

**City of Yuba City**  
**Citizen Participation Plan**  
**2015**



**City of Yuba City**  
**Development Services Department**  
**1201 Civic Center Blvd.**  
**Yuba City CA 95993**  
**(530)822-4700**

## **City of Yuba City**

### **Citizen Participation Plan**

#### **Introduction**

As required by federal regulations from the U.S. Department of Housing and Urban Development (HUD), citizens must be provided with a reasonable opportunity to participate in an advisory role in planning, implementing and assessing how Community Development Block Grant funds will be used. The Citizen Participation Plan sets forth policies and procedures to provide for and encourage participation in the development, implementation, and assessment of activities proposed in the Consolidated Plan, Action Plan, Substantial Amendments to the Consolidated Plan/Action Plan and the Consolidated Annual Performance Evaluation (CAPER).

#### **Encouragement of Citizen Participation**

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-income persons. Citizen participation is encouraged by all city residents, especially by individuals of low and moderate income at all stages of the process, including needs and activities determination as well as funding allocations. The City makes an effort to ensure that persons with special needs and organizations and agencies that represent persons with special needs have an opportunity to participate in the process.

#### **Citizen Comment**

Prior to the adoption of the Consolidated Plan, Annual Action Plan or a Substantial Amendment to the Consolidated Plan/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.

The City will make the draft CAPER available to citizens, public agencies and other interested parties for a comment period of no less than 15 days.

Copies of the draft and final Consolidated Plan/Annual Action Plans and CAPER will be available for review on the City's Website and at the Yuba City Hall in the Development Services Department, 1201 Civic Center Blvd., Yuba City and at the

Citizen Participation Plan  
May 2015

Main Branch of the Sutter County Library, 750 Forbes Avenue, Yuba City. A copies of the document(s) upon request will be available a at the cost of reproduction.

The City will consider any comments by individuals or groups received in writing or made orally at public hearings and public meetings. A summary of the written and oral comments received will be included in the Consolidated Plan, Action Plan, Substantial Amendments, 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 input and respond to proposals and questions. Hearings will be held at convenient times and locations.

Typically one public hearing will be held before a regularly-scheduled City Council meeting in the spring to solicit public comment on the draft Consolidated Plan/Annual Action Plan. The public hearing 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 second public hearing will be held before a regularly-scheduled City Council meeting in the fall to solicit public comment on the CAPER prior to submission to HUD. The public hearing 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 attend, the City will seek interpreter services from appropriate individuals or service organizations to provide such services.

**Amendments to the Consolidated Plan/Action Plan**

The City considers a substantial change to the Consolidated Plan/Annual Action 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.

Citizen Participation Plan  
May 2015

- Funding of an activity type not described in the Annual Action Plan.
- Changing the priorities contained in the Five-year Strategic Plan.
- Increasing or reducing the amount allocated to an activity by more than 50 percent.
- A change in the purpose, location, scope or beneficiaries of an activity.

The City will make the draft Substantial Amendment available to citizens, public agencies and other interested parties for a comment period of no less than 30 days. The Substantial Amendment will be noticed as described in the Citizen Comments section of this Plan.

**Technical Assistance**

Technical Assistance, to the extent feasible, will be provided to organizations or persons of low and moderate income (and other special needs) that request such assistance in developing proposals for Community Development Block Grant funding.

The City will also hold at least one meeting for community agencies applying for City funding on or near the time of preparation of the Annual Action Plan to explain eligible activities, the application processes, and answer any questions about the Community Development Block Grant Program or application process.

**Citizen Complaints**

The City of Yuba City shall accept written complaints and provide a written response to any written citizen complaint within a reasonable period of time, not to exceed 15 working days, when the complaint concerns the Consolidated Plan, Annual Action Plan, Substantial Amendment to the Consolidated Plan/Annual Action Plan or the CAPER.

Complaint, comments and questions should be directed to:

Community Development Block Grant – Program Administrator  
Development Services Department  
City of Yuba City  
1201 Civic Center Blvd.  
Yuba City, CA 95993

**Anti-Displacement**

If, as a result of an activity, any residential displacement occurs, the City will develop an Anti-Displacement and Relocation Plan in connection with the activity in accordance with federal regulations. The City will comply with anti-displacement and relocation requirements of the Uniform Relocation Act and the Housing and Community Development Act of 1974, as amended, and implementing regulations of 24 CFR Part 42.