

# Citizen Participation Plan

City of Auburn

For Community Development Block Grant Funds  
received through the  
U.S. Department of Housing and Urban Development

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## I. Introduction

In compliance with **24 CFR 91.105**, the City of Auburn is required to adopt a Citizen Participation Plan. This Plan encourages resident engagement in the planning and evaluation of the Community Development Block Grant (CDBG) Program and outlines the process for public participation in annual CDBG planning; all are encouraged to participate.

The City of Auburn Community Development Department, Community Services Division, conducts the planning and administration for the CDBG entitlement program. This Citizen Participation Plan sets forth the City's policies and procedures for citizen participation with respect to the following Consolidated Plan documents:

- Five-Year Consolidated Plan
- Annual Action Plan
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Fair Housing Assessment

Code of Federal Regulations for Citizen Participation:

[24 CFR Part 91.105](#) Local Governments Citizen Participation

[24 CFR Part 91.100](#) Local Governments Consultation

[24 CFR Part 91.401](#) Home Consortia

## II. Development of the Consolidated Plan and Plan Amendments

The City welcomes public participation in the development of the Consolidated Plan and amendments to the Plan. Prior to the adoption of the plan, the fund amount expected from HUD to the City of Auburn, the range of activities that may be undertaken, and the amount of funding expected to benefit low/moderate-income persons will all be made available to the public.

## III. Participation

Residents and stakeholders, including the Public Service agencies and Public Housing Authorities will be provided with information and the opportunity to give meaningful input to the consolidated planning process.

### A. Public Hearings

Public hearings will be held at least twice per year at key stages of the grants administration process to obtain the public's views and to provide the public with responses to their questions and comments. Public hearings refers to both public hearings and community meetings.

### B. Public Notice

Residents must be given adequate notice of all hearings and public meetings through posting on the City of Auburn webpage and direct notification to stakeholders. Adequate notice is defined as 14 calendar days. Public notice shall indicate the date, time, location, purpose of the meeting, and information about the issues to be discussed.

**C. Comment Period**

The comment periods for plans and reports is listed in the following table and is described in more detail in Section IV.

Document	Comment Period
Consolidated Plan & Annual Action Plan	30 calendar days
Substantial Amendment to Consolidated & Annual Action Plan	30 calendar days
Fair Housing Assessment	30 calendar days
Citizen Participation Plan	30 calendar days
CAPER	15 calendar days

**D. Access to Meetings**

Meetings and forums should be held in accessible locations to ensure that architectural barriers do not preclude the attendance of people who have a disability. In addition, accommodations will be made, upon request, for attendees who have hearing or visual challenges, or attendees who desire a designated area for breastfeeding.

**E. Language Access**

The City of Auburn shall take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English speaking and limited English proficient residents of the Community. The City will make arrangements to provide interpreters at public hearings, upon request. Any non-English speaking resident who wishes to participate may contact the Community Services Division prior to the hearings so that adequate arrangements can be made. Reasonable accommodations at the public hearing such as sign language interpretation or alternate formats for printed material are available for individuals with disabilities with a minimum of 7 days advance notice.

**IV. Plans and Reports**

The following section describes the key planning and reporting documents for the CDBG federal grant.

**A. Consolidated Housing and Community Development Plan (Consolidated Plan)**

The Consolidated Plan guides the use of federal CDBG funds for a five year period. It describes the amount of assistance, priorities, range of activities, and estimated amount that will benefit low and moderate-income people.

**B. Annual Action Plan (Action Plan)**

The Action Plan outlines the specific programs and activities to be undertaken for the program year and the amount of funds that will be awarded to those projects. The program year for the Consortium begins January 1 and ends December 31.

**C. Consolidated Annual Performance and Evaluation Report (CAPER)**

The CAPER reports on the activities and projects undertaken and completed in the previous year. This is completed and submitted to HUD on March 31.

**D. Fair Housing Analysis of Impediments**

Every five years the Consortium conducts a countywide analysis of impediments to fair housing. Annual progress and work towards the fair housing goals are reported annually in the CAPER.

## **V. Amendments to the Consolidated and Action Plans**

### **A. Amendments to the Consolidated Plan**

#### 1. Revisions to the Consolidated Plan

Revisions are edits, updates or corrections that do not alter the activities, purpose or intended beneficiaries of any of the strategies adopted in the Strategic Plan section. These changes do not require formal City Council review before the revision is made final.

#### 2. Minor Amendments to the Consolidated Plan

Minor Amendments are those which: 1) alter the annual accomplishment goals and/or the long-term goals of the major strategies in the strategic plan, or 2) add or amend a neighborhood revitalization strategy for a specific neighborhood located in a geographic area of Auburn. Minor amendments do not require formal City Council review before being made final.

#### 3. Substantial Amendments to the Consolidated Plan

- a. Substantial amendments are those which: 1) alter the activities, purpose or intended beneficiaries of a strategy identified in the Strategic Plan section of the Consolidated Plan; or 2) add or delete a strategy in the Strategic Plan section; 3) alter the annual accomplishment goals and/or the long-term goals of the major strategies in the strategic plan.
- b. Substantial amendments require public notice and an opportunity for the public to comment for 30 days prior to the date set for a City Council meeting to take action on the substantial change(s) to the Consolidated Plan.
- c. All comments that are submitted, either orally or in writing during the comment period, shall be considered in any substantial amendment to the Consolidated Plan. A summary of public comments made and how they influenced the amendment, as well as the reasoning for comments that were rejected and did not influence the amendment, will be attached to the substantial amendment. The City will submit the amended Consolidated Plan to HUD.

### **B. Amendments to the Annual Action Plan**

After the Action Plan is submitted to HUD, changes to the Action Plan follow the processes described below. The City is responsible for providing citizens with reasonable notice and an opportunity to comment when amendments to the plan are proposed.

All comments that are submitted, either orally or in writing, during the comment period shall be considered in any amendment to the Action Plan. A summary of public comments made and how they influenced the amendment, as well as the reasoning for comments that were rejected and did not influence the amendment, will be attached to the amendment.

Amendments to the Annual Action Plan fall into three categories.

1. Revisions are minor changes that do not meet threshold criteria for amendments and do not require public notice.
2. Minor Amendments to the Annual Action Plan

- a. A change in the amount of any single source of federal funds awarded to a project of more than 50 percent.
  - b. A change in an eligible activity, a change in the purpose of an activity, or scope of an activity such that the estimated number of intended beneficiaries are impacted by 50 percent or more, or a change in the intended beneficiaries of an activity.
  - c. The cancellation or addition of a project or activity.
3. Substantial Amendment to the Annual Action Plan – Citizen Participation Required
- a. A substantial amendment involves a modification in the amount of CDBG funds awarded by more than 35 percent of the annual entitlement for that fund source.
  - b. A substantial amendment must be approved by the Auburn City Council.
  - c. A substantial amendment that is approved by the City Council will be published in the regional and/or local newspaper at least 30 days before they are implemented and the public will be invited to comment during the 30-day period.

## **VI. Access to Information and Records**

The City will provide one free copy of released drafts or final documents (Community Participation Plan, Amendments, Consolidated Plan, Annual Action Plan, Annual Performance Report, AFH). Additional copies may be provided at the City's discretion.

To obtain documents contact:  
 Community Services Division  
 25 West Main Street  
 Auburn WA, 98001  
 253-288-3168

## **VII. Non- Discrimination Policy/ Complaint Review Process**

It is the policy of the City of Auburn to provide equal opportunity for services without regard to race, creed, color, sex, age, marital status, national origin, veteran's status or military status, religion, political affiliation, presence of any sensory, mental or physical disability, sexual orientation, gender identity, or familial status.

Persons who feel that they have been discriminated against or who have a complaint pertaining to the City of Auburn's Consolidated Plan, Annual Action Plan, Plan amendments, or the Consolidated Annual Performance Evaluation Report, may file a complaint in writing to:

City of Auburn  
 Community Services  
 25 West Main Street  
 Auburn, WA 98001  
 Attn: Jeff Tate  
 Director of Community Development

All complaints must include name and address of the person(s) filing the complaint; a description of the act or acts considered to be in violation; other available pertinent information which will assist in the review and resolution of the complaint.

Such complaints should be filed within 30 days of the alleged discriminatory act. A written response as to the disposition of the complaint will be issued by the Director no later than 15 working days following receipt of the complaint. A person who is dissatisfied with the response to the complaint, or if the response is delayed more than 15 working days, may appeal in writing to:

City of Auburn  
Mayor's Office  
City Hall, 2<sup>nd</sup> Floor  
25 West Main Street  
Auburn, WA 98001

A written response on the disposition of the complaint will be issued by the Mayor's Office no later than 30 working days following the receipt of the complaint. If the complainant is dissatisfied with the City's implementation of the CDBG program or the use of CDBG funds, he/she may also contact or submit a written complaint to:

United States Department of Housing and Urban Development  
Community Planning and Development  
Seattle Regional Office  
909 1st Avenue, Suite 200 Seattle, WA 98104-1000  
Phone: (206) 220-5101

No person shall intimidate, threaten, coerce, or discriminate against any person because he/she has made a complaint, testified, assisted, or participated in any matter in an investigation, proceeding, or hearing related to a complaint.