

# 2015-2020 Citizen Participation Plan

## PURPOSE

The purpose of the Citizen Participation Plan is to encourage all Loveland citizens, especially persons with low and moderate income, and/or those living in blighted areas or areas where CDBG funds are to be used, to participate in the development of the City's Consolidated Plan, the Annual Action Plan, any substantial amendments to the plans, and the Consolidated Annual Performance Evaluation Report (CAPER).

Residents of public and assisted housing developments, minorities and non-English speaking persons, and persons with disabilities are also encouraged to participate in the development and implementation of the Plans and Reports.

## CITIZEN COMMENT

The Citizen Participation Plan will be available for citizen review and comment at the City of Loveland, 500 East Third Street, Suite 210, Loveland, Colorado during regular business hours as well as online on the City's website at [www.ci.loveland.co.us/communitypartnership](http://www.ci.loveland.co.us/communitypartnership). Any substantial amendments to the plan will be made available for citizen review and comment at the above stated location, and will be published in the *Loveland Reporter-Herald*. The Plan will be made available in a format accessible to persons with disabilities, upon request.

## PUBLIC HEARINGS & COMMENT

The City of Loveland, prior to the development of the Consolidated Plan, will make known to citizens, public agencies and other interested parties, that the City expects to receive funds from the U.S. Department of Housing and Urban Development and the range of activities that may

be undertaken. The City will seek public comments on housing, community needs, and the needs of persons with low and moderate income. Special accommodations for persons with disabilities will be provided upon request.

The Consolidated Plan and Annual Action Plans shall be made available for public review and comment. Citizens shall have a minimum of thirty (30) days to review the documents prior to submission to the U.S. Department of Housing and Urban Development. A summary of all public comments shall be included with the final Consolidated Plan and/or Annual Action Plans.

All information described above will be available for review at the City of Loveland, 500 East Third Street, Suite 210, Loveland, Colorado, and on the City's website at [www.ci.loveland.co.us/communitypartnership](http://www.ci.loveland.co.us/communitypartnership). Accommodations shall be made upon request for persons with disabilities or persons who do not speak English. Public comments may be submitted in writing to the address listed above.

The Loveland City Council shall hold a public hearing to review and adopt the proposed Consolidated Plan and Annual Action Plans, prior to submission to HUD. The public hearing shall be noticed 15 days in advance of the meeting.

## GRANT REVIEW PROCESS

All grant requests to the City of Loveland for CDBG funds are reviewed by the City of Loveland Affordable Housing Commission or Human Services Commission, citizen member boards. Commissioners review applications, hear

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presentations from each applicant, and make grant funding allocation recommendations to the Loveland City Council, based on priorities included in the approved Consolidated Plan.

## PLAN AMENDMENTS

Any proposed change to priorities adopted in the Consolidated Plan, or to the scope of activities adopted in the Annual Action Plan that change the type of activity or priority, or change the use of or amount of CDBG funds from one eligible activity to another, will be considered a substantial change and will require an amendment to the Consolidated Plan or Annual Action Plan.

The City of Loveland shall publish a summary of the proposed amendment in the Loveland Reporter-Herald, and provide a minimum of 30 days to review the proposed amendment before submission to the U.S. Department of Housing and Urban Development. The proposed amendment shall be available at the City of Loveland as listed previously in this Citizen Participation Plan. A summary of all comments received shall be included with the final amendment.

## CAPER

The City shall publish a notice of availability of the Consolidated Annual Performance Evaluation Report (CAPER) in *the Loveland Reporter-Herald* and provide 15 days for public review and comment. The CAPER shall be available at the City of Loveland as listed previously in this Citizen Participation Plan. Comments shall be submitted in writing and included with the final report.

## AVAILABILITY OF RECORDS

The City shall provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the jurisdiction's Consolidated Plan, Annual Action Plan, and the CAPER in accordance with open records laws and for a period covering the preceding five years.

## TECHNICAL ASSISTANCE

The City of Loveland shall provide technical assistance to groups representative of persons with low and moderate income that request such assistance in developing proposals for funding assistance under an Annual Action Plan projects covered by the Consolidated Plan. The level and type of assistance will be determined by the City of Loveland and may include training in HUD CDBG procedures and regulations.

## LANGUAGE ASSISTANCE

The City shall accommodate the needs of non-English speaking citizens and the hearing impaired during public hearings with prior notice.

## COMPLAINTS

Formal complaints should be submitted in writing to:

City Manager  
City of Loveland  
500 East Third Street  
Loveland, Colorado 80537

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The City Manager shall refer the complaint to the appropriate City staff person for written response regarding the complaint. The written response will be mailed within 15 business days of the receipt of the complaint.

If the complainant is not satisfied with the response, or if further study is determined necessary by the City Manager, an investigation of the complaint will be conducted under the direction of the City's Affordable Housing Commission or the Human Services Commission, depending on the complaint. The commission will report its findings and recommended action to the City Manager within 30 business days. The complainant shall be notified in writing by the City Manager within five business days after receipt of findings and recommendation of commission.

If complainant is not satisfied with the response, the complainant may appeal the decision to the Loveland City Council. The City Council shall have 30 days to take further action as deemed necessary.

If complainant is not satisfied with response, a formal complaint may be directed to the U.S. Department of Housing and Urban Development, 1670 Broadway Blvd, Denver, CO, 80202.

Formal complaints regarding HUD's approval of the City of Loveland's application for CDBG funding should be submitted in writing to the regional office within 30 days of the publication of the application notice. In order to ensure that objections submitted be considered during the review process, HUD will not approve an application until at least 45 days after receipt of application.

## **ANTI-DISPLACEMENT PLAN**

Consistent with Section 104(d) of the Housing and Community Development Act of 1974, the City of Loveland follows a Residential Anti-Displacement and Relocation Assistance Plan.

The City of Loveland will not assist activities with CDBG funds if the activity will result in the displacement of residents or businesses, unless the Loveland City Council determines that the activity's benefit to the community substantially outweighs the hardship, expense and inconvenience placed on the residents, business and / or city government.

If any CDBG-funded activity results in the displacement of residents or businesses, the City of Loveland and the sub-recipient shall comply with all acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations.

The sub-recipient shall replace all occupied and vacant low / moderated income dwelling units demolished or converted to a use other than as low / moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974.

The sub-recipient shall provide relocation assistance that complies with all Uniform Relocation Act and HUD requirements.