Plan. As such, no public review and comment is required. Documentation of the amendment will be made to the current Action Plan. All substantial amendments to the Action Plan will be reviewed by, and must receive approval from the City Council.

#### CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

The CAPER will be made available for a 15-day public review and comment period prior to adoption. The City will accept comments and views during the 15-day comment period, and City responses will be attached to the final CAPER.

A public hearing will be held to receive comments on the Draft CAPER prior to final adoption and submission to HUD.

#### ASSESSMENT OF FAIR HOUSING (AFH)

The City will encourage participation by low income residents, the Continuum of Care, local and regional institutions, and other organizations in developing and implementing the AFH. During the development of the AFH, the City will consult the following services/agencies to solicit their input on fair housing issues in the City:

1. Fair Housing Organizations
2. Other local governments
3. Advocacy groups for special needs households
4. Affordable housing providers
5. Bank and other financial institutions
6. Educational institutions

A summary of the Draft AFH will be made available for public review for 30 days. Written comments will be accepted during the 30-day review

period. A summary of written comments and views, and the City's responses must be attached to the Consolidated Plan.

The City will conduct at least one public hearing during the development stage of the Draft AFH to receive input on fair housing issues.

The City will make HUD-provided AFH data and any other supplemental information the City plans to incorporate into its AFH available to residents, public agencies, and other interested parties. A 30-day comment review period will be noticed and the amended AFH made available at specific locations. A summary of written comments and views, and the City's responses must be attached to the Consolidated Plan.

The City will conduct a public hearing to accept public input on fair housing issues during the development stage of the Draft AFH. The City will also conduct a public hearing to accept comments on the Draft AFH prior to adoption.

During times of a national disaster or pandemic such as COVID-19, the comment period shall be no less than 5 days.

## **V. DISASTER/EMERGENCY EVENTS THAT MAY REQUIRE EXPEDITED SUBSTANTIAL AMENDMENTS**

It may be necessary to expedite substantial amendments to the Consolidated Plan/Action Plan in the event of a declared disaster or emergency. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including (1) Man-Made disasters, (2) Natural disasters, and (3) Terrorism. Man-made disasters can include chemical spills, mass rioting, power outages, dam failure, plant explosions, etc. Natural disasters can include earthquakes, tsunamis, hurricanes, tornadoes, wild fires, flooding, and public health issues such as the wide-spread disease such as the recent coronavirus disease (COVID-19). Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyber-attacks like hacking, phishing, and virus distribution, etc.

These expedited substantial amendments may include funding new activities and/or reprogramming of funds including cancelling activities to meet needs resulting from a declared disaster or emergency. Therefore, the City of Chino Hills may utilize CDBG funds to meet these needs with a five day public comment period instead of a 30-day comment period which is otherwise required for substantial amendments. For funding under FY 2019-2020, FY 2020-21 and the Coronavirus Aid Relief and Economic

Security Act (CARES Act), the City of Chino Hills may provide a five day notice of a proposed substantial amendment beginning May 1, 2020 as allowed under the HUD waiver.

With respect to a declared disaster, the City of Chino Hills may elect to use CDBG funds to address needs not provided for by the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA), or other disaster relief efforts. Funding for disaster relief may not duplicate other efforts undertaken by federal or local sources unless allowed by the federal government. Potential eligible uses of funds are those that are included in this Citizen Participation Plan, the Consolidated Plan, or any other CDBG eligible use. HUD may provide new guidance on eligible uses in which the City will comply with and may utilize as well.

All eligible activities, including those to address declared disasters or emergencies, must meet one of three national objectives which are: (1) Benefit to low- and moderate-income (LMI) persons; (2) Aid in the prevention of slums or blight; and (3) Meet a need having a particular urgency (referred to urgent need). The City of Chino Hills may carry out eligible CDBG activities to meet needs resulting from declared disasters or emergencies under any one of the three national objectives.

During times of a national declared disaster or pandemic such as COVID-19, in person public hearings will not be required. Virtual public hearings are acceptable. The virtual hearing method will only be used in lieu of in-person hearing if national or local health authorities recommend social distancing and limit public gatherings for public health reasons. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or limited English proficiency will be made available to the extent possible.

## **VI. PUBLIC HEARINGS**

Public hearings shall serve as a source of citizen input on proposed programs, activities, policies and procedures. At a minimum, the City will conduct two separate public hearings at two different stages of the program year in order to address housing and community development needs. At least one of these hearings will be conducted before the proposed Consolidated Plan and Annual Action Plan is adopted. All public hearings will be held in the Council Chambers, which are accessible to the handicapped/disabled. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or limited English Proficiency will be made available to the greatest extent possible.

To ensure that all City residents have ample opportunity to take notice of all scheduled public hearings, all notices regarding such hearings, including the date, time, location, and topics to be considered shall be published in a local newspaper of general circulation at least ten (10) days prior to date of the public hearing. In addition, all notices shall also be posted and/or available at City Hall.

Minutes of all hearings shall be kept by the City in accordance with its standard practice. Copies of minutes shall be available on request, in accordance with City's adopted practice.

## **VII. ACCESS TO MEETINGS**

All public hearings will be conducted in the City's Council Chambers located at 14000 City Center Drive, Chino Hills, CA 91709.

The City's Council Chambers is accessible to the disabled. Citizens with a disability who need special accommodations in order to access program information must contact the Community Services Department at least 3 working days in advance with a **reasonable accommodation** request. Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or limited English Proficiency will be made available to the greatest extent possible.

## **VIII. AVAILABILITY OF DOCUMENTS FOR PUBLIC REVIEW**

Copies of the documents will be available to the public for review and comment at the following locations:

1. City Hall Offices, Community Services Department,  
14000 City Center Drive, Chino Hills, CA 91709
2. City of Chino Hills website, [www.chinohills.org/CDBG](http://www.chinohills.org/CDBG)

The City will provide a reasonable number of free copies of the documents to citizens that request copies. Notices of availability of draft documents for public review will be published as indicated.

## **IX. ACCESS TO RECORDS**

Citizens, public agencies, and other interested parties may review information and records relating to the Consolidated Plan. The City will ensure timely and reasonable access to information and records related to the development of the Consolidated Plan documents, and the use of monies for programs/activities funded with CDBG funds. Information to be

made to the public will include budget and program performance information and comments received during the development of documents.

Requests for access to information must be made to the City of Chino Hills City Clerk's Office in writing. Staff will respond to such requests within ten calendar days from the receipt of request. If the request is received after business hours or on a weekend or holiday, the next business day may be considered the date of receipt.

## **X. TECHNICAL ASSISTANCE**

To help facilitate citizen input, the City will provide technical assistance, through its staff, to the community-wide and neighborhood associations and to groups of low-to-moderate income residents who request assistance.

### **Limited English Proficiency (LEP) Assistance**

The City currently makes the following resources available at no cost to LEP individuals and families in order to provide meaningful access to the City's federally-funded programs and services:

#### **Oral Interpretation:**

Assistance may take the form of bilingual staff interpreters, and/or volunteers. The City maintains a current list of bilingual staff that can provide interpretation and/or translation services in a variety of languages upon request.

#### **Written Translation:**

Key program documents (brochures, application forms, public announcement) shall be translated by bilingual staff and/or outside translators as needed.

#### **Other Assistance:**

Public hearings will be held in the City Council Chambers, which are accessible to the handicapped and disabled. Citizens with a disability who need special accommodations must contact the City Clerk's office at least 48 hours in advance prior to the meeting to make reasonable arrangements. Reasonable accommodation includes the following: providing materials in a different and/or larger typeface/font; providing materials in an alternative medium, and making special arrangements for meeting attendance.

The Community Services Department will work with organizations and individuals representative of low and moderate-income people who are interested in submitting a proposal to obtain funding for an activity. All potential applicants for funding are encouraged to contact the Community

Services Department for technical assistance before completing a proposal form. The nature and extent of technical assistance will be at the discretion of the Community Services Department and staff.

Please be advised that if virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or limited English proficiency will be made available to the extent possible.

## **X. COMMENTS, COMPLAINTS, AND APPEALS**

### **A. Written Comments**

The City encourages the submission of views and written comments by citizens regarding the Citizen Participation Plan, Consolidated Plan, One-Year Action Plan, CAPER, and AFH. The comments may be submitted to the Community Services Department or at any public hearing conducted by the City Council.

The City will incorporate all written comments and responses into the Consolidated Plan. The City will respond to all written comments within fifteen (15) working days and state the reasons for the action taken on the proposal or view. All comments or views that were not accepted will be attached to the final plan, amendment or performance evaluation, along with the reasons why they were not accepted.

### **B. Complaints/Grievances**

Citizens should be aware that any questions or grievances, regarding entitlement programs and projects can be submitted to the City's Community Services Department located at 14000 City Center Drive, Chino Hills, CA 91709. During the actual development of the Consolidated Plan submission, written concerns or complaints regarding the Plan shall initiate a written response indicating assessment of the complaint and/or proposals and actions taken to address the complaints and/or proposals before final submission of the Plan to HUD. The City shall ensure that reasonable attempts are made to respond to questions or complaints in a timely manner, usually within fifteen (15) working days after receipt of the inquiry.

In the event that the complaint is not responded to within the time frame, or is not addressed, or remains unresolved, citizens should be aware that questions or grievances regarding entitlement programs can be submitted to the Community Services Director for review. Such concerns or complaints can be submitted to the Community Services Director, 14000 City Center Drive, Chino Hills, CA 91709.

If complaints are not addressed at the City level, citizens may forward such concerns or complaints to HUD. Although HUD will consider objections submitted at any time, such objections should be submitted within thirty (30) days of the submission of either the Consolidated Plan or Performance Report to HUD. Any written inquiries submitted to HUD should be addressed as follows: U.S. Department of Housing and Urban Development, Los Angeles Area Office, CPD Division, 300 N. Los Angeles Street, Suite #4054. Objections submitted to HUD must meet one or more of the following criteria:

1. The description of needs and objectives are plainly inconsistent with available facts and data;
2. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant jurisdiction;
3. The submission does not comply with specific requirements or law;
4. The submission proposes the undertaking of ineligible activities.

**It is incumbent upon an objector to state clearly the grounds for an objection to the submission, or any other grievance or problem.**

### **C. Appeals**

Appeals concerning Consolidated Plan documents, or recommendation of the staff should be addressed in writing to the following persons in the order presented:

1. Community Services Director
2. City Manager
3. City Council
4. Los Angeles Area Office of HUD (if concerns not answered)