

AGENDA ITEM #: _____

DATE: January 25, 2021

CAR #: 2021-7131



CITY COUNCIL ACTION REPORT

SUBJECT: Approval of CDBG Citizen Participation Plan

STAFF PRESENTER(S): Christina Panaitescu, Grants & Neighborhood Services Supervisor

OTHER PRESENTER(S): n/a

Summary: The City of Goodyear has prepared a Citizen Participation Plan (CPP) for the Community Development Block Grant (CDBG) Program administered by the US Department of Housing and Urban Development (HUD). The CPP sets forth how the City will encourage public participation in the CDBG Program planning process.

Recommendation: Approve the Citizen Participation Plan FFY2021-2025 for the Community Development Block Grant Program.

Fiscal Impact: The CPP is a process and policy document. The FY2021 budget included \$50,000 in one-time General Funds to develop HUD-required planning documents for CDBG direct recipients, including this plan. The costs of implementing the public participation called for in the plan includes staff time and minimal publication expenses that can be absorbed in the General Fund base budget.

Background and Previous Actions

At the May 11, 2020 Work Session, Council provided direction to move forward in pursuit of becoming a HUD CDBG entitlement grantee.

As a condition of receiving these grant funds, the City must engage stakeholders and the public regarding the community's needs in CDBG-eligible areas.

While allowing grantees flexibility to determine their own citizen participation process, HUD regulations require that certain information regarding outreach be documented in a CPP which must be adopted by the City Council before the public participation process is initiated.

Although the regulations define minimum requirements that apply during the CDBG Program planning process, ongoing citizen participation and consultation throughout the program year is a recognized best practice.

This CPP encourages and provides opportunities for citizen participation in the development of the following CDBG Program documents (including any revisions or substantial amendments) that will be prepared by the City of Goodyear:

1. The 5-year HUD Consolidated Plan;
2. The Annual Action Plan; and
3. Consolidated Annual Performance Evaluation Report (CAPER).

The approved CPP, along with the results of citizen participation and consultation efforts, will be included in the city's Consolidated Plan and Annual Action Plans.

The CPP approved by the City Council may be amended through a public process as needed at any time during the Consolidated Plan period.

Staff Analysis

The draft CPP meets or exceeds all minimum requirements as established by HUD.

Highlights include:

- The city may utilize a variety of public involvement techniques such as the use of the Internet, surveys, interviews, focus groups or other consultation methods to solicit input from individuals and stakeholder organizations that are involved with or affected by the programs or activities covered by the plan.
- A minimum of seven days' notice will be given for public engagement opportunities.
- A minimum of two public hearings will be held and 30 days will be provided for the public to review and comment on the development of the 5-year Consolidated Plan and Annual Action Plan. There will be a 15-day review and comment period for the Consolidated Annual Performance Evaluation Report (CAPER).
- An allowance for Emergency or Disaster Procedures.
- Any of the following criteria constitute a substantial amendment and require a minimum of 1 public hearing and a 30-day review and comment period:
 1. Changes made to funding priorities in the Consolidated Plan when not undertaken through submission of an Annual Action Plan.
 2. Changes in the use of CDBG funding from one eligible activity to another in an amount greater than twenty percent (20%) of the annual CDBG allocation, including project deletions, and reprogramming funds from one activity or project to another.
 3. Changes made in allocation priorities or methods of distribution.
 4. Funding an activity not described in the Annual Action Plan.
 5. Receipt of any additional federal funds considered part of the Consolidated Plan.
- To encourage the participation of all residents, including minorities, non-English speaking persons, and persons with disabilities, the City will comply with the Americans with Disabilities Act and make accommodations for individuals with special needs when

requests are made at least three working days prior to a meeting, including making an interpreter available for people who do not speak English.

- Comments and complaints submitted in writing and those made at public hearings will be compiled and recorded in the Citizen Participation Record in the Consolidated Plan, Annual Action Plan, or CAPER, along with the response and any changes made as a result of the comments. The City will respond to written comments or complaints in writing within 15 working days from receipt.
- Measures will be taken to minimize displacement and ensure compliance with the Uniform Acquisition and Relocation Act when displacement is unavoidable using CDBG funding.

A draft of Goodyear's CPP was made available for public review and comment for 30 days beginning December 9, 2020 and ending January 8, 2021. The draft CPP was posted on the City website at goodyearaz.gov/CDBG and hard copies, versions of the plan in Spanish or other languages, and copies in alternate formats were available upon request.

No requests were received.

The public comment period was advertised in the December 5, 2020 Arizona Republic, using the city's contract for official advertising, promoted via email alerts to subscribers, and shared on social media.

No public comments were received.

The first official public meeting to gather input on CDBG priorities for the FFY2021-2025 Consolidated Plan is scheduled for 5:30 pm on Wednesday, February 3, 2021. It will be virtual. The link can be found at goodyearaz.gov/cdbg.

Attachments

Citizen Participation Plan FFY2021-2025