



W E S T M I N S T E R

**City of Westminster
Community Development Block Grant (CDBG) Program & Home
Investment Partnership Act (HOME) Program
Citizen Participation Plan
Revised July 23, 2013**

Contact:

Department of Community Development
City of Westminster
4800 W. 92nd Avenue
Westminster, CO 80031
Main (303) 658-2100
Fax (303) 706-3922

Tony Chacon
(303) 658-2129
tchacon@cityofwestminster.us

Heather Ruddy
(303) 658-2111
hruddy@cityofwestminster.us

Boni Leuenberger
(303) 658-2102
bleuenbe@cityofwestminster.us

Introduction:

The United States Department of Housing and Urban Development (HUD) makes available federal funds to the City of Westminster, Colorado, through the Community Development Block Grant (CDBG) program. The goals of these CDBG grants are:

- *To provide decent housing;* including assisting homeless persons to obtain affordable housing; preservation of existing affordable housing stock; increasing the availability of permanent housing that is affordable to low income persons without discrimination; and increasing supportive housing that includes structural features and services to enable persons with special needs to live in dignity.
- *To provide a suitable living environment;* including improving the safety and livability of neighborhoods; increasing access to quality facilities and services; providing affordable housing opportunities to low income and moderate income citizens dispersed throughout the City of Westminster; revitalizing deteriorating neighborhoods; restoring and preserving natural and physical features of special value for historic, architectural, or aesthetic reasons; and conserving energy resources.

DEFINITION: HUD defines low to moderate income households based upon the median income in a community on an annual basis. Median income is the point where half of all incomes are above

how each resident can access information on the use of CDBG funds in the City. This information informs the residents of two major sources: 1) CDBG reports and notices will be provided on the City's website; and 2) If residents prefer not to use the City's website for any reason, they are provided the City's Department of Community Development contact information, so that they may request to be placed on a hard-copy mailing list to receive notices of hearings, applications and reports.

- 2) **The City publishes a weekly electronic newsletter called Weekly Edition** which is emailed to 470+ outside subscribers, community leaders, etc. Articles that are placed in the Weekly Edition may be picked up as **Press Releases** in newspapers serving City residents, such as The Denver Post – YourHUB, and The Westminster Window. Staff shall seek to identify Spanish publications, as well as other languages, that can be added to the email notification list. Weekly Edition items, and any other newsworthy items, are also posted on the city's "News Page" of the city's website. These items also are distributed via the city's Social Media pages on Facebook and Twitter.
- 3) In the past, the City has periodically (every two years) conducted a **citywide citizen survey** to solicit detailed input from residents. Input may be obtained from the next citizen survey. The City Council also conducts public outreach events called "**We're All Ears**," in which they include citizens to talk to them about any and all concerns. The Mayor/City Council also hold periodic **Breakfasts and Desserts** which are informal question and answer sessions with citizens regarding issues of concern.
- 4) For the Department of Community Development, City staffers may attend neighborhood organization meetings in the area of the City that is home to the most low to moderate income citizens for the purpose of soliciting input into how the CDBG funds should be spent. Citizens are also free to comment on City performance and other CDBG program-related matters.
- 5) **Notification on the City's Cable Television station's "Bulletin Board" and/or "Cable Television" (Channel 8)** which reaches approximately 25,000 households (62% of the Westminster households).

The City reserves the right to adjust optional methods of notification depending upon which methods have proven to be the most cost effective in reaching the widest number of citizens, particularly low to moderate income residents.

Comment Periods and Access to Information:

The City shall consider any comments or views of citizens received in writing, or orally at the public hearings, in preparing the following documents. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final document.

Five-Year Consolidated Plan and Annual Action Plans:

- Comments shall be received from citizens for a period of **not less than 30 days**.
- The complete "Participation Activities" and "Notification of Participation Activities" outlined above shall be followed, including informational notices shall be posted at City Facilities and libraries noting that the plans are available for review at the City office or the City website.
- The entire draft and final plans shall be posted on the City's website: www.cityofwestminster.us
- All City Facilities and libraries are mailed an entire final copy.
- Upon request, entire final copies of plans are available at no cost by contacting staff.

Substantial Amendments to the Five Year Consolidated Plan or Annual Action Plans:

- Comments shall be received from citizens for a period of **not less than 30 days**.
- A Public Notice shall be posted on the City's website: www.cityofwestminster.us

- The City Council shall consider the Amendment in a publicly open session for budgetary or line item alterations of \$50,000 or more or for changes from one activity to another, such as a project cancellation and a new project approval of \$50,000 or more.

Consolidated Annual Performance Reports (CAPER)

- Comments shall be received from citizens for a period of **not less than 15 days** before submitting the CAPER to HUD.
- A Public Notice shall be posted on the City’s website: www.cityofwestminster.us
- Informational Notices shall be posted at City Facilities and libraries noting that the CAPER is available for review at the City office or the City website.
- The text of the draft and the final CAPER shall be posted on the City’s website: www.cityofwestminster.us
- All City Facilities and libraries are mailed a text of the final copy.
- Upon request, a text of the final CAPER is available at no cost by contacting staff.
- The entire CAPER, including the text and all IDIS data printouts, are available upon special request for an additional cost to be determined based upon the number of data printouts requested.

The City will provide citizens, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan and the City’s use of assistance under the relevant federal programs during the preceding five years. The public will have the opportunity to receive information, review and submit comments on any proposed submission including the Five Year Consolidated Plan or Annual Action Plan as adopted, any amendments, and its Consolidated Annual Performance Report (CAPER). Information will also be available on the range of programs, estimated amount of funds available, and the estimated funding amount proposed to benefit moderate, low, very low, and extremely low income residents. The groups will also have access to the City’s Anti-Displacement Procedures, attached as Attachment B.

Records are maintained in the Department of Community Development. Inquiries for information that requires file research, copying and other preparation will be available within 3-5 business days. Information that could be used to identify persons served by programs and services is confidential and not released to the public.

Technical Assistance

The City will provide reasonable technical assistance to moderate, low, very low, and extremely low income groups located in the geographic scope of the Consolidated Plan who request assistance in developing proposals.

Timely Response on Complaints

The City will consider any comments or views of citizens, units of general local government, agencies, or other interested parties. Written answers to written complaints and grievances will be provided within 15 days where practical.

Substantial Amendments to the Consolidated Plan

Substantial changes to the City’s published final statement or actual activities shall require an amendment to the Consolidated Plan and the Annual Action Plan(s). Areas of substantial change may include, but are not limited to:

- Major changes in service area, purpose, program beneficiaries, or national objective compliance;
- Budgetary or line item alterations of \$25,000 or more for Public Service projects and \$50,000 or more for Public Infrastructure, Public Facility, or Housing projects.
- Changes from one activity to another, such as a project cancellation and a new project approval.