

CITY OF CHINO CITIZEN PARTICIPATION PLAN

City of Chino Amended Citizen Participation Plan May 19, 2020

In May of 1995 the City of Chino adopted a Citizen Participation Plan to provide for community input into the process of the Community Development Block Grant (CDBG) Program. The City of Chino encourages and solicits the participation of its residents and other local agencies/government in the process of identifying projects for funding by (CDBG) each year. In January 2003, the Section 108 Loan Guarantee Program was included as part of the Citizen Participation Plan. In order to ensure maximum participation, the City has adopted this citizen participation plan, consisting of the following elements:

A. LOCAL GOVERNMENT CONSULTATION

An important element of the Consolidated Plan process is in consultation with adjacent local governmental agencies. The City of Chino has in the past, and will continue in the future, to coordinate consultations with other governmental agencies in order to have a better understanding of the needs of the community. During the planning process of the Consolidated Plan, it was determined, through this outreach effort, that the City's community needs are consistent and similar with other agencies and that these needs will be met through implementation of each jurisdiction's planning efforts.

B. AMENDMENT PROCESS

The following amendment process will be followed if a Substantial Change to the Action Plan of Community Objectives and Proposed Use of Funds is proposed:

"A public hearing, noticed fourteen days in advance, will be held for public discussion regarding the substantial change. The proposed changes will be available for public review once the public hearing has been noticed. Staff will incorporate public input received orally or in writing into the Amendment to the Action Plan of the staff report. City Council will review public input and solicit public comments at the hearing and if Council approves, adopt the amended Final Statement. Three copies of the amended Action Plan with the date and a letter explaining the

amendments signed by the City Manager will be sent to the City's HUD representative."

It may be necessary to expedite substantial amendments to the Consolidated 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 wide-spread disease such as the recent coronavirus disease 2019 (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 the reprogramming of funds including canceling activities to meet needs resulting from a declared disaster or emergency. Therefore, the City of Chino may utilize CDBG, funds to meet these needs with a 5-day public comment period instead of a 30-day public comment period, which is otherwise required for substantial amendments.

****For CDBG funding under FY 2019-2020, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, may provide a 5-day notice/comment period of a proposed change beginning April 22, 2020 as allowed under a HUD waiver. This includes any new activities proposed.**

C. CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

The CAPER is an annual summary report required by HUD, which documents quantifiable project progress including statistics on CDBG beneficiaries, funds expended and program income. HUD uses this report to evaluate the City's CDBG performance. The CAPER will be made available for public review fifteen days prior to its submission to HUD.

D. PUBLIC HEARINGS

The City of Chino uses public hearings to obtain citizen's views and to respond to proposals and questions at all stages of the program. A hearing is held on the preliminary statement of community objectives at which the City's housing and community development needs are reviewed, past policies and projects are discussed and projects to assist the City to meet its goals are discussed. A preliminary selection of objectives and programs is then made and published for public review and comment. All hearings

are duly noticed. Agendas and staff reports are available in advance, and the meetings are held in the City Hall, which are fully accessible to the handicapped, equipped with a sound system, video taped and aired on the City's cable channel and available at the county library to ensure that all members of the public can hear the proceedings.

The City of Chino provides citizens with advance notice of all meetings related to the CDBG and Section 108 Loan programs and makes copies of all related materials available for public review as soon as the notice is published. Notice of all public hearings will be published in the Chino Champion at least 14 days prior to the hearing date. Notices will also be posted in public places throughout the City, including city facilities and county and Federal facilities located within the City. Final statement public notices shall include any program income expected to be received, the total amount of CDBG funds expected to be spent on low/mod activities, and the City's displacement policy.

****For CDBG funding under FY 2019-2020, FY 2020-2021, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act the City may provide a 5-day notice/comment period of a proposed change beginning April 22, 2020 as allowed under a HUD waiver. This includes any new activities proposed.**

E. PLAN AVAILABILITY TO THE PUBLIC

The City of Chino encourages all citizens to participate in the decision-making process but particularly those low and moderate-income residents of older neighborhoods at which the program is targeted. In order to reach as many residents and community groups as possible, a letter will be sent to community organizations and individuals who have expressed an interest, or participated in the program in recent years. In addition, a display advertisement will be published in the Chino Champion as soon as the amount of funding available for the next year is known. This should be at least a month prior to publication of the preliminary statement of community objectives.

****For CDBG funding under FY 2019-2020, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, the City may provide a 5-day notice/comment period of a proposed change beginning April 22, 2020 as allowed under a HUD waiver. This includes any new activities proposed.**

F. PUBLIC ACCESS TO RECORDS

Prior to adoption of the City of Chino's Consolidated Plan, and thereafter, the City will make available to any resident, public agency and interested

parties adequate information concerning the process and program availability. Information requested by persons interested in the Consolidated Plan will be adequately provided in a timely manner. Given the public nature of the Consolidated Plan, access to public records will be afforded in compliance with federal law.

G. TECHNICAL ASSISTANCE

Community groups and particularly lower income groups frequently lack the time and knowledge necessary to develop a proposal for CDGB funding that satisfies statutory requirements. The City of Chino has designated one staff person to coordinate CDBG activities in the city, including answering questions and assisting individuals and local groups to participate in the program. This assistance will also be extended to the same groups with regard to implementation of the City's Consolidated Plan.

H. PROCEDURES FOR COMPLAINTS

Once projects have been funded and are underway, the City is committed to ensuring the satisfactory execution of each project. Staff is available to explain the program and discuss projects. Staff will provide a timely response to all written or verbal complaints, usually within fifteen working days. A file of citizen comments on the CDBG program will be kept, and the information summarized for review by the City Council when making program decisions for the next year.

I. DEFINITION OF SUBSTANTIAL CHANGE

Once adopted by City Council, the Substantial Change of Community Objectives and Proposed Use of Funds becomes the Community Development Block Grant Program for the following fiscal year. During the course of program preparation, changes in either project funding or project description may be initiated. HUD requires each CDBG grant recipient to develop and make public a definition of substantial change. If changes to the Action Plan are minor and do not alter the purpose, scope, location or beneficiaries of an activity as described in the Action Plan, no amendment process is necessary. However, if changes in project funding or activity fall within the following definition of substantial change, the amendment process must be followed when making these changes. Substantial Change shall mean:

1. Any project that is canceled; or
2. Any project that services a clientele other than the clientele described in the Action Plan; or
3. Reprogramming of funds that exceeds \$10,000 and/or 20% of the project funds (this does not include transfer of funds between the same project from one program year to the next, or within the same project activity);or
4. Any projects that meets a community need other than the need described in the Final Statement's project description; or
5. The addition of any new project not included in the Final Statement.

****For CDBG funding under FY 2019-2020, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, the City may provide a 5-day notice/comment period of a proposed change beginning April 22, 2020 as allowed under a HUD waiver. This includes any new activities proposed.**

J. ANTI-DISPLACEMENT POLICY/DISPLACEMENT PLAN

The City will not contemplate any activity that is likely to cause involuntary, permanent displacement of business or persons. However, if unforeseen involuntary, permanent placement should occur directly from a CDBG funded activity the city's displacement policy will be implemented consistent with state and federal relocation and acquisition statutes. The anti-displacement policy shall be included in the final statement of community objectives and proposed use of funds.

K. ANNUAL ACTION PLAN

The Annual Action Plan shall consist of the required elements required in Section 91.220 (24 CFR Part 91, et. Al) and a final statement which shall include:

1. Summary of the Community Development Plan;
2. Summary of last year's CDBG Program;
3. Proposed amount of program funds available, including expected program income and revolving loan funds;
4. Range of eligible activities benefiting low and moderate-income persons;
5. CDBG anti-displacement policy;
6. Plan to assist persons and businesses actually displaced by CDBG activities;

7. Use of any additional HUD funds received since adoption of last year's final statement and a summary of any substantial change in the use of CDBG funds proposed for the new CDBG programs or occurring during last year's CDBG program; and
8. Descriptions of proposed projects including specific clientele or area application (i.e., citywide or census tract and block).

****For CDBG funding under FY 2019-2020, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, the City may provide a 5-day notice/comment period of a proposed change beginning April 22, 2020 as allowed under a HUD waiver. This includes any new activities proposed.**

L. ELIGIBILITY

Project eligibility will be determined through the project proposal application process. A CDBG project proposal application will be made available to non-profit agencies and city departments. The completed project proposal applications will be reviewed for eligibility according to HUD regulations as well as appropriateness with an identified community need.

With respect to a declared disaster, the City of Chino 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 CDBG 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 may carryout eligible CDBG activities to meet needs resulting from declared disasters or emergencies under any one of the three national objectives responding to the COVID-19 Pandemic.

Potential eligible CDBG Activities that may be undertaken to support the COVID-19 response include, but are not limited to:

- Building and Improvements, including Public Facilities such as constructing testing and diagnosis, or treatment facility; rehabilitation of a community facility to establish an infectious disease treatment clinic; acquisition and rehabilitation, or construction of a group living facility that may be used to centralize patients undergoing treatment; rehabilitation of a commercial building or closed school building to establish an infectious disease treatment clinic, e.g. by replacing the HVAC system; acquisition and rehabilitation of a motel or hotel building to expand the capacity of hospitals to accommodate isolation of patients during recovery; or to make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis;
- Assistance to Businesses, including Special Economic Development Activities such as providing grants or loans to support new business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease; avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons; or to provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine;
- Public Services such as job training to expand the pool of health care workers and technicians that are available to treat a disease within a community; provide testing, diagnosis or other services at a fixed or mobile location; increase the capacity and availability of targeted health services for infectious disease response within existing facilities; provide equipment, supplies, and materials necessary to carry out a public service; deliver meals on wheels to quarantined individuals that need to maintain social distancing due to medical vulnerabilities;
- Planning, Capacity Building, and Technical Assistance such as gathering data and developing non-project specific emergency infectious disease response plans; and
- Any other activity allowed under current CDBG regulations.

M. ACCESSIBILITY

All meetings are held in facilities, which are fully accessible to the handicapped. At meetings where it is likely that the attendees are non-English speaking, the City will provide an interpreter to ensure that residents can understand and participate in the proceedings.

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

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- Include virtual hearings as an allowed method for citizen participation;
- Update the types of declared disasters or emergency events to include terrorism and infectious diseases, such as the recent coronavirus 19 (COVID-19) pandemic, that may necessitate expedited substantial amendments;
- Provide details on possible actions, including reprogramming of funding and types of possible activities, that may be undertaken in response to the COVID-19 pandemic;
- Includes provisions relative to Consolidated Plan citizen participation, Community Development Block Grant waivers made available under the Coronavirus Aid, Relief, and Economic Security (CARES) Act;
- Make minor edits that do not change current citizen participation policies.