



Community and Economic Development Department's
Citizen Participation Plan
July, 2019



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A. Introduction

As required by the U.S. Department of Housing and Urban Development (HUD) regulations found at 24 CFR 91.105 Citizen Participation Plan (CPP), this CPP sets forth Ogden's policies and procedures for citizen participation with respect to Community Development Block Grant (CDBG) and HOME Investments Partnerships grant programs and the following Consolidated Plan Documents:

- Citizen Participation Plan
- Five-Year Consolidated Plan (ConPlan)
- Annual Action Plan
- Amendments to the Consolidated Plan or Annual Action Plans
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Analysis of Impediments to Fair Housing Choice (AI)
- Amendments to the Citizen Participation Plan

The Citizen Participation Plan (CPP) describes the process the City uses to collect public input and to involve the public in the process of developing and implementing the Consolidated and Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports and the Analysis of Impediments to Fair Housing Choice (AI). This Citizen Participation Plan was developed in accordance with Sections 91.100 and 91.105 of HUD's Consolidated Plan regulations and does not restrict the City in execution of the above-mentioned documents but rather facilitates citizen access to and engagement with HUD-funded programs.

B. Encouragement of Citizen Participation

The City of Ogden's Citizen Participation Plan ensures continuity of citizen involvement in the planning and development of priorities, strategies, funding allocations related to the consolidated planning process and assessment of HUD-funded programs. The City will encourage citizen comments and will emphasize the involvement of low- and moderate-income persons, and residents of blighted areas, areas designated as a revitalization area, areas where funds are proposed and low- and moderate-income neighborhoods. The City will also take appropriate actions to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities.

The City encourages the participation of local and regional institutions, the Continuum of Care and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing, amending, and implementing the ConPlan. The City encourages, in consultation with public housing agencies, the participation of residents of public and assisted housing developments located within the City limits, in the process of developing and implementing the Consolidated Plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The City will provide information to Ogden Housing Authority and Weber Housing Authority about consolidated plan activities so that the housing authorities can make this information available at the annual public hearing required for their Public Housing Authority (PHA) Plan.

The City encourages the participation of local and regional institutions, the Continuum of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community/faith-based organizations) in the process of developing and implementing the documents related to the consolidated planning process. Also, the City will

encourage participation from broadband internet service providers, organizations engaged in narrowing the digital divide, agencies who manage flood prone areas, public land or water resources, and emergency management agencies.

The CPP ensures that all parties, including residents, non-profit organizations, and other interested organizations, are afforded adequate opportunity to review and comment on plans, programs, activities, and reports covering the City's federally funded housing and community development programs. This includes minority populations, people with limited English proficiency, and persons with disabilities.

The City may also explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in communities and neighborhoods, and the review of program performance as directed by the Community and Economic Development Department Director.

Contact Information

Unless otherwise noted in this document, all communication regarding the Citizen Participation Plan and the Consolidated Plan documents should be directed to:

Ogden City
Grants Administrator
2549 Washington Boulevard, Suite 120
Ogden, UT 84401
801-629-8930
fairhousing@ogdencity.com
www.ogdencity.com

C. Consolidated Planning Activities

1. Consolidated Plan – Plans and Reports

Every five years, Ogden City develops a Consolidated Plan, as required by HUD, detailing how the City plans to invest its resources to meet Ogden's ongoing affordable housing, community development, economic development, and public service needs over the next five years. The Consolidated Plan is a strategic plan and is developed using a collaborative community engagement process that results in a shared strategic vision for how resources are allocated to meet needs.

The Annual Action Plan outlines the community's needs, budget priorities, local and federal resources, and proposed activities for the upcoming year. Public hearings and draft documents are necessities in the citizen participation process.

a. Public Hearings

Public hearings will be held at key stages of the consolidated planning process to obtain public input and response regarding community needs, proposed use of funds, proposed strategies and actions for affirmatively furthering fair housing consistent with the Assessment of Fair Housing (AFH), and program performance.

Pursuant to HUD regulations, the City will conduct a minimum of two (2) public hearings held at different planning stages within the program year prior to submission of the Consolidated Plan and/or Annual Action Plan to allow for resident participation in the development process. At least one (1) of these hearings will be held during the development of the Consolidated Plan, before the proposed plan is published for comment.

b. Draft Plan(s)

Before the Consolidated Plan and/or Annual Action Plan is adopted by the City Council and submitted to HUD (i.e., mid-May), the City will make the plan(s) available to citizens, public agencies, and other interested parties for review and will also establish the means to submit comments. Information made accessible to the public will include the amount of grant funds the City expects to receive (including program income), the range of activities to be undertaken, and the anticipated number of low- and moderate-income persons to benefit from funded activities.

The City will publish its Draft Consolidated Plan and/or Annual Action Plan for no less than thirty (30) days so that all affected residents will have sufficient opportunity to review and comment on the draft plan(s).

A Notice summarizing the contents and purpose of the Consolidated Plan and/or Annual Action Plan will be published in the local newspaper. Upon request, the Notice will be made available in Spanish, and other languages. The notice will detail locations where the entire draft plan(s) will be made available for review. Locations will include:

- Weber County Library, Main branch, 2464 Jefferson Ave, Ogden, UT 84401
- Ogden Housing Authority Offices, 1100 Grant Ave, Ogden UT 84404
- Weber Housing Authority Offices, 237 26th Street, #224, Ogden UT 84401
- Business Information Center, 2036 Lincoln Avenue, Ogden UT 84401
- Ogden City's Consolidated Plan website: <https://www.ogdencity.com/487/Annual-Action-Plans>

A reasonable number of free copies will be available at Ogden City Community Development Division, 2549 Washington Boulevard, Suite 120, upon request.

The City will consider any comments or views of residents of the community received in writing, or orally at the public hearings, in preparing the final Consolidated Plan and/or Annual Action Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final ConPlan and/or Annual Action Plan.

2. Amendments to the Consolidated Plan and Annual Action Plan

For the purpose of the CPP, amendments to the Consolidated Plan and Annual Action Plan are divided into two categories: Substantial Amendments and Minor Amendments.

a. Substantial Amendments

Occasionally, it may be necessary for the City to process a Substantial Amendment to the Consolidated Plan or an Annual Action Plan to allow for new activities, modification of existing activities, or other program changes.

Substantial Amendments are subject to the citizen participation process and require formal action by the City Council and submission to HUD by the end of the program year. The City announces Substantial Amendments to the public by publishing a public notice in one or more newspapers of general circulation for a period of thirty (30) days in order to provide the opportunity for the public to review and comment on the proposed

Substantial Amendments. Upon request, the notice will be available in English and may also be available in Spanish and other languages, as feasible. The City will consider all written or oral comments or views received from the public concerning proposed substantial amendments in accordance with 24 CFR 91.105(c)(3). A summary of these comments and views, including comments or views not accepted and the reason why, shall be attached to the substantial amendment.

When using funds from any program covered by the ConPlan process, the following criteria will be used by the City for determining what constitutes a Substantial Amendment to its approved ConPlan and/or Annual Action Plan.

- Adding a new activity not previously described in the Consolidated Plan or Annual Action Plan
- Deleting an activity previously described in the Consolidated Plan or Annual Action Plan
- Changing the purpose, scope, location, or beneficiaries of an activity or previously described in the Consolidated Plan or Annual Action Plan
- Changing allocation priorities or changing the method of the distribution of funds
- Changing an activity **total dollar amount** allocated or budgeted by more than 25 percent of the grant budget as described in the Annual Action Plan or its most recent Substantial Amendment.

b. Minor Amendments

Minor Amendments represent any action that changes an activity budget in an Annual Action Plan by less than twenty-five percent (25%) of the approved grant budget. These require the signature of the City's HCDD Director, or designated representative, but do not require public notice or City Council approval.

3. Affirmatively Furthering Fair Housing (AFFH)

a. Analysis of Impediments to Fair Housing Choice (AI)

Ogden City, as a HUD grantee, has a duty to AFFH. This obligation generates from the Fair Housing Act of 1968. Every five years, Ogden City undertakes an *Analysis of Impediments to Fair Housing Choice (AI)* to assist in fulfilling the AFFH obligations. The City is committed to AFFH; the AI is an analysis of local fair housing environment and sets locally determined fair housing priorities and goals. The AFH contains

- An analysis of fair housing data
- An assessment of fair housing issues which are local conditions that restrict fair housing choice or access to opportunity
- An assessment of the contributing factors that create, contribute to perpetuate, or increase the severity of one or more fair housing issues
- An identification of fair housing priorities and goals

The AI is conducted and submitted to HUD using the HUD-provided Fair Housing Planning Guide.

b. Data and Information

As soon as feasible after the start of the public participation process, the City will make the HUD-provided data and other information used in the development of the AI available to residents, public agencies, and other interested parties. A summary of data

and information that is planned to be incorporated into the AI, or links to the data and information, will be available through the City's website.

a. Public Hearing

At least one public hearing will be held to obtain the views of residents on AI-related data and affirmatively furthering fair housing in the City's housing and community development programs. This public hearing will be held before the Draft AI is published for comment.

b. Draft AI

Before the AI is submitted to HUD, the City will make a Draft AI available to citizens, public agencies, and other interested parties for review and will also establish the means to submit comments.

The City will publish its Draft AFH for no less than thirty (30) days to provide residents with sufficient opportunity to review and comment on the Draft AI. A summary describing the AI will be published in the local newspaper. The summary will be available in English and upon request, may also be available in Spanish and other languages, as feasible.

The notice will detail locations where the entire Draft AI will be made available for review. Locations will include:

- Weber County Library, Main branch, 2464 Jefferson Ave, Ogden, UT 84401
- Ogden Housing Authority Offices, 1100 Grant Ave, Ogden UT 84404
- Weber Housing Authority Offices, 237 26th Street, #224, Ogden UT 84401
- Business Information Center, 2036 Lincoln Avenue, Ogden UT 84401
- Ogden City's Consolidated Plan website: <https://www.ogdencity.com/487/Annual-Action-Plans>

Free copies will be available at Ogden City Community Development Division, 2549 Washington Boulevard, Suite 120, upon request.

The City will consider any comments or views of residents of the community received in writing, or orally at the public hearings, in preparing the final AI. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final ConPlan and/or Annual Action Plan.

The City will consider any comments or views of residents of the community received in writing, or orally at the public hearings, in preparing the final AFH. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final AI.

d. Revisions to AI

A HUD accepted AI must be revised and submitted to HUD for review when:

1. A material change occurs. A material change is one that both a) impacts the circumstances in the City which may include natural disasters, significant demographic changes, new significant contributing factors, and civil rights findings

and b) causes alterations to the AI's analyses, contributing factors, priorities, and/or goals.

2. The City receives a written notification from HUD specifying a material change.

4. Consolidated Annual Performance Evaluation Report (CAPER)

The City is required to submit a CAPER for its HUD-funded programs to HUD no later than 90 days from the end of a program year. The CAPER describes how funds were spent and the extent to which these funds were used for activities that benefitted low- and moderate-income people.

To allow the public to comment on the performance report, Ogden City will publish notice in the local newspaper that its Draft CAPER is available for review. The notice will be available in English and upon request may also be available in Spanish and other languages, as feasible. The notice will detail locations where the entire Draft CAPER will be made available for review. Locations will include:

- Weber County Library, Main branch, 2464 Jefferson Ave, Ogden, UT 84401
- Ogden Housing Authority Offices, 1100 Grant Ave, Ogden UT 84404
- Weber Housing Authority Offices, 237 26th Street, #224, Ogden UT 84401
- Business Information Center, 2036 Lincoln Avenue, Ogden UT 84401
- Ogden City's Consolidated Plan website: <https://www.ogdencity.com/487/Annual-Action-Plans>

The public will have at least fifteen (15) days to comment on the Draft CAPER. All comments and views received during the comment period will be considered and shall be included in the performance report.

5. Citizen Participation Plan (CPP)

When changes to the CPP are necessary, the City will publish notice in the local newspaper that the amended CPP is available to review so that the public will have sufficient opportunity to review and comment on the updates. There will be a thirty (30) day public comment period prior to the adoption of the amended CPP. Upon request, the CPP can be made available in a format accessible to persons with disabilities.

D. Meetings and Public Hearings Schedule

The City of Ogden's program/fiscal year begins July 1 and ends June 30.

November/December/January – First Public Hearing on Consolidated Plan and/or Annual Action Plan is held during plan development (citizens may express their views regarding program performance, discuss their needs regarding priority housing and non-housing community development needs, and affirmatively furthering fair housing).

March – Draft Consolidated Plan and/or Annual Action Plan is made available to the public for a review period of no less than thirty (30).

March/April – Second Public Hearing on Consolidated Plan and/or Annual Action Plan is held (citizens may express their agreement or concern(s) on draft plan(s) and proposed use of funds).

April/May – Consolidated Plan and/or Annual Action Plan is submitted to HUD.

September – Draft CAPER is made available to the public, a fifteen (15) day review period is held, and the CAPER is submitted to HUD.

E. General Requirement

1. Public Hearings and Public Meetings

During the ConPlan process, Ogden City may hold both public hearings and public meetings. The location of the public hearings are intended to be convenient to potential and actual beneficiaries and will be held at a central location in the city or in a neighborhood close in proximity to low- and moderate-income residents.

Public hearings and public meetings are held at times and in locations accessible to persons with disabilities, consistent with accessibility and reasonable accommodation requirements. Upon request with a two work-day advanced notification, interpretation for persons with limited English proficiency or persons with hearing impairments will be provided. Ogden City may also provide interpreters, without request, if a public hearing is held where a significant number of non-English speaking residents are expected to participate. Additional accommodations may be made upon advance request.

A Notice shall be published in the local paper at least 14 days prior to Public hearings for ConPlan documents. Notices will be available in English and upon request may also be available in Spanish and other languages, as feasible.

Public hearings and public meeting Notices are posted on the bulletin board at Ogden City Municipal building, readily accessible to the general public at least three (3) days (72 hours) prior to the meeting date.

2. Technical Assistance

The City will provide technical assistance, as requested, to groups representing low- and moderate-income persons that are developing proposals for entitlement funded housing and community development activities in the City of Ogden. This technical assistance will be offered any time proposals for the use of entitlement funding are requested.

3. Complaints, Concerns and Suggestions

Ogden City strives to create and maintain an exemplary CDBG program. This quality standard involves internal quality assurance, but also the incorporation of resident comments and complaints into a process of continuous improvement.

Complaints related to Ogden City's HUD-funded programs and activities, preparation of the HUD-funded plans, selection of projects, citizen participation opportunities or the effectiveness/appropriateness of on-going programs or projects may be made verbally or in writing. Written complaints made to Ogden City shall be answered with a written response within fifteen (15) working days of the date upon which the complaint was received. Complaints received verbally may receive a verbal response over the telephone or a meeting between the parties may be arranged to discuss the complaint and provide a response. Some verbal complaints may receive written response. These and

any other written responses to complaints will be completed and mailed within fifteen working days of receipt of the written complaint.

Complaints, concerns and suggestions may be sent to any of the following:

Cathy Fuentes
Project Coordinator
Ogden City Community Development
2549 Washington Boulevard, #120
Ogden UT 84401
cathyf@ogdencity.com
801-629-8903

Ward Ogden
Manager
Ogden City Community Development
2549 Washington Boulevard, #120
Ogden UT 84401
wardo@ogdencity.com
801-629-8942

Tom Christopoulos
Director
Community and Economic Development Department
Ogden City
2549 Washington Boulevard, #420
Ogden UT 84401
tomc@ogdencity.com
801-629-8946

4. RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The City's overall goal is to minimize displacement of its residents. Ogden City does not anticipate the displacement of residents to occur as a result of HUD-funded activities. However, in the event that the City would use HUD funds for an activity that would result in displacement (for example, the displacement of renters of residences or commercial properties) the city will provide relocation assistance as required by the Uniform Relocation Act (URA). Before any formal action is taken by the City to displace an individual, the City will notify in writing, those residents who will be displaced and outline the types of services available through the City. The City will comply with all requirements of the Uniform Relocation Assistance Act, and will not displace any resident unless suitable, safe, decent and sanitary housing is available. All replacement units will be inspected to ensure suitability. Residents who must relocate will be provided with housing counseling assistance and referrals to replacement housing. In the event that a resident disagrees with the need for displacement, he or she may make an appeal in writing to the Manager of Ogden City Community Development Division. All programs will be carried out in such a manner to safeguard that no persons are involuntarily removed or displaced from their residential dwelling.

5. Access and Availability to Records

The City of Ogden will provide the public with reasonable and timely access to information and records relating to documents related to the ConPlan planning process, as well as the proposed, actual, and past use of funds covered by the CPP.

The public will be provided reasonable access to information, subject to local, state, and federal public information laws and laws regarding privacy and obligations of confidentiality.

Confidential documents will be set apart from public information, and any requestors of this information will be promptly informed. The public will have access to records for at least five years from the publication date of the requested document.

Copies of documents related to the consolidated planning process, as described below, will be available to the public

- Adopted Citizen Participation Plan
- Final Consolidated Plans
- Final Annual Action Plans
- Final Substantial Amendments to an Annual Action Plan or Consolidated Plan
- HUD-accepted Analysis of Impediments to Fair Housing Choice (AI) and its revisions
- Final Consolidated Annual Performance Reports (CAPER)

Additional single copies of these documents may be obtained from Ogden City Community Development Division, Grant Administration at no charge. These documents will also be available in a form accessible to persons with disabilities, upon request to the Grant Administrator at 801-629-8903.