



Community and Economic Development Department's

# Citizen Participation Plan

For U.S. Department of Housing and Urban Development Programs

October 15, 2024



# **CITIZEN PARTICIPATION PLAN**

## Table of Contents

Introduction .....	3
Encouraging Citizen Involvement.....	3
Consolidated Plan Documents.....	4
Citizen Engagement Process.....	6
Summary of the Citizen Engagement Process .....	6
Availability of Documents to the Public.....	6
Posting of Drafts online .....	6
Notice of Comment Period.....	6
Citizen Comments .....	7
Contact Information .....	7
Public Hearings and Public Meetings .....	7
Public Hearing Notices .....	7
Consolidated Annual Performance Evaluation Report (CAPER) .....	8
Technical Assistance .....	8
Complaints, Concerns and Suggestions .....	8
Anti-displacement and Relocation Assistance Plan .....	9
Access and Availability to Records .....	10

# **Citizen Participation Plan**

## **For U.S. Department of Housing and Urban Development Programs**

### **Introduction**

The Ogden City Community and Economic Development Departments' (CED) 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 Five Year Consolidated Plan (ConPlan). The ConPlan is the mechanism required for the City to receive HUD entitlement funding. The ConPlan determines what programs, projects and activities will be funded with HUD funds. As required by the U.S. Department of Housing and Urban Development (HUD) regulations at Title 24 of the Code of Federal Regulations (CFR) Part 91.105 (24 CFR 91.105), the purpose of the CPP is to facilitate citizen access to and engagement with HUD-funded programs.

This CPP sets forth Ogden's policies and procedures for citizen participation with respect to the ConPlan's Community Development Block Grant (CDBG) and HOME Investments Partnerships grant programs. The following Consolidated Plan Documents (ConPlan plans and reports) include:

- Citizen Participation Plan
- Five-Year Consolidated Plan (ConPlan)
- Annual Action Plan
- Amendments to the Consolidated Plan plans and reports
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Affirmatively Furthering Fair Housing Choice (AFFH) plans
- Amendments to the Citizen Participation Plan
- And ConPlan related plans, as required

### **Encouraging Citizen Involvement**

The CPP ensures continuity of citizen involvement in the development of priorities, strategies, and funding allocations related to the ConPlan planning process. To ensure maximum participation in the ConPlan plans and reports among all populations, the city will follow the process set forth in the adopted CPP. The CPP ensures that all parties are afforded adequate opportunity to review and comment on plans, programs, activities, and reports covering the City's HUD-funded housing and community and economic development programs.

The CPP outlines the city's efforts to include the following:

- Encourage the participation of all Ogden citizens, including minorities and non-English speaking persons, as well as persons with disabilities. Efforts may include contacting service providers that serve disabled persons and specific minority groups, posting information flyers at retail stores and places of worship that are frequented by minority populations.

- Outreach that emphasizes the involvement of low- and moderate-income persons, and residents of slum and blighted areas, areas designated as a revitalization area, areas where funds are proposed and low- and moderate- income neighborhoods.
- Providing Spanish interpreters, when requested, to assist in minority outreach efforts.
- Include 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).
- Consult with public housing agencies and include participation of residents of public and assisted housing developments located within the City.
- The City will provide information to Ogden Housing Authority and Weber Housing Authority about consolidated plan activities and information about Affirmatively Furthering Fair Housing Choice strategies 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 will 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. Efforts to provide citizens a shared vision may include but not limited to utilizing the city's website, online surveys, QR codes and open houses.

## **Consolidated Plan Documents**

Consolidated Plan documents are posted online.

### **1. Consolidated Plan (ConPlan)**

Every five years, Ogden City develops a Consolidated Plan, as required by HUD, detailing how the City plans to invest HUD resources to meet Ogden's affordable housing, community and 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 ConPlan also serves as the application for HUD entitlement funds for a five year period.

### **2. Annual Action Plan (AAP)**

The Annual Action Plan outlines the community's needs, budget priorities, local and federal resources, and proposed activities and budgets for the upcoming year and goals for the use of HUD funds for the program year. The Annual Action Plan implements the ConPlan strategic plan and includes proposed strategies and actions for affirmatively furthering fair housing and a review of program performance.

### **3. Draft Plan(s)**

Before the Consolidated Plan and/or Annual Action Plan and other related ConPlan documents are adopted by the City Council and submitted to HUD, the City will make the plan(s) available to citizens, public agencies, and other interested parties for review and includes a process for interested parties to submit comments.

#### **4. Substantial Amendments**

Occasionally, it may be necessary for the City to process a Substantial Amendment to the Consolidated Plan plans and reports to allow for new activities, modifications of existing activities, budget 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. The City announces the proposed Substantial Amendment to the public by following the CPP Citizen Engagement Process. The notice may also be available in Spanish and upon request other languages, as feasible.

The following criteria will be used by the City for determining what constitutes a Substantial Amendment to a ConPlan plan or report.

- Adding a new activity not previously described in the Consolidated Plan or Annual Action Plan, or HUD related plan.
- Deleting an activity previously described in the Consolidated Plan and Annual Action Plan
- Changing the purpose, scope, location, or beneficiaries of an activity as previously described in the Consolidated Plan or Annual Action Plan.
- Changing allocation priorities or changing the method of the distribution of funds.

#### **5. Minor Amendments**

Minor Amendments represent any action that does not include a substantial change in policy or in funding priorities while still maintaining flexibility in meeting the goals and objectives of the AAP. Minor Amendments include changes to an activity's / program's budget in an Annual Action Plan by less than twenty-five percent (25%) of the entire approved grant budget. Minor Amendments will be made administratively and require the approval of the City's CED Director, or designated representative, but do not require public notice or City Council approval and will be reported in the City's CAPER at the end of the program year.

#### **6. Citizen Participation Plan (CPP)**

When changes to the CPP are necessary, the City will follow the CPP Citizen Engagement Process providing the public with sufficient opportunity to review and comment on the updates. Upon request, the CPP can be made available in a format accessible to persons with disabilities.

#### **7. Other Plans**

As a HUD Grantee, Ogden City may prepare a Neighborhood Revitalization Strategy Area Plan or develop a Plan to implement new HUD funding, such as HOME American Recovery Plan (HOME ARP) Allocation Plan. This CPP shall guide all HUD ConPlan related plans, as required by HUD.

## **Citizen Engagement Process**

### **Summary of the Citizen Engagement Process**

To ensure maximum participation, the CPP outlines the following citizen participation process in the adopting in the ConPlan plans and reports. The public participation process begins with posting the draft document at the city's website and publishing a notice that the document is available for review during a public comment period in the local paper and online. Copies of the draft document will be available at depository locations. After the public comment period ends, all public comments will be considered before final presentation to City Council adoption of the plan. A notice will be published announcing a City Council public hearing to adopt the document and then a public hearing is held. Once adopted, the document is submitted to HUD and approved documents are posted online.

## **Availability of Documents to the Public**

### **Posting of Drafts online**

Drafts of ConPlan plans and reports will be available on the city's website.

- Drafts will be posted during the required public comment period with an option to comment online directly from the webpage.
- A reasonable number of free copies will be available at Ogden City Community Development Division, 2549 Washington Boulevard, Suite 120, upon request.
- At the start of the Five Year Consolidated Plan (ConPlan) public participation process, the City will make HUD-provided data and pertinent supplemental information that the city plans to incorporate in the ConPlan available to residents, public agencies and other interested parties.

### **Notice of Comment Period**

Prior to the adoption of the ConPlan plans, reports and amendments, the City will make available to interested parties the draft ConPlan plans and reports for a 30 day public comment period and a 15 day public comment period for the CAPER. A notice announcing the public comment period will be published at the city's website and with the local newspaper.

#### **Content of Public Comment period Notice:**

- Dates the ConPlan document is available for public comment.
- General description of the Draft ConPlan document that is open for public comment.
- The amount of funding the city expects to receive (including program income).
- The range of activities to be undertaken.
- Estimated number of low- and moderate-income expected to benefit from these HUD funds.
- Information, as may be required, under applicable state or federal law, including information regarding implementation of the Americans with Disability Act (ADA).
- Notices will be available in English and upon request may also be available in Spanish and other languages, as feasible.
- A statement that the public hearing will provide any interested person the opportunity to appear and comment on the plans, request or proposal.

- Notice of public comment period are posted on the bulletin board at 2<sup>nd</sup> Floor foyer of the Ogden City Municipal building, readily accessible to the general public during the public comment period.
- The notice will detail locations where the entire draft document will be made available for review, which includes the following locations:
  - Ogden City Recorder, 2549 Washington Blvd, 2<sup>nd</sup> Floor, Ogden, UT 84401
  - 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 26<sup>th</sup> Street, #224, Ogden UT 84401
  - Business Information Center, 2036 Lincoln Avenue, Ogden UT 84401
  - Ogden City's Consolidated Plan website:  
<https://www.ogdencity.com/485/Federal-Grant-Administration>

## **Citizen Comments**

The City will consider any comments or views of residents of the community and interested parties received in writing, or orally at the public hearings, in preparing the final ConPlan plans and reports. 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 plan or report.

## **Contact Information**

Unless otherwise noted in writing, all communication regarding the Citizen Participation Plan and ConPlan plans and reports may be directed to:

Ogden City  
Grants Administrator  
2549 Washington Boulevard, Suite 120  
Ogden, UT 84401  
801-629-8930  
[fairhousing@ogdencity.com](mailto:fairhousing@ogdencity.com)

## **Public Hearings and Public Meetings**

Public hearings are required by law in order to obtain the public's views and to provide the public with the City's responses to public questions and proposals. Pursuant to HUD regulations, the City will conduct a minimum of two public hearings held at different planning stages within the program year and prior to submission of the ConPlan plans and required reports to HUD. This is to allow for resident participation in the development process. At least one of these hearings will be held during the development of the ConPlan plans before the proposed plan is published for comment. The purpose of the two public hearings per year is to obtain residents' views and involve the public in plan development.

## **Public Hearing and Public Meeting Notices**

For ConPlan plans and reports that require a public hearing or public meeting, the public shall be provided notice of the hearing or meeting as follows:

**Content of Notice:**

- Date, time and place of the City Council Public Hearing.
- General description of the ConPlan documents that are the subject of the hearing.
- A statement that the public hearing will provide any interested person the opportunity to appear and comment on the request or proposal.
- Information, as may be required, under applicable state or federal law, including information regarding implementation of the Americans with Disability Act (ADA).
- A Notice shall be published in the local paper 14 days prior to Public hearings for ConPlan documents or 2 days (48 hours) for Public Meetings. Notices will be available in English and upon request may also be available in Spanish and other languages, as feasible.

**Posting of Notices:**

Public hearing and public meeting notices are posted on the bulletin board at 2<sup>nd</sup> floor of the Ogden City Municipal building, readily accessible to the general public 14 days or 2 days prior to the meeting date. In addition, notices are posted at the city's public notice website and the State of Utah public notice website.

**Consolidated Annual Performance Evaluation Report (CAPER)**

The CAPER describes how HUD funds were spent and the extent to which these funds were used for activities that benefitted low- and moderate-income people. 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. A 15-day public comment period will be provided citizens prior to the submission of the CAPER to HUD. Public Comments will be included in the final CAPER document.

**Technical Assistance**

The City will provide technical assistance, as requested, to groups representing low- and moderate-income persons that are developing proposals for HUD-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.

**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  
Senior Community Development Coordinator  
Ogden City Community Development  
2549 Washington Boulevard, #120  
Ogden UT 84401  
[cathyf@ogdencity.com](mailto:cathyf@ogdencity.com)  
801-629-8903

Jeremy Smith, Manager  
Ogden City Community Development  
2549 Washington Boulevard, #120  
Ogden UT 84401  
[jeremys@ogdencity.com](mailto:jeremys@ogdencity.com)  
801-629-8943

Jared Johnson, Director  
Community and Economic Development Department  
Ogden City  
2549 Washington Boulevard, #420  
Ogden UT 84401  
[jaredj@ogdencity.com](mailto:jaredj@ogdencity.com)  
801-629-8910

### **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, if 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. If 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 persons from involuntarily removed or displaced from their residential dwelling.

## **Access and Availability to Records**

The City shall also provide for full disclosure of its program records and information consistent with applicable federal, state and local laws regarding freedom of information, personal privacy, and obligations of confidentiality. The City of Ogden will provide the public with reasonable and timely access to information and records relating to ConPlan planning process, as well as the proposed, actual, and past use of funds covered by the CPP.

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.

Additional single copies of ConPlan 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 or email requests to [fairhousing@ogdencity.com](mailto:fairhousing@ogdencity.com) .