



CITY OF VICTORVILLE CITIZEN PARTICIPATION PLAN

Amended August 4 2016

EXECUTIVE SUMMARY

Since 1997, the City of Victorville (the “City”) has received an annual allocation of Community Development Block Grant (CDBG) funds from the U. S. Department of Housing and Urban Development (HUD). In 2003, the City formed a HOME investment Partnership Program Consortium with the Town of Apple Valley (the “HOME Consortium”) in order to meet the threshold of obtaining HOME entitlement status with HUD. The City receives both CDBG and HOME funding annually.

As an Entitlement City, the City is required to prepare and adopt a Consolidated Plan (Con Plan) and an Assessment of Fair Housing (AFH). The Con Plan is a plan of three to five years in length, which reviews and considers the housing and community development needs of the City, establishes priorities for CDBG and HOME funds, creates and institutes an Annual Action Plan for meeting current and future needs, and identifies the City’s performance in meeting its annual goals through the Consolidated Annual Performance Evaluation Report (CAPER).

The AFH replaces the Analysis of Impediments to Fair Housing (AI) to assist the City in indentifying fair housing issues and related contributing factors to achieve comprehensive community development goals and affirmatively further fair housing. The Con Plan, Annual Action Plan and AFH are also required to have a strategy for resident and citizen participation in the planning process. According to 24 CFR § 91.105 and as a condition of federal funding, the City must adopt and follow a Citizen Participation Plan (CPP) describing how the City will encourage participation from residents and citizens of all ages, genders, economic levels, races, ethnicities and special needs with equal access to provide equal access in the development of the Con Plan, Annual Action Plan and AFH, and that their issues and concerns are adequately addressed. Participation shall include community-based and regionally-based organizations that represent and assist protected class members and organizations that enforce fair housing laws.

PURPOSE OF THE CITIZEN PARTICIPATION PLAN

The purpose of the CPP is to provide the method and process by which the City’s Con Plan, Annual Action Plan and AFH processes will comply with the citizen participation requirements set forth by the HUD pursuant to 24 CFR § 91.105 and the Affirmatively Furthering Fair Housing Final Rule (24 CFR §§ 5.150 through 5.180) until amended or superseded. Through implementation of this Amended Citizen Participation Plan, citizens and residents will be afforded the maximum feasible opportunity to provide input on housing and community development needs; issues and problems affecting low- and moderate-income persons; to learn about various programs available and the expected amount of assistance provided and allowed by each opportunity; to develop local project proposals; to give input to project selections and funding distributions; and to participate in the implementation of funded activities.

This CPP states the process of soliciting the views and recommendations from the public, as well as the process for incorporating public comments and views into the objectives and outcomes developed in the Con Plan, Annual Action Plan and AFH. The CPP and participation process shall be implemented and

monitored by the City's Economic Development Department, Housing Division (the "EDDHD").

CITIZEN PARTICIPATION PROCESS

ASSESSMENT OF FAIR HOUSING (AFH)

The AFH is required every five years prior to the preparation of the Con Plan. As a part of the AFH, the City will consult with agencies that provide assisted housing, health and social services, including those focusing on services to children, elderly persons, persons with disabilities, and homeless persons. Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing law shall also be included in consultation meetings held by the City's EDDHD. Consultation efforts will include regional government agencies, public housing authorities, adjoining cities, and faith-based organizations.

When preparing an AFH, the City will make HUD-provided data and other supplemental information available to interested citizens, residents, agencies and organizations in an effort to provide meaningful analyses of local fair housing conditions and issues. A public notice of no less than 10-days requesting the views of the residents for the HUD-provided data shall be published in one or more newspapers of general circulation, and shall be made available on the City's Web site (<http://www.victorvilleca.gov/eda.aspx>) and at in the EDDHD offices at Victorville City Hall. In addition to the above, and prior to the adoption and submission of the AFH to HUD, one (1) public hearing will be conducted to obtain citizen input at least 30 days prior to (30-day commenting period). Copies of each document may be made available at libraries, government offices and public places. The City may choose to conduct this hearing in conjunction with one of the two required public hearings on the Con Plan.

Additionally, at least thirty (30) days prior to adoption, copies of proposed amendments to the AFH Plan will be published and made available at Victorville City Hall.

Published announcements, which may consist of legal notices or display advertisements, shall require at least one (1) publication be made that specifically reaches minority and/or non English speaking readers.

CRITERIA FOR AFH SUBSTANTIAL AMENDMENT

The City shall consider a substantial change to have occurred under the circumstances provided in 24 CFR §5.164 which states:

- The City's circumstances change that affects the information on which the AFH is based on, to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH are no longer applicable or reflect actual circumstances. Examples include, Presidential declared disasters that significantly impact the steps the City may need to take to affirmatively further fair housing;
- The City's demographic significantly changes, or new significant contributing factors occur, civil rights findings, determinations, settlements or court orders;
- Upon HUD's written notification specifying a material change that requires the revision

A revision may not necessarily require the submission of an entirely new AFH. The revision need only focus on the material change and appropriate adjustments to the analyses, assessments, priorities, or goals.

CONSOLIDATED PLAN

The Con Plan and AFH are HUD prerequisites for the City to receive federal funds. The Con Plan examines housing and community development needs, sets priorities for grant monies and establishes a strategic plan with specific measurable goals to address priority needs.

The Con Plan provides many opportunities for citizen participation. These opportunities are made through surveys, community outreach meetings and City Council public hearings. Special emphasis on participation by persons of low and moderate-income, residents of slums, blighted areas, and predominately low-and moderate-income areas, non-English speaking person, persons with disabilities, and public housing residents and other low-income residents of targeted revitalization areas. At least one (1) public hearing will be held during the development of the Con Plan and Annual Action Plans in order to receive comments and incorporate citizen participation during the development process. In addition, one (1) public hearing will be conducted to obtain citizen input at least thirty (30) days prior to the submission to HUD to receive comments and hear testimony regarding the contents of the Con Plan and Annual Action Plan. At least 30 days prior to adoption, copies of the proposed Con Plan, Annual Action Plan, and amendments of the Con Plan, will be published and made available at Victorville City Hall.

Published announcements, which may consist of legal notices or display advertisements, shall require at least one (1) publication be made that specifically reaches minority and/or non English speaking readers.

At least 15 days prior to submission to HUD, copies of the performance report (CAPER) will be made available for comment at Victorville City Hall. The Con Plan, Annual Action Plans, substantial amendments, and the CAPER will be available to the public, in a form accessible to persons with disabilities, upon request.

CRITERIA FOR CON PLAN AND ANNUAL ACTION PLAN SUBSTANTIAL AMENDMENT

The City shall consider a substantial change to have occurred under the following circumstances:

- A significant shift is proposed in allocation priorities, or a substantial change in the method of distributing funds;
- An activity not included in the Annual Action Plan is proposed for funding;
- To use funds, including program income, not previously described in the Annual Action Plan;
- An activity included in the Annual Action Plan is proposed for elimination;
- The amount allocated to any activity is proposed to be increased or decreased from the amount described in the Annual Action Plan by more than 25%; or
- Change in the location of the activity, target area, beneficiaries, eligibility criteria, or general scope from that described in the action plan.

CITIZEN COMMENT

Prior to the adoption of an AFH, Con Plan, Annual Action Plan, CAPER and substantial amendments, the City will consider any comments received in writing or during the public hearing(s) by individuals or groups. City Economic Development Staff will answer all questions received from citizens or representative groups in the same manner which the questions were posed (verbal responses to verbal requests, written responses to written requests). Responses to written complaints and grievances from any

citizen shall be made within fifteen (15) working days when applicable.

City Staff will meet with groups or individuals as requested to assist in identifying specific needs and to assist in preparing project proposal applications. Such comments shall be summarized and shall be included in the AFH, Con Plan, Annual Action Plan, CAPER and substantial amendments as applicable.

ACCESS TO RECORDS

The City will provide residents, public agencies and other interested parties with reasonable and timely access to information and records related to the AFH, Con Plan, Annual Action Plans, CAPER and any substantial amendments.

AMERICANS WITH DISABILITIES ACT (ADA)

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in public hearings, community or consultation meetings is requested, individuals may contact EDDHD 48 hours prior to the meeting to ensure that the City will be able to make reasonable arrangements.

Examples of assistance may include the following:

- Auxiliary aids and services to communicate with people who have communication disabilities. Such as providing a qualified reader, providing information on large print, an audio recording of printed information may be provided for individuals who are blind, have vision loss, or are deaf-blind. A “qualified” reader means someone who is able to read effectively, accurately, and impartially, using any necessary specialized vocabulary.
- For people who are deaf, have hearing loss, or are deaf-blind, the City may provide a qualified notetaker; a qualified sign language interpreter; written materials; or a printed script of a stock speech (such as given on a museum or historic house tour). A “qualified” interpreter means someone who is able to interpret effectively, accurately, and impartially, both receptively (i.e., understanding what the person with the disability is saying) and expressively (i.e., having the skill needed to convey information back to that person) using any necessary specialized vocabulary.

In addition, persons with disabilities may bring a “companion” to assist them. The term “companion” includes any family member, friend, or associate of a person who is an appropriate person with whom the City should communicate with. Accessibility accommodations shall be made and held in meeting areas that are handicap accessible.