



CITY OF MONTEBELLO

Citizen Participation Plan

AUGUST 1, 2020
City of Montebello
Planning and Community Development Division

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Introduction

The Citizen Participation Plan 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 Montebello's Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) 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

While the City desires and recognizes the need for the citizen involvement, it is the City Council of Montebello which has final determination and responsibility for all aspects of the City's Community Development programs.

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 meetings will be conducted at City Hall, in the Council Chambers located at 1600 W. Beverly Blvd., Montebello, CA 90640 unless another location and/or time is publicized in advance. Request for translation services will be available at all public hearings if requested of the City Clerk's office 24 hours before the start of the meeting. Other request for reasonable accommodations must be made forty-eight (48) hours prior to the hearing date; the City will provide appropriate assistance to the extent feasible. Contact the Building Official at (323) 887-1497 for special assistance. Public Hearing Notices for City Council meetings are posted at the following locations at least 72 hours before any hearing:

- **Montebello City Hall**
1600 W Beverly Blvd
Montebello, CA 90640
- **Montebello Public Library**
1550 W Beverly Blvd
Montebello, CA 90640
- **Montebello City Website**
www.cityofmontebello.com
- **Chet Holifield Library**
1060 S Greenwood Ave
Montebello, CA 90640
- **Montebello Senior Center**
115 S Taylor Ave
Montebello, CA 90640

Comments & Complaints

Comments can be made by citizens, local governments, as well as agencies providing services to the community. They are encouraged to state or submit their comments in the development of the Consolidated Plan 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 Montebello
Economic Development Division
1600 W Beverly Blvd.
Montebello, CA 90640

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 Montebello 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 specified 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 to coincide with the 30-day public 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:

- **Montebello City Hall**
1600 W Beverly Blvd
Montebello, CA 90640
- **Montebello City Website**
www.cityofmontebello.com
- **Montebello Public Library**
1550 W Beverly Blvd
Montebello, CA 90640
- **Chet Holifield Library**
1060 S Greenwood Ave
Montebello, CA 90640
- **Montebello Senior Center**
115 S Taylor Ave
Montebello, CA 90640

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

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.

Consolidated Plan

The consolidated plan is a program and funding implementation plan combined in one document that states the City of Montebello’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 Montebello.
- 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 Montebello 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. Specifically, staff will:

- Publish a notice announcing the 30-day public review 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 to correlate with the 30-day. 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:

- **Montebello City Hall**
1600 W Beverly Blvd
Montebello, CA 90640
- **Montebello City Website**
www.cityofmontebello.com

- **Montebello Public Library**
1550 W Beverly Blvd
Montebello, CA 90640
- **Chet Holifield Library**
1060 S Greenwood Ave
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Montebello, CA 90640

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Pursuant to HUD regulations, at least two public meetings/hearings 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. The substantial change criteria utilized by the City of Montebello is determine by a change in an activity which had been initiated through the CDBG Program and in which the change would exceed:

- 50% of the original allocation; and/or
- The description of the activity is modified to the extent whereby the public would consider it to be a new activity for that particular program year.

Changes in funding priority not amounting to more than 50% 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 to coincide with the 30-day comment/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:

- **Montebello City Hall**
1600 W Beverly Blvd
Montebello, CA 90640

- **Montebello Public Library**
1550 W Beverly Blvd
Montebello, CA 90640

- **Montebello City Website**
www.cityofmontebello.com

- **Chet Holifield Library**
1060 S Greenwood Ave
Montebello, CA 90640

- **Montebello Senior Center**
115 S Taylor Ave
Montebello, CA 90640

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 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:
 - **Montebello City Hall**
1600 W Beverly Blvd
Montebello, CA 90640
 - **Montebello City Website**
Cityofmontebello.com
 - **Montebello Public Library**
1550 W Beverly Blvd
Montebello, CA 90640
 - **Chet Holifield Library**
1060 S Greenwood Ave
Montebello, CA 90640
 - **Montebello Senior Center**
115 S Taylor Ave
Montebello, CA 90640

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

The City will properly notice a 30-day comment for the draft Annual Action Plan. At the end of the review period the City Council will hold a public hearing to accept comments and community input on the draft Annual Action Plan and 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 50 percent of the City’s annual allocation; or
- Substantially changing the purpose, scope, location, or beneficiaries of an activity.

Changes in funding priority not amounting to more than 50% of a program year will not be considered 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 Consolidated 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 Action Plan will be available for public review at the following locations:

- **Montebello City Hall**
1600 W Beverly Blvd
Montebello, CA 90640

1550 W Beverly Blvd
Montebello, CA 90640

- **Montebello City Website**
www.cityofmontebello.com

- **Chet Holifield Library**
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- **Montebello Public Library**
- **Montebello Senior Center**
115 S Taylor Ave
Montebello, CA 90640

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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.

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:
 - **Montebello City Hall**
1600 W Beverly Blvd
Montebello, CA 90640
 - **Montebello City Website**
www.cityofmontebello.com
 - **Montebello Public Library**
1550 W Beverly Blvd
Montebello, CA 90640
 - **Chet Holifield Library**
1060 S Greenwood Ave
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- **Montebello Senior Center**
115 S Taylor Ave

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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 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 Montebello 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 Montebello 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 Montebello’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.

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