

SALT LAKE CITY

CITIZEN PARTICIPATION PLAN

**A Guide for Citizen Involvement in
Housing and Community
Development Programs**



PREPARED BY
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HOUSING AND NEIGHBORHOOD DEVELOPMENT DIVISION
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INTRODUCTION

The objective of the Citizen Participation Plan is to provide residents the opportunity to participate in planning and developing Salt Lake City's housing and community development programs and the City's Consolidated Plan. The Consolidated Plan consists of strategies developed by the City to meet application requirements for the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Shelter Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), and American Dream Downpayment Initiative (ADDI) programs. The Citizen Participation Plan provides for a process of citizen participation at both a citywide level, with regard to the overall development of programs, and at a neighborhood level, in areas where a significant amount of federal funds subsidize housing and community development activities.

Citizen participation in planning and implementing housing and community development projects is an essential step in creating cities that are responsive to the needs of the people who live in, and depend on them, for basic services. A public process provides citizens an opportunity to improve their environment and can add considerable knowledge and perspective to that of locally elected officials. If residents are involved in designing programs that will improve their communities, it is more likely that projects and strategies will meet the needs of both citizens and city officials.

The Salt Lake City Housing and Neighborhood Development Division will be responsible for overseeing the development and implementation of the City's Citizen Participation Plan and the Consolidated Plan.

CITIZEN PARTICIPATION PLAN DEVELOPMENT

The Citizen Participation Plan and the Consolidated Plan were developed by Salt Lake City's Housing and Neighborhood Development Division following the review and analysis of information and input provided by city departments, local nonprofit organizations, community groups, health organizations, faith-based organizations, housing organizations, city residents and surrounding local government entities. Salt Lake City mailed a public notice to individuals and organizations on its community development mailing list inviting attendance at the City's General Needs Hearing and soliciting input for the Citizen Participation Plan and the new five year Consolidated Plan two weeks prior to the date of the public hearing. Those invited to provide input included, but were not limited to, Salt Lake City Planning, Salt Lake City Housing and Neighborhood Development, Salt Lake City Police Department, Housing Authority of Salt Lake City, Salt Lake Neighborhood Housing Services, Community Development Corporation of Utah, Salt Lake Community Action Program, Wasatch Homeless Health Care, refugee organizations, Salt Lake Valley Health Department, Catholic Community Services, Community Services Council, the Church of Jesus Christ of Latter-day Saints, Utah Aids Foundation, The Road Home, Utah Nonprofit Housing Corporation, Valley Mental Health, Salt Lake County, the State of Utah, local individuals and community council groups. These requests for public input occurred over a several-month-long period of time during the development of the Citizen Participation Plan and the Consolidated Plan.

In an effort to broaden public participation in the preparation and development of the Citizen Participation Plan and the Consolidated Plan, announcements seeking public input were also made at the October 2004 meeting of the Utah Housing Coalition, a state-wide organization created to address affordable housing issues comprised of members from local governments, lending institutions, housing developers, housing advocates, real estate entities, public housing authorities, and community service organizations. Announcements were also made at the January 2005 meeting of the Long Range Planning Committee, a county-wide organization created to address the County's homeless issues and draft the ten year plan to end chronic

homelessness, as well as at a local housing fair held in October 2004 attended by many of the City's lower income residents and clients of public housing and tenant-based rental assistance programs. Announcements were placed on Salt Lake City's Housing and Neighborhood Development web page and notices seeking public input were also placed in both local news papers, the Salt Lake Tribune and the Deseret News two weeks prior to the General Needs Hearing.

CITIZEN PARTICIPATION PROCESS

Salt Lake City accepts applications for the five federal assistance programs in September each year. The application solicitation process begins in mid-July and technical assistance is provided to those who request it. Following an eligibility review of all applications by the City staff, CDBG and ESG applications are reviewed by the Community Development Advisory Committee (CDAC) comprised of local residents representing each of the City Council districts. HOME, ADDI and HOPWA applications are reviewed by the Housing Trust Fund Advisory Board, also comprised of local residents representing the council districts.

An annual General Needs Hearing, hosted by CDAC, is held early in the process to encourage public input and to help determine the needs of the City's neighborhoods. At the General Needs Hearing, the public is encouraged to participate in the development of the Citizen Participation Plan, the Consolidated Plan, Annual Action Plan updates to the five year Consolidated Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER).

Applicants requesting CDBG funds from the City attend an annual Open House to provide information to the public and to answer questions about their projects and/or programs. The public is encouraged to vote on their favorite programs at the Open House and to provide any input they feel is appropriate. The Open House also offers the opportunity for the City to increase public awareness of the federal assistance programs in an effort to meet the needs of its neighborhoods.

Following the review and funding recommendations by the appropriate Board, applications for funding are reviewed by the Mayor. The funding recommendations of the Board and the Mayor are then presented to the City Council. The City Council holds a public hearing and encourages the public to provide input on the applications of those requesting funding. Following the public hearing and several briefings on the applications for funding, the City Council finalizes their funding recommendations. Those recommendations are then submitted to the U.S. Department of Housing and Urban Development as the annual Action Plan to the Consolidated Plan in order to meet the application requirements for the federal grant assistance programs.

ACCESS TO INFORMATION

Salt Lake City will provide information to citizens, public agencies and other interested parties, including those most affected, on any proposed submissions for federal assistance programs, including grant amounts, proposed projects, program income and the estimated amount of funds that will benefit low- and moderate-income persons. The public is encouraged to review this information and submit comments to the City.

The adopted Citizen Participation Plan, Consolidated Plan, any substantial amendments to the Consolidated Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER) will be posted on the City's web page and will be provided to the public upon request. Requests for these documents may be submitted to Salt Lake City's Housing and Neighborhood Development at 451 South State Street, Room 406, Salt Lake City, Utah 84111.

Salt Lake City will also provide citizens reasonable and timely access to information and records relating to the City's use of assistance under the programs covered by the Consolidated Plan during the preceding five years.

ANTIDISPLACEMENT

Salt Lake City does not anticipate displacement to any person during the implementation of any of its federal programs but will comply with all federal requirements pertaining to displacement and relocation in connection with any activity assisted with funding under the federal assistance programs.

PUBLISHING THE PLANS

Copies of the draft Citizen Participation Plan, the draft Consolidated Plan and the draft CAPER will be available to the public for their review and comments. Notices of the availability of all draft plans will be placed in the Salt Lake Tribune and the Deseret News and mailed to those on the City's extensive housing and community development mailing list. Notices will include information on the type of information contained in each plan, the length of time plans may be reviewed, locations where plans may be obtained, how to submit comments and/or questions relative to the plans, and contact information. Copies of all draft plans will be located in Salt Lake City's Community Affairs Office and the office of Housing and Neighborhood Development located at 451 South State Street, Rooms 345 and 406, respectively, as well as at the Salt Lake City Main Library located at 210 East 400 South in Salt Lake City. Copies of the draft Citizen Participation Plan and the draft Consolidated Plan will be available for public review for a period of not less than 30 days. The draft CAPER will be available for public review for a period of not less than 15 days. Copies of these documents will also be made available to citizens and groups requesting them.

Copies of the final submissions of the Citizen Participation Plan, the Consolidated Plan and the CAPER will be available for public review in Salt Lake City's office of Housing and Neighborhood Development located at 451 South State Street, Room 406, in Salt Lake City.

PUBLIC HEARINGS

In conformance with federal regulations, Salt Lake City will conduct a minimum of two annual public hearings, at separate times during the federal grant review process, to obtain comments or views of citizens, public agencies and other interested parties to address housing and community development needs, to review the proposed use of funds, and to review program performance during the previous year. The first annual hearing will be the General Needs Hearing, hosted by the Community Development Advisory Committee, which will be held in order to obtain information on housing and community development needs and to review the City's past program performance. The second annual hearing will be held by the Salt Lake City Council to accept public input on proposed activities to be funded through federal assistance programs.

Citizen input will be accepted orally at all public hearings or in writing at any time during the annual review processes until 15 days prior to the formal submission of plans to the federal government. A summary of these comments or views and the City's response to them will be attached to the plans.

Salt Lake City will provide its residents with reasonable and timely access to its annual public hearings. Public hearings will be held at an hour convenient for people who could benefit from federal assistance programs with accommodation to people with disabilities. Public hearings will be held in the City and County Building, located at 451 South State Street in Salt Lake City, a

building that is fully accessible to persons with disabilities. Salt Lake City will make reasonable efforts to accommodate non-English speaking persons and hearing-impaired persons with interpreters, providing requests for this service are made four days prior to the public hearing. Notices of public hearings will include contact information for this service.

NOTICE OF HEARINGS

Notice of all public hearings will be published in the Salt Lake Tribune and Deseret News, at least 14 days prior to each public hearing, indicating the date, time and place of the hearing as well as a full description of the topics to be considered at the hearing. Notices of these hearings will be mailed out to those on the City's extensive housing and community development mailing list and will also be published on the City's web site at least two weeks prior to the hearing.

COMMENTS

Salt Lake City will solicit public input on the development and preparation of the Citizen Participation Plan, the Consolidated Plan, substantial amendments to the Consolidated Plan, and the CAPER. Copies of the draft Citizen Participation Plan, the draft Consolidated Plan, and any substantial amendments to the Consolidated Plan will be available for public review and comment for a period not less than 30 days. The draft CAPER will be available for public review and comment for a period not less than 15 days.

Comments received on the Citizen Participation Plan, the Consolidated Plan, any substantial amendments and the Consolidated Annual Performance and Evaluation Report will be reviewed by the City and an explanation on whether or not the comments were accepted and the reasoning supporting that decision will be addressed in the plans.

SUBSTANTIAL AMENDMENTS

Occasionally, changes may be made to the Consolidated Plan and the Annual Action Plan. These changes may be necessary to reallocate unused funds, to alter the scope of a program or activity by changing locations or persons benefiting, to delete an activity previously described in the Annual Action Plan, or to change the use of funds from one eligible activity to another. The City may determine that more important priorities have developed which necessitate a change in a previously approved program. If at any time Salt Lake City determines that a substantial amendment to the Consolidated Plan or Annual Action Plan is needed, citizens will be provided an opportunity to be involved in the amendment process. Salt Lake City defines "substantial change" as an increase in funding of ten percent (10%) or more per incident. This percentage is in keeping with policies for the capital improvement budget of the City. All requirements of the City's Citizen Participation Plan will apply to any substantial amendments made to the Consolidated Plan or Annual Action Plan.

PERFORMANCE REPORTS

The City is required to prepare and submit to HUD a Consolidated Annual Performance and Evaluation Report (CAPER) on an annual basis. This report is an extensive evaluation of the status of approved projects and programs and includes information on the City's progress in meeting the goals established in the Consolidated Plan. Public input will be accepted in the preparation and development of the CAPER at the City's General Needs Hearing. Public input on the City's performance relative to the implementation of the Consolidated Plan will also be accepted at the General Needs Hearing.

The draft CAPER will be available for public review and comment for a period of not less than 15 days. Notice of the availability of the CAPER for public review and comment will be published in the Salt Lake Tribune and Deseret News and will be mailed to those on the City's extensive

housing and community development mailing list. Notice of the CAPER's availability will also be published on the City's web site. A summary of the public comments will be attached to the performance report upon submission to the federal government.

TECHNICAL ASSISTANCE

The goal of involving citizens in the many phases of community development must be supported by providing citizens with adequate knowledge and information about housing and community development programs and the City's policies relating to those programs. Without technical assistance citizens are inadequately prepared to hold up their side of the community partnership.

Housing and Neighborhood Development will provide appropriate assistance to groups representative of persons of low- and moderate-income who request assistance in developing proposals for funding under any of the federal assistance programs covered by the Consolidated Plan. Such information will enable these groups to participate in a meaningful manner in the planning, implementation and assessment of housing and community development programs. Upon request by any individual, group or organization, Housing and Neighborhood Development staff will provide assistance to help develop proposals under the consolidated submission.

This assistance may be obtained by written request submitted to Housing and Neighborhood Development, 451 South State Street, Room 406, Salt Lake City, Utah 84111, or by calling Housing and Neighborhood Development at (801) 535-7902.

COMPLAINTS

During operation of any public program or project, individuals, groups, or organizations may feel it necessary and appropriate to express concern or formalize a complaint to the appropriate officials. Salt Lake City will accept and respond to citizen complaints regarding approved programs/ projects, specific budget allocations, or any other aspects of the Consolidated Plan, Annual Action Plan, any substantial amendments to the plan, and the annual performance report. The City will respond to complaints in writing within fifteen (15) working days. In order to facilitate a timely response, all complaints must be signed and indicate the address of the person or persons filing the complaint. Concerns should be addressed to the Director, Housing and Neighborhood Development, 451 South State Street, Room 406, Salt Lake City, Utah 84111.