



Community Development Block Grant Citizen Participation Plan

Pursuant to the requirements of 24 CFR 91.105 and 91.200 of the Community Development and Housing Act of 1974, the City of Cathedral City hereby issues the following plan to provide for and encourage citizen participation in the development of the City of Cathedral City's Consolidated Plan and/or Action Plan, any substantial amendments to the Consolidated Plan and the performance reports. This plan will precede any future Citizen Participation Plans the City will adopt in order to comply with U.S. Housing and Urban Development (HUD) Guidelines.

Development of the Consolidated Plan and Action Plan

At least 30 days prior to adopting a Consolidated Plan or Annual Action Plan, the City of Cathedral City will make available to citizens, public agencies and additional interested parties a draft of these documents. The draft plan will include information on the amount of assistance the jurisdiction expects to receive from HUD. It will also include explanations of each program that the City plans to apply for and the estimated amount of such funds benefiting low and moderate income persons.

The City will afford citizens, public agencies and other interested parties an opportunity to examine and comment on the draft Consolidated Plan or draft Action Plan through the following actions:

1. The City will publish a Legal Notice in a daily newspaper of general circulation such as the Desert Sun, summarizing the draft Consolidated Plan or Action Plan. The summary will describe the contents and purpose of the Consolidated Plan or Action Plan and include the locations where a copy of the draft plans may be obtained. The notice will also specify the deadline and place for comments to be submitted to. Citizens will be provided with a 30 day period to comment on the plans.
2. The City will publish a notice of opportunity for public comment on the draft Consolidated Plan or Action Plan on the city's website: www.cathedralcity.gov . The documents will be posted on the web site in a format available for citizens to examine or download. Citizens will be provided with a 30 day period to comment on the plan and will be able to return comments by email to: vlopez@cathedralcity.gov
3. The City will also create and retain a Consolidated Plan or Action Plan mailing list along with an email list of interested citizens, public agencies and other interested parties for the purpose of providing notice of issuance of such plans or any public hearings related to the development of plans. The City will send written notice of any such issuance to this mailing list not less than seven days prior to said issuance and not less than two weeks prior to the public hearings.

4. The City will consider any comments or opinions of citizens received in writing, by email at vlopez@cathedralcity.gov, or orally at the public hearings, in preparing the final Consolidated Plan or Action Plan. A summary of these comments or opinions, and a summary of any comments or opinions not accepted and the City's reasons shall be attached to the Consolidated Plan or Action Plan submitted to HUD.
5. It is projected that the draft Consolidated Plan or Action Plan will be issued approximately every year in or around the first week of April and the plans shall be adopted and submitted to HUD no later than the 15th of May of each year, or the date set forth by HUD.
6. Following HUD approval of the Consolidated Plan or Action Plan the City will make the document available to the public by posting the final Consolidated Plan or Action Plan on the city website: www.cathedralcity.gov

Substantial Amendments

The City will use the following benchmarks for determining what changes in the jurisdiction's planned or tangible activities constitute a substantial amendment to the Consolidated Plan or Action Plan:

1. If the Community Development Block Grant (CDBG) national objective for a scheduled program or activity is changed from low to moderate benefit to any other category (except in the event of an urgent need pursuant to 570.203(c))
2. If the total amount of CDBG (including Section 108, EDI or Brownfields EDI), HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) funds allocated to a program is increased or decreased by an amount that is more than ten percent (10%) of the total cumulative budget for the program during that program year with the following exception:

An administrative budget amendment where the actual dollar amount of the change involved is less than \$50,000 or less than the program's funding allocation, whichever is greater. Notice to HUD will be provided on all non-substantial administrative budget amendments but will not require a 30 day public comment period or public hearing for small budget amendments. City Council approval will be sufficient to submit changes to HUD.

Upon formal notification by HUD of the City's annual allocation amount the City Council authorizes the City Manager to sign any certifications, documents, and forms related to any changes in funding amounts without having to hold a public hearing. The exception to this will be if the funding amount is more or less than ten percent (10%) of the total budget.

The City will provide citizens, public agencies and other interested parties an opportunity to examine and comment on any such substantial amendments through the following actions:

1. The City will publish a Legal Notice in a local daily newspaper of general circulation, such as the Desert Sun, summarizing the Substantial Amendment. The summary will describe the contents and purpose of the amendment to the Consolidated Plan or Action Plan and any amendments to

the aforementioned plans, and include the locations where a copy of the draft substantial amendment may be obtained. The notice will also identify the deadline and place to which comments can be submitted. Citizens will be provided with a 30 day period to comment on the plans.

2. The City will send written notice of proposed substantial amendments to the Consolidated Plan mailing list, email list and will publish aforementioned notice on the City's website not less than seven days prior to issuance. The City will post the proposed substantial amendment on the web site in a format available for citizens to examine or download. Citizens will be able to return comments by email to: vlopez@cathedralcity.gov
3. The City will review any comments or opinions from citizens that is received in writing, or by email in preparing the final substantial amendment to the Consolidated Plan or Action Plan for submission to HUD. A summary of these comments or views, and a summary of any comments or views not accepted and the City's reasons therefore, shall be attached to the amendment to the Consolidated Plan or Action Plan submitted to HUD.
4. After the substantial amendment is approved by HUD, the City will make the document available to the public by posting the final substantial amendments on the city website at: www.cathedralcity.gov

Consolidated Annual Performance and Evaluation Reports (CAPER)

At least fifteen (15) days prior of submittal to HUD any CAPER on the Consolidated Plan or Action Plan, the City will make available to citizens, public agencies and other interested parties a draft CAPER. The City will give citizens, public agencies and other interested parties an opportunity to examine and comment on the draft CAPER through the following actions:

1. The City will publish a Legal Notice in a daily newspaper of general circulation, such as the Desert Sun, summarizing the draft CAPER. The summary will describe the contents and purpose of the CAPER and include a list of the locations where copies of the entire draft CAPER may be examined. The notice will also specify the deadline and place where comments should be submitted. Citizens will be provided with a fifteen (15) day period to comment on the report.
2. The City will publish said notice on the city website: www.cathedralcity.gov not less than seven days prior to said issuance. The City will also post the Performance Report on the City website for citizens to download or examine. Citizens will be able to submit comments by email at: vlopez@cathedralcity.gov
3. The City will consider any comments or opinions of citizens received in writing by the specified deadline in preparing the final CAPER. A summary of these comments or opinions shall be attached to the CAPER submitted to HUD.
4. It is anticipated that the draft CAPER will be issued on or before the 15th of September each year and the report shall be adopted and submitted to HUD no later than the 30th of September each year.

5. The City will make the document available to the public after HUD approves the CAPER by posting the CAPER on the department's website.

Public Hearings

The City will hold no less than two formal public hearings each year to gain citizens' views and to respond to proposals and questions during different stages of the development of the Consolidated Plan or Action Plan. These hearings will cover topics regarding housing and community development needs, development of the proposed activities and review of program performance.

1. The City will hold a first hearing for the purpose of obtaining citizens views regarding housing and community development needs along with priorities for the coming year. The hearing will also review program performance for the previous year. The hearing will be held at least 30 days prior to issuance of the draft Consolidated Plan or Action Plan.
2. The City will hold a second hearing or subsequent hearings for the purpose of accepting citizen views regarding the draft Consolidated Plan or Action Plan. The hearing will be held during the 30 day comment period on the draft plans. The draft plans must be available for review a minimum of seven days before the scheduled hearing. The hearings will be advertised through a Legal Notice in a newspaper of general circulation for instance the Desert Sun, posted on the city website www.cathedralcity.gov and in written notice to the Consolidated Plan mailing list and email list not less than two weeks before the hearing.
3. The hearings will be held on a weekday evening at a centrally located and handicapped accessible public place such as the Cathedral City Library or City Council Chambers.
4. A Spanish interpreter will be available at all hearings. Interpreter services in other languages and sign interpreters for the hearing impaired will be provided upon advance request of at least ten days prior to the scheduled hearing. Upon reasonable and timely request, the City will seek to accommodate other language interpretation needs.

Access to Records

The City will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the jurisdiction's Consolidated Plan and the jurisdiction use of assistance under programs covered by the Consolidated Plan during the preceding five years. Requests for such information must be made in writing to Compliance Unit, U.S. Dept. of Housing and Urban Development, 611 West Sixth Street Suite 1000, Los Angeles, CA 90017. Where possible, the City will respond to any reasonable requests in writing within fifteen (15) working days. Requests for information which is not readily available or those that require additional research or production of new documents may take longer. In such cases, the City will respond in writing within fifteen (15) days stating whether or not the information is available and the timeline for completing the request.

Technical Assistance

The City will provide access to technical assistance for groups' representative of low and moderate income. Citizens that request such assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan may do so upon written request. The City may choose to provide technical assistance within its own staff, with consultants under contract to the City under any of its housing and community development programs or recommend the group making the request to any of the organizations funded by the U.S. Department of Housing and Urban Development to provide such assistance. The assistance provided will not include the provisions of funds to the groups.

Complaints

The City has adopted the following procedures for handling complaints from citizens related to the Consolidated Plan, amendments and performance Reports:

1. Any complaints are to be made in writing to the Compliance Unit, U.S. Dept. of Housing and Urban Development, 611 West Sixth Street Suite 1000, Los Angeles, CA 90017.
2. If practicable, the Compliance Unit will coordinate the preparation of a substantive written response to every written citizen complaint within fifteen (15) working days of receipt of the complaint. The response will include the name of a contact person to facilitate any additional follow up regarding the complaint.