



CITY OF PICO RIVERA

Citizen Participation Plan

Community and Economic Development Department

Adopted August 11, 2020

TABLE OF CONTENTS

Introduction	2
Public Hearings	2
Comments & Complaints	4
Citizen Participation Plan	4
Consolidated Plan	5
City Staff.....	6
City Council	6
Public Engagement	6
Amendment(s) to the Consolidated Plan.....	7
Annual Action Plan	8
Amendment(s) to the Annual Action Plan	8
Analysis of Impediments to Fair Housing Choice	9
Consolidated Annual Performance and Evaluation Report (CAPER)	9
Anti-Displacement	9
Technical Assistance	10
Bilingual Opportunities	10
Contingency Plan in the Event of an Emergency/Disaster	10

INTRODUCTION

The Citizen Participation Plan (CPP) is designed to facilitate communication between the City and its residents on matters pertaining to the use of all Federal Grant funding from the U.S. Department of Housing and Urban Development (HUD). The Citizen Participation Plan provides for greater visibility of Pico Rivera's Community Development Block Grant (CDBG) programs, enlists citizen participation in the development of the Consolidated Plan, Annual Action Plan, substantial amendments, Analysis of Impediments to Fair Housing Choice (AI) and the Consolidated Annual Performance Evaluation Report (CAPER). It encourages active citizen involvement in neighborhood improvement activities and ensures equitable representation of all segments of the population.

Citizen involvement will be encouraged for application development, program implementation, assessment of performance, submissions of views and proposals, consideration of objections to applications, complaints, technical assistance, adequate information, public hearings, bilingual dissemination (when appropriate), and program amendments.

The City encourages the involvement of all groups including low and moderate income persons particularly those living in slum and blighted areas, members of minority groups and non-English speaking persons, as well as persons with mobility, visual or hearing impairments, residents of areas where a significant amount of activity is occurring or proposed, the elderly, the business community and civic groups who are concerned about the community.

PUBLIC HEARINGS

The City will conduct public hearings at locations and at times that are convenient to the public, especially those persons affected by program resources, and the locations will be ADA accessible. As such, all public hearings and meeting will be conducted at City Hall, in the Council Chambers located at 6615 S. Passons Blvd., Pico Rivera, CA 90660 unless another location and/or time is publicized in advance. Spanish translation will be available at all public hearings if requested 72 hours prior to the hearing dated. Other request for reasonable accommodations must be made three (3) days prior to the hearing date; the City will provide appropriate assistance to the extent feasible. Public Hearing Notices for City Council meetings are posted at the following locations at least 72 hours before any hearing:

CITY HALL

City Clerk's Office
6615 S. Passons Blvd
Pico Rivera, CA 90660

PICO PARK

9250 Beverly Blvd.
Pico Rivera, CA 90660

RIVERA PARK

9530 Shade Lane
Pico Rivera, CA 90660

U.S. POST OFFICE

6320 Passons Blvd.
Pico Rivera, CA 90660

SMITH PARK

6016 Rosemead Blvd.
Pico Rivera, CA 90660

Public Hearing Agendas will also be posted on the City's website at <http://www.pico-rivera.org/depts/admin/clerk/am/default.asp> .

COMMENTS & COMPLAINTS

Comments can be made by citizens, local governments, as well as agencies providing services to the community. The community is encouraged to state or submit their comments in the development of the Consolidated Plan, Annual Action Plan, Analysis of Impediments to Fair Housing Choice (AI), Consolidated Annual Performance Evaluation Report (CAPER) and any amendments to these documents. Written and verbal comments received at public hearings or during comment periods, will be considered, summarized, and included as an attachment to the final Plans.

Written comments should be addressed to:

City of Pico Rivera
Housing Division
Community and Economic Development Department
6615 S. Passons Blvd.
Pico Rivera, CA 90660

Comments can also be emailed to: publiccomments@pico-rivera.org.

A written response will be made to all written comments within fourteen (14) days, acknowledging the letter and identifying a plan of action, if necessary.

The City will accept written complaints provided they specify the following:

- The description of the objection and supporting facts and data.
- Name, address, telephone number, and date.

A record will be maintained of all complaints received that will include the nature of the complaint, research by staff of facts and evidence, referrals made, and the final outcome.

Citizens may contact HUD directly if they wish to object to any part of the Consolidated Plan, Annual Action Plan, CAPER, and/or any other federally funded programs.

CITIZEN PARTICIPATION PLAN

The Citizen Participation Plan (CPP) seeks to involve the participation of citizens of Pico Rivera and social services agencies in the development and adoption of the Consolidated Plan, Annual Action Plan, substantial amendments, Analysis of Impediments to Fair Housing Choice (AI) and the Consolidated Annual Performance Evaluation Report (CAPER). All aspects of the City's citizen participation efforts shall be conducted in an open manner with freedom of access to all interested persons-

The Citizen Participation Plan consists of a few elements designed to assist community involvement as specifies in each section of the plan.

The City will amend its current Citizen Participation Plan whenever a change in the public participation process as outlined in this plan is proposed. Prior to the adoption of the Citizen Participation Plan, implementation of the following public comment, review, and adoption procedures will ensure that all citizens have a chance to participate in the development and/or amendment of the plan.

The City will provide a notice of the 30-day public review period and public hearing on the CPP. The notice will be appropriately advertised for a minimum of ten (10) prior to the start of the comment period. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

The proposed CPP will be available for public review at the locations:

Pico Rivera City Hall

Housing Division
6615 S. Passons Blvd.
Pico Rivera, CA 90660

Pico Library

9001 Mines Ave.
Pico Rivera, CA 90660

Pico Rivera City Hall

City Clerk's Office
6615 S. Passons Blvd.
Pico Rivera, CA 90660

Rivera Library

7828 Serapis Ave.
Pico Rivera, CA 90660

The CPP will also be available at <http://www.pico-rivera.org/depts/ced/housing/default.asp> .

Upon written request, the Plan will be made available in an alternative format for persons needing reasonable accommodations. The City will provide a reasonable number of copies of the CPP to citizens and groups that request copies.

The draft plan will be adopted by the City Council at a designated and publicly noticed meeting. After the adoption, the CPP will include a summary of public comments and a summary of any comments not accepted and the reasons therefore, all of which will be attached to the final CPP submitted to HUD.

CONSOLIDATED PLAN

The Consolidated Plan is a program and funding implementation plan combined in one document that states the City of Pico Rivera's goals and objectives for housing and community planning and development.

The Consolidated Plan is typically a five-year strategic plan to address unmet public service and housing needs of low-income persons and families within the City. For each of the five years, an annual action plan is developed in preparation for the subsequent grant year which identifies specific activities, goals, and funding allocations.

The groups involved in the process of the Consolidated Plan include City Staff and the City Council.

City Staff

City Staff will act in an advisory capacity to the City Council regarding the planning, implementing, and assessing of the CDBG programs and when needed, other federally funded activities through the following:

- Collecting input and/or needs requested by residents of Pico Rivera.
- Preparing a prioritized list of neighborhood/community needs for review by City Council.
- Preparing project and activity recommendations for review by City Council for funding approval.
- Reviewing project and activity progress.

City Council

City staff will make recommendations and provide information to the City Council regarding the allocation of CDBG activities, expenditures of HUD funds, and the administration of the CDBG programs based on the needs of the community. City Council meetings are open to the public. The public and residents of Pico Rivera are invited to attend and participate in the discussion of the policy. All public hearings shall be appropriately advertised as noted in this plan.

City Council will fulfill its role by carrying out the procedures established in the Citizen Participation Plan. The City Council makes the final determination regarding funding allocations.

Public Engagement

The following procedures will ensure that all citizens will have a chance to make recommendations to the final draft of the 5-Year Consolidated Plan.

Staff will publish a notice announcing the 30-day public review (comment) period and public hearings of the draft 5-Year Consolidated Plan. The notice will be appropriately advertised in a newspaper of general circulation and will include a summary of the draft that describes the contents, purpose, and a list of the locations where copies of the draft may be reviewed. The notice will be appropriately advertised for a minimum of ten (10) days prior to the start of the comment period. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

The proposed Consolidated Plan will be available for public review at the locations:

Pico Rivera City Hall

Housing Division
6615 S. Passons Blvd.
Pico Rivera, CA 90660

Pico Library

9001 Mines Ave.
Pico Rivera, CA 90660

Pico Rivera City Hall

City Clerk's Office
6615 S. Passons Blvd.
Pico Rivera, CA 90660

Rivera Library

7828 Serapis Ave.
Pico Rivera, CA 90660

The Consolidated Plan will also be available at <http://www.pico-rivera.org/depts/ced/housing/default.asp> .

Upon written request, the Plan will be made available in an alternative format for persons needing reasonable accommodations. The City will provide a reasonable number of copies of the 5-Year Consolidated Plan to citizens and groups that request copies.

Pursuant to HUD regulations, at least two public meetings/hearings will be held during the development of the Consolidated Plan development. City Staff will conduct the first public hearing/meeting to accept public input on community needs during the development stage of the Draft Consolidated Plan. The City Council will then conduct a second public hearing/meeting to accept comments on the Draft Consolidated Plan which will be provided for public review for a 30-day period. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

After the adoption of the Plan, the final 5-Year Consolidated Plan will be submitted to HUD. The final Plan will include a summary of public comments all which will be attached to the final Plan.

Amendment(s) to the Consolidated Plan

HUD regulations state that a grantee shall amend its 5-Year Consolidated Plan submission whenever it decides:

- Not to carry out an activity described in the 5-Year Consolidated Plan
- To carry out an activity not previously described in the Plan, or
- To substantially change the purpose, scope, location, or beneficiaries of an activity

The City will amend its approved 5-Year Consolidated Plan whenever a decision is made to propose a substantial change in the allocation priorities. For the purpose of the 5-Year Consolidated Plan, a substantial change will constitute a change equal to or in excess of 30% of the City's CDBG entitlement for a program year.

Changes in funding priority not amounting to more than 30% of a program year will not be considered a substantial change to the Consolidated Plan; no formal amendment to the plan requiring public review and comment will be warranted. City Council approval of the priority changes will still be required.

The City shall provide for citizen participation in any required substantial amendment to the approved Consolidated Plan. The notice will be appropriately advertised for a minimum of ten (10) days prior to the start of the review period. The proposed amendment will be available for public review for 30 days. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

The proposed substantial amendment to the Consolidated Plan will be available for public review at the following locations:

Pico Rivera City Hall
Housing Division
6615 S. Passons Blvd.
Pico Rivera, CA 90660

Pico Library
9001 Mines Ave.
Pico Rivera, CA 90660

Pico Rivera City Hall
City Clerk's Office
6615 S. Passons Blvd.
Pico Rivera, CA 90660

Rivera Library
7828 Serapis Ave.
Pico Rivera, CA 90660

The Consolidated Plan will also be available at <http://www.pico-rivera.org/depts/ced/housing/default.asp> .

At the end of the review period, the City Council will consider adoption of the amendment. The City will consider any written or oral comments received. A summary of these comments and a summary of any comments not accepted and the reasons, therefore, shall be attached to the substantial amendment of the Consolidated Plan.

ANNUAL ACTION PLAN

The City will invite residents, City staff, and public and private agencies that provide services related to health, economic development, public housing, and social services for children, elderly, disabled, homeless, persons with AIDS, to provide input in the development of the Annual Action Plan (AAP).

Each year the City will send out a Notice of Funding Availability (NOFA) to cooperating departments and non-profit agencies advising them that the planning cycle has begun for CDBG funds and that the City is accepting project proposals, provided funds are available. The City will conduct an eligibility analysis on all project proposals submitted and review the eligible proposals for service provider grants for funding consideration.

The draft Action Plan incorporating the City's proposed uses of CDBG funds will be made available for public review for a 30-day period. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

The proposed Annual Action Plan will be available for public review at the following locations:

Pico Rivera City Hall

Housing Division
6615 S. Passons Blvd.
Pico Rivera, CA 90660

Pico Library

9001 Mines Ave.
Pico Rivera, CA 90660

Pico Rivera City Hall

City Clerk's Office
6615 S. Passons Blvd.
Pico Rivera, CA 90660

Rivera Library

7828 Serapis Ave.
Pico Rivera, CA 90660

The Annual Action Plan will also be available at <http://www.pico-rivera.org/depts/ced/housing/default.asp> .

Upon written request, the Plan will be made available in an alternative format for persons needing reasonable accommodations.

The City will open the comment period for the draft Annual Action Plan to discuss eligible project proposals, funding recommendations for both public service grants and capital outlay projects, and make funding decisions. At the end of the review period, the City Council will hold a public hearing to consider the adoption of the Plan.

A summary of comments received, and a summary of any comments not accepted and the reasons, therefore, shall be attached to the Annual Action Plan.

Amendment(s) to the Annual Action Plan

The City will formally amend its approved Action Plan whenever a decision is made to propose a substantial change to the Plan, either by:

- Carrying out an activity not previously described in the Action Plan;
- Canceling an activity previously described in the Action Plan;
- Increasing or decreasing the amount to be expended on an activity from the amount stated in the Action Plan by more than 30 percent; or
- Substantially changing the purpose, scope, location, or beneficiaries of an activity.

Changes in funding for an existing activity not amounting to more than 30 percent will not be considered as a substantial change to the Annual Action Plan; no formal amendment to the Action Plan requiring public review and comment will be required. However, City Council approval of the activity funding changes will still be required.

The City shall provide for citizen participation in any required substantial amendment to the approved Annual Action Plan. The proposed amendment will be available for public review for 30 days. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

The proposed substantial amendment to the Annual Action Plan will be available for public review at the following locations:

Pico Rivera City Hall

Housing Division
6615 S. Passons Blvd.
Pico Rivera, CA 90660

Pico Library

9001 Mines Ave.
Pico Rivera, CA 90660

Pico Rivera City Hall

City Clerk's Office
6615 S. Passons Blvd.
Pico Rivera, CA 90660

Rivera Library

7828 Serapis Ave.
Pico Rivera, CA 90660

The Annual Action Plan will also be available at <http://www.pico-rivera.org/depts/ced/housing/default.asp> .

Upon written request, the Plan will be made available in an alternative format for persons needing reasonable accommodations.

At the end of the review period, the City Council will consider adoption of the amendment. The City will consider any written or oral comments received. A summary of these comments and a summary of any comments not accepted and the reasons, therefore, shall be attached to the substantial amendment of the annual Action Plan.

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

During the development of the Consolidated Plan the City will also develop the Analysis of Impediments to Fair Housing Choice (AI). The City will consult the following services/agencies including fair housing organizations, other local governments, advocacy groups for special needs households, affordable housing providers, banks and other financial institutions, and other educational institutions to solicit their input on fair housing issues in the City. The City will solicit feedback in different ways including in person, telephone, and virtual interviews, community meetings, or surveys.

The City will include actions it plans to use to address the impediments to fair housing choice as part of its Consolidated Plan. The AI will be incorporated into the Consolidated Plan (see section: [Consolidated Plan](#)), which will be made available for public review for a 30-day period. Written comments will be accepted during the 30-day public review. A summary of the comments and views, and City responses must be made attached to the AI. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

The City will conduct public hearings as part of the Consolidated Plan to accept public input on fair housing issues during the development stage of the Draft AI and Consolidated Plan.

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

A reasonable notice and opportunity to comment on the Consolidated Annual Performance and Evaluation Report (CAPER) shall be given to citizens. A notice will be appropriately advertised for a minimum of ten (10) days prior to the start of the comment period. The CAPER will be available for public review for 15 days. At times, due to extenuating circumstances (i.e. natural disasters, emergencies, pandemic), HUD allows for flexibilities for public review periods, comment periods, and noticing. In such scenarios the City may opt to follow HUD's guidance and limit the noticing and public comment periods.

Copies of the CAPER will be available for public review at the following locations:

Pico Rivera City Hall

Housing Division
6615 S. Passons Blvd.
Pico Rivera, CA 90660

Pico Library

9001 Mines Ave.
Pico Rivera, CA 90660

Pico Rivera City Hall

City Clerk's Office
6615 S. Passons Blvd.
Pico Rivera, CA 90660

Rivera Library

7828 Serapis Ave.
Pico Rivera, CA 90660

The CAPER will also be available at <http://www.pico-rivera.org/depts/ced/housing/default.asp> .

Upon written request, the Plan will be made available in an alternative format for persons needing reasonable accommodations.

A public review and comment period of no less than fifteen (15) days shall be provided to receive comments on the Performance Report prior to its submission to HUD. A notice will be appropriately advertised for a minimum of ten (10) days prior to the start of the comment period. A summary of the comments shall be attached to the CAPER.

A public hearing will be conducted to receive public input on annual accomplishments contained in the CAPER.

ANTI-DISPLACEMENT

The Citizen Participation Plan must, as required by 24 CFR Part 91, Section 91.105, "set forth the jurisdiction's plans to minimize displacement of persons and to assist any persons displaced...."

In the event that any residential displacement and relocation must take place in order to carry out a program activity, the City of Pico Rivera ensures that it will develop an Anti-displacement and Relocation Plan in connection with that project as applicable per Federal regulations.

In the event that any acquisition and relocation must take place in order to carry out a program activity, the City of Pico Rivera will also comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations of 49 CFR part 24.

TECHNICAL ASSISTANCE

Upon request, staff will provide technical assistance to groups representing extremely low-, low-and moderate- income persons to develop funding requests for CDBG eligible activities. Technical assistance will be provided as follows:

- Answer, in writing or verbally, all inquiries received from citizens or representative groups relating to funding requests.
- Meet with groups or individuals as appropriate, to assist in identifying specific needs and to assist in preparing requests/applications for assistance.
- Provide bilingual translation on an as-needed basis.

BILINGUAL OPPORTUNITIES

Translation services will be provided upon advance request, to the extent feasible. Translation services at public hearings and meetings will be provided in Spanish or other languages if translation services are requested at least three (3) days prior to the meeting date. All advertisements for public hearings will note that arrangements for an interpreter can be made by contacting the City of Pico Rivera's Housing Division.

CONTINGENCY PLAN IN THE EVENT OF AN EMERGENCY/DISASTER

In the event of an emergency or disaster that presents a serious and immediate threat to the health and welfare of the citizens of the City, the noticing requirements for public hearings shall be reduced to five (5) calendar days.

Reprogramming of funds in the event of such an emergency will require approval by the City Council when they are in session or ratification of the reallocation when the City Council is in recess.