

City of Albuquerque Citizen Participation Plan

I. OVERVIEW

The Citizen Participation Plan (CPP) provides a guide for citizens and organizations to participate in an advisory role in assisting with the development of the *Consolidated Plan*, the annual Action Plan and in the review of the Consolidated Annual Performance Evaluation Report (CAPER). The *Consolidated Plan (Plan)* establishes the City of Albuquerque's long range strategy and five-year investment plan for community development, housing and homeless services. The *Plan* allocates federal resources from the Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grant (ESG). The Consolidated Plan is updated each year by the Action Plan, which makes adjustments to the goals, objectives and resources, as may be necessary. The Consolidated Annual Performance Report is a summary of progress toward achievement of the goals and objectives of the Consolidated and Action plans.

Through the procedures outlined in the CPP, the City provides mechanisms to ensure that citizens are informed about the *Plans* and have the opportunity to comment on the programs that the *Plans* establish. It is important to note that nothing in the CPP, however, shall be construed to restrict the responsibility and authority of the City, through the Mayor, for development of the *Consolidated Plan*, the Action Plan and CAPER in a timely manner.

It is vital that citizens make known their comments concerning the goals, objectives, allocation of federal funds and the progress made toward achieving those purposes. The CPP provides information that shows how citizens may become involved in the *Plan* program and encourages all citizens, including low and moderate income persons, minorities, non-English speaking persons and persons with disabilities, to take an active role. Citizens shall have the opportunity to provide input about the program by submitting comments:

1. Directly to the Department of Family and Community Services
2. During public hearings and public comment periods.
3. Through other venues, which may be scheduled from time-to-time, such as community charrettes, focus groups, or other means that may be determined.
4. Copies of the CPP are available on the City of Albuquerque Department of Family and Community Service's website under the "Publications" heading. A reasonable number of copies are also available at no charge at the Department of Family and Community Services, Old City Hall Building, 5th Floor, Suite 504, 400 Marquette NW, Albuquerque, NM.

II. CITIZEN PARTICIPATION STRUCTURE

The Albuquerque Citizen Team (ACT) will be comprised of 7-9 members who shall serve as an advisory committee only and input from everyone not a member of the ACT is equally welcome. The ACT exists to advise, assist, support and advocate on behalf of the Department of Family and Community Services' Community Development Division by encouraging citizen participation in the development process for both the Consolidated and Action plans, as well as the CAPER. Because it does not set policy, ACT is not subject to the Public Board, Commissions and Committee Ordinance (City of Albuquerque, Article 6) and the Open Meetings Act. However, the ACT shall strive to meet the following performance criteria:

City of Albuquerque Citizen Participation Plan

A. Representation – The Department may ask members of the public or representatives from any one or several of the following areas to serve on the ACT:

1. Assisted Housing
2. Health Services
3. Social Services and members of the Coca
4. Fair Housing
5. Local and Regional Institutions
6. Business
7. Developers
8. Community and Faith Based Organizations
9. Government
10. City Council districts.

Membership of the ACT is not restricted in terms of numbers from the above-referenced suggestions; however, Community Development staff will strive to engage representation from a broad spectrum of citizens. Also, the opinions and recommendations of the ACT carry the same weight as individual citizens who comment on the Consolidate Plan, annual Action Plan and CAPER.

B. Input – The ACT will work with the Department of Family and Community Services' Community Development Division to provide and receive input via public forums such as focus groups and town hall meetings to help identify needs and set priorities for programs that are administered to meet those needs. In particular, outreach for participants in the public forums may seek input from the following populations:

1. Immigrants, minorities and non-English speaking persons
2. Senior citizens
3. Low income
4. Disabled
5. Children and youth
6. Homeless persons
7. Residents of affordable or public housing

City of Albuquerque Citizen Participation Plan

C. Term - Members of the ACT may serve no more than five consecutive years.

D. D. Attendance – Because it is important to get informed public comment, ACT members should strive to attend meetings regularly. Although the ACT is not subject to City of Albuquerque Public Boards, Commissions, and Committees rules regarding attendance, or the Open Meetings Act, attendance is still critical. Unless there are extreme circumstances, any member of ACT will be removed from the committee after due notice if such member has missed three consecutive meetings or have been absent from more than 50% of the meetings held during any twelve consecutive months.

F. Conflict of Interest – No member of the ACT may obtain a personal or financial interest or benefit from an agency activity or project that is specified in the *Plan*, either for them or from those with whom they have family or business ties during their tenure, or for one year thereafter.

III. CITIZEN PARTICIPATION

The ACT will work with the Community Development Division in presenting a proposed five-year plan (*Plan*) for the allocation of Community Development Block Grant, HOME and ESG resources at a public hearing. The *Plan* must be completed in a timely manner for submission to the U. S. Department of Housing and Urban Development.

The *Plan* is submitted to the Mayor and City Council for formal approval.

A. Consolidated Plan Development

1. The first stage of Plan development is the determination of needs based upon input from the general public, neighborhood associations, and other interested parties. City staff will set a timetable with benchmarks to ensure that work on the Plan is accomplished in a timely manner.

The City's Affordable Housing Committee will provide Community Development staff with recommendations for a Workforce Housing Plan, as defined in F/S(2) O-14-34 to be included in the *Plan*.

2. During this process, a minimum of one public hearing will be held for overall community needs and three public hearings for the draft Workforce Housing Plan. ACT members will be invited to the community needs public meeting, along with other interest parties, to provide input.
3. The second stage of Consolidated Plan development is the review of all input. Community Development staff will conduct a preliminary review to assess feasibility and eligibility. Community Development staff shall then prepare a listing of needs by subprogram area. Community Development staff will use this listing to recommend a broad range of targeted (area) programs by category based upon identified needs and input at the public hearing(s) and other forums. Community Development staff will incorporate the recommendations for housing generated from the Affordable Housing Committee.

City of Albuquerque Citizen Participation Plan

4. During the third stage of Consolidated Plan development, the Community Development Division recommends the range of subprograms and the appropriate percentage of the estimated total funds to be allocated to each eligible subprogram (for example, public facilities and improvements, housing, public services, and economic development). This document becomes the *Proposed Consolidated Plan*. A summary of proposed projects and funding allocations from the proposed Consolidated Plan will be published in a newspaper of general circulation. After a 30-day public comment period and review of the plan, the Community Development staff, recommends the final *Consolidated Plan*.
5. The final *Consolidated Plan* is sent to the director, Department of Family and Community Services for review, then to the Mayor for full review and then to the City Council for approval.

B. Annual Action Plan

The *Plan* sets out the funding priorities for a five year span and the Annual Action Plan is the update. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. The Annual Action Plan must be completed in a timely manner for submission to the U. S. Department of Housing and Urban Development. The following steps apply to the preparation of the Annual Action Plan:

1. Community Development staff will review the current Consolidated and Action plans. Following review and discussion of any changes to spending levels, timing of projects, changes to community needs and priorities, project eligibility per HOME, CDBG and ESG regulations, Community Development staff will prepare a proposed Action Plan and investment summary (or similar document).
2. Community Development Division will present its proposed Action Plan detailing HUD funding allocations (investment summary) to the ACT to gain input at an informal meeting.
3. A notice of the proposed Action Plan and summary of the contents and funding allocations will be published in a newspaper of general circulation and posted to the Department's website. The notice will also announce the dates of the public comment period, and the date, time and address of a public hearing on the proposed Action Plan and the location where a reasonable number of free copies of the proposed action plan may be obtained.
4. After a 30-day public comment period Community Development staff will consider any comments received, and if necessary, make appropriate changes to the proposed Action Plan.

City of Albuquerque Citizen Participation Plan

5. The Action Plan is sent to the director of the Department of Family and Community Services for review, then the Mayor for full review and then to City Council for final approval.

C. Amendments to Consolidated Plan/Action Plan

Substantial amendments are funding adjustments or reallocations that involve:

1. Adding, deleting or shifting \$750,000 or 20% or more of the approved funds, whichever amount is less, from one eligible activity to another. An eligible activity is defined at 24 CFR Parts 201 through 206; and/or
2. The introduction of a project not listed in the current Action Plan, or the removal of a listed project, valued over \$75,000.

Program Income received in any amount will not be subject to a substantial amendment since it is applied across the range of approved funds; balances resulting from program income are addressed in subsequent action plans. New activities valued over \$75,000 and funded with program income are subject to a substantial amendment.

Substantial amendments will be subject to a 30-day comment period following publication of the proposed amendment in a newspaper of general circulation and posting on the City website. A summary of comments or views, and applicable responses, will be attached to the substantial amendment.

IV. PROGRAM EVALUATION

The ACT shall assist the City in reviewing the degree to which projects and activities achieve their objective.

A. Performance Reporting

The Community Development Division of the Department of Family and Community Services prepares a Consolidated Annual Performance Evaluation Report (CAPER) for the U. S. Department of Housing and Urban Development within 90 days following the end of each program year. This report includes:

1. Cumulative project progress
2. Cumulative status of funds
3. Direct benefit activities
4. Actions to affirmatively further fair housing objectives
5. Displacement of established residents from their neighborhoods
6. Other HUD-required information

City of Albuquerque Citizen Participation Plan

The Department of Family and Community Services will hold a public hearing to distribute and discuss the cumulative accomplishments of *Plan* projects and programs. The Community Development Division will invite members of the ACT to participate. A reasonable number of copies of the performance report shall be made available to citizens upon request.

B. Comments

Individuals or groups may submit comments on all aspects of the CAPER, including the performance of contractors. Comments should be submitted in writing or in email (fcdsk@cabq.gov) to the Department of Family and Community Services, *Consolidated Plan* program.

C. Complaints

Complaints should be submitted in writing or email (fcdsk@cabq.gov) to the Department of Family and Community Services, *Consolidated Plan* program. Individuals or groups filing complaints shall receive a written response from the Department within 15 working days of receipt of the complaint. The Department shall maintain a file on all complaints and responses.

V. PUBLIC HEARINGS

Public hearings held by the Community Development Division shall be held at times and locations which permit broad participation by the ACT, citizens, elected and other government officials, organizations and other groups eligible for projects and activities funded by the Consolidated Plan program.

A. The Community Development Division shall hold at least one public hearing to obtain citizens' views on housing, homeless services and community development needs. Another public hearing will be held to present and discuss the progress towards achieving the goals of the *Consolidated Plan*.

B. The needs of non-English speaking residents who desire to participate in public hearings shall be provided for on a reasonable basis.

C. Notice for Public Hearings – At a minimum, notice for all public hearings will include (1) legal advertisement in a newspaper of general circulation, and (2) the City's web page. Notices shall be issued at least 14 days prior to the date of the hearing and shall contain at a minimum the date, time, location, topics for consideration, procedures of the hearing, and a location where additional information may be obtained. The Consolidated Plan, Action Plan and CAPER can be provided in alternative formats (i.e. Braille/large print, audio tape) for the disabled upon request; (2) the Consolidated Plan, Action Plan and CAPER may be translated into Spanish for limited-English-proficient (LEP) Spanish speaking persons, upon request.

VI. ACCESSIBILITY OF INFORMATION

The Department of Family and Community Services, *Consolidated Plan* Program, shall ensure full public access to program information provided such information does not infringe upon any

7/2015

City of Albuquerque Citizen Participation Plan

individual rights. Upon request, information will be available during working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, at the Department of Family and Community Services office. In addition, the current Consolidated Plan, current Action Plan, current CAPER and the Citizen Participation Plan can be provided in alternative formats (i.e. Braille/large print, audio tape) for the disabled and may also be translated into Spanish for limited-English-proficient (LEP) Spanish speaking persons, upon request.

A. When the City begins planning for the five-year program, the following information shall be available:

1. The total estimated amount of Community Development Block Grant, HOME and ESG funds available for community development, homeless services and housing activities, including planning and administrative activities.
2. The range of activities that may be undertaken with these funds and the kind of activities previously funded in the community
3. The Citizen Participation Plan and schedule meetings and hearings
4. The role of citizens in the program
5. A summary of other program requirements.

B. The following information will be made available upon request in compliance with the New Mexico Inspection of Public Records Act (NMSA 14-2-1 to 14-2-12) and City Ordinance (2-6-4-3; 2-7-6-1 to 2-7-6-6) and City Administrative Instruction:

1. All mailings and promotional material
2. Records of meetings and hearings
3. All key documents, including all prior applications, letters of approval, grant agreements, the Citizen Participation Plan, performance reports, evaluation reports, audit and other reports required by HUD and the City and the proposed and approved application for the current year.
4. Copies of federal regulations and issuances governing the program along with City Council resolutions and ordinances.

VII. AMENDMENTS TO THE CITIZENS PARTICIPATION PLAN

The Citizen Participation Plan shall remain in effect until all projects and activities funded under Title I of the Housing and Community Development Act of 1987, as amended, are completed, or until it is amended or superseded by a new plan. This Citizen Participation Plan may be amended at any time. Substantial amendments to the Citizen Participation must be published in the newspaper and provide citizens with a 14 day comment period. Substantial amendment must be adopted at a public meeting and the Citizen Participation Plan must be posted to the City's website.