



**2020/21-2024/25  
CITIZEN PARTICIPATION PLAN**

**(with Residential Anti-Displacement and Relocation Assistance Plan)**

**Council Adopted on**

**May 13, 2020**

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## INTRODUCTION

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The City of Westminster receives an annual entitlement of Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) funds from the U.S. Department of Housing and Urban Development (HUD) for housing and community development activities to assist low-income persons. In accordance with the entitlement programs, the City must create a 5-Year Consolidated Plan (Consolidated Plan) that addresses affordable housing and community development needs, submit an Annual Action Plan (Annual Plan) to outline spending and activities for the corresponding program years, and provide a Consolidated Annual Performance and Evaluation Report (CAPER) to evaluate the City's accomplishments and use of CDBG and HOME funds. As required by HUD regulations 24 CFR 91.105, the City must have and follow a detailed Citizen Participation Plan that specifies the city's policies and procedures for engaging citizens and encouraging them to participate in creating, evaluating, and implementing the CDBG and HOME programs and the Assessment of Fair Housing (AFH).

The Draft 2020/21-2024/25 Citizen Participation Plan was available for public review and comment between March 11, 2020 and May 13, 2020. The City published a notice in the Westminster Journal on February 20, 2020 and again on April 9, 2020 informing the public of the availability of the document for review and comment. Because of the national outbreak of the coronavirus in March 2020, the City temporarily closed City Hall, all City buildings and public facilities to the public. The Draft Citizen Participation Plan was therefore made available for public review at the City's website at [www.westminster-ca.gov](http://www.westminster-ca.gov) and copies of the aforementioned documents were available either electronically or by U.S. mail, upon request.

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## OBJECTIVES

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The City's Citizen Participation Plan is designed to ensure equitable representation of all segments of the population and to aid communication between the City and its residents on matters pertaining to the use of all federal funding from HUD. The Citizen Participation Plan sets forth policies and procedures the City Council adopted to encourage citizen involvement regarding the use of federal funds, notably Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds. The intent of the Citizen Participation Plan is to encourage those least likely to participate in the process, especially low-income persons living in distressed neighborhoods, in public and assisted housing developments, and in areas where CDBG funds are proposed to be used. This document outlines basic tenets of the citizen participation regulations and remains in effect throughout the implementation of the City's entitlement awards from the federal government or until these funds are closed out.

The Citizen Participation Plan promotes citizen participation in the following key areas:

- Preparation and review of, and comment on the:
  - ✓ Consolidated Plan, a five-year strategic plan that outlines the strategy and goals for the City's use of the federal funding sources;

- ✓ Annual Action Plan, which describes projects that will be undertaken in the upcoming fiscal year with the federal funding sources; and
  - ✓ Substantial Amendments to a Consolidated Plan and/or Annual Action Plan;
  - ✓ Assessment of Fair Housing (AFH).
- Provides an opportunity for residents to review and comment on the annual Consolidated Annual Performance and Evaluation Report (CAPER), which describes Westminster's implementation of activities funded by the HUD formula programs CDBG and HOME.
  - Provides residents reasonable and timely access to information, meetings, and records.
  - Provides assistance for non-English-speaking and Limited English Proficient (LEP) persons upon advance request provided such services are available.
  - Provides reasonable accommodations for those with disabilities upon advance request.

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## **ROLE OF CITIZENS**

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Citizen involvement is essential in assuring that City policies, procedures, programs and activities are well suited to local needs. Citizens' concerns and ideas may be expressed to the City Council. The City Council addresses itself to the development, review and adoption of the following areas:

- A. The City's Consolidated Plan and Annual Action Plan;
- B. The submission of the City's CAPER;
- C. City improvement strategies, programs, policies and procedures; and
- D. The Citizen Participation Plan.

Regular meetings of the City Council are held the second and fourth Wednesdays of the month, at 7:00 p.m., in the City Council Chambers at City Hall, located at 8200 Westminster Boulevard. The public is welcome to attend the pre-meeting at 6:30 p.m., held in the City Council Conference Room, where the City Council reviews the City Council meeting agenda and takes action on selected agenda items. (City Hall, the City Council Chambers, and the City Council Conference Room are accessible to the disabled.)

City Council Meeting agendum and supporting documentation is available for public review at the entryway of the Council Chambers prior to the meeting. On the Friday prior to the meeting, the agenda can be accessed on the City's web site at <http://www.westminster-ca.gov>. Live video streaming of regular meetings and an archive of agendas and minutes is also available on the City's website.

Regular City Council meetings are broadcast live on Westminster Cable Channel 3 and repeated on Monday and Friday at 11:00 a.m.; Tuesday, Wednesday and Thursday at 7:00 p.m.; Wednesday at 12 noon; and Saturday and Sunday at 6:00 p.m. The City's website ([www.westminster-ca.gov](http://www.westminster-ca.gov)) provides information about viewing live and archived City Council meetings.

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## **GUIDELINES FOR CITIZEN PARTICIPATION**

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The citizen participation process provides citizens of Westminster with the formal opportunity to take part in the development of housing and community development programs and amendments to adopted plans at a community-wide level in a public forum during a specified City Council Meeting. Listed below are the specific guidelines governing information access, public notices, and technical assistance, among others, that the City will follow to encourage citizen participation in the preparation of the Consolidated Plan, Annual Action Plan, AFH, and CAPER.

### Consolidated Plan, Annual Action Plan, Assessment to Fair Housing

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As mandated by federal regulations, the City submits a Consolidated Plan and Assessment to Fair Housing every five years and an Annual Action Plan every year to HUD. The Consolidated Plan is a long-range plan that identifies community development and housing needs of low-income Westminster residents, establishes priorities, and describes goals, objectives and strategies to address identified priorities. The Annual Action Plan is a document that lists specific activities for CDBG and HOME funding in the upcoming program year, as well as applications for both federal programs. An Assessment to Fair Housing (AFH) Plan that describes patterns of integration and segregation; racially or ethnically concentrated areas of poverty; disparities in access to opportunity; and disproportionate housing needs.

The following steps will be taken to encourage all Westminster citizens, including minorities, non-English speaking or limited English proficient (LEP) persons, and persons with disabilities, to participate in the development of the Consolidated Plan, Annual Action Plan, and AFH and afford these citizens an opportunity to review and comment on them:

### Consolidated Plan/Annual Action Plan

1. In preparation of the Consolidated Plan, the City will distribute a Community Needs Survey (in Spanish and/or Vietnamese if necessary) to local agencies, and will conduct a consultation workshop with housing, health, homeless, disabled, and other social service providers to identify key housing and community development needs and issues in the City, as well as identifying gaps in service.
2. The City will conduct a community workshop in English (and Spanish and/or Vietnamese if necessary) to solicit citizens' opinions regarding perceived community needs during development of the Consolidated Plan, and provide a written Community Needs Survey (in Spanish and/or Vietnamese if necessary) to establish expenditure priorities of CDBG and HOME monies.

3. The City will distribute from time-to-time a Request for Proposals (RFP) to nonprofit organizations and City departments to carry out public service activities.
4. The City will elicit comment from local and regional institutions, the Continuum of Care and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) when developing and implementing the Consolidated Plan.
5. In conjunction with consultation with public housing agencies, the City will encourage participation of residents in public and assisted housing developments while developing and implementing the Consolidated Plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The City will provide information to public housing agencies in Westminster and surrounding cities about consolidated plan activities related to its developments and surrounding communities so that the PHA can make this information available at the annual public hearing required for the PHA Plan.
6. Prior to the publication of the City's Consolidated Plan, the first of two public hearings will be held to solicit and consider any public comments (oral and written) on the use of CDBG and HOME funds. The public hearing will serve to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs. To ensure that all City residents have sufficient opportunity to take notice of all scheduled public hearings, all public hearing notices, including the date, time and location, and summary of the proposed action shall be published in a local newspaper of general circulation at least fifteen (15) days prior to the date of the public hearing. Public hearings are held at 7:00 p.m. in the City Council Chambers located at 8200 Westminster Boulevard and are accessible to the disabled.
7. A summary describing the contents and purpose of the proposed Consolidated Plan and/or Annual Action Plan will be published in a newspaper of general circulation. The summary will also include a list of locations where a complete draft of the Consolidated Plan and Annual Action Plan may be obtained for review. The summary will include the amount of assistance expected to be received from grant funds and program income, the range of activities that may be undertaken and the estimated amount that will benefit persons of low- and moderate-income.
8. The publication of the summary will commence a 30-day public comment period, during which citizens will have the opportunity to examine the proposed Consolidated Plan and/or Annual Action Plan and submit comments regarding the draft document to the City's Housing and Grants Division (see address below). Complete copies of the draft Consolidated Plan and/or Annual Action Plan will be available for review at the following locations:

City Hall Public Service Counter  
City of Westminster  
8200 Westminster Boulevard  
Westminster, CA 92683

Westminster Senior Center  
Community Services Building  
City of Westminster  
8200 Westminster Boulevard  
Westminster, CA 92683

9. The City Council will accept a draft Consolidated Plan/Annual Action Plan to initiate the 30-day public review period.
10. A second public hearing before the City Council will be held to provide citizens further opportunity to comment on the draft Consolidated Plan and Annual Action Plan, which must be adopted by the City Council. The public hearing will serve again to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs. A summary of comments or views along with a summary of any comment or view not accepted and the reasons, therefore, shall be attached to the final Consolidated Plan/Annual Action Plan. To ensure that all City residents have sufficient opportunity to take notice of this public hearing, a public hearing notice, including the date, time and location, and summary of the proposed action shall be published in a local newspaper of general circulation at least fifteen (15) days prior to the date of the public hearing. Public hearings are held at 7:00 p.m. in the City Council Chambers located at 8200 Westminster Boulevard and are accessible to the disabled.

#### Assessment to Fair Housing Plan

1. Westminster staff will at, or as soon as feasible after, the start of the public participation process, make the HUD-provided data and any other supplemental information the jurisdiction plans to incorporate into its AFH available to its residents, public agencies, and other interested parties. Westminster may make the HUD-provided data available to the public by cross-referencing to the data on the HUD's website.
2. To obtain the views of the community on AFH-related data and affirmatively furthering fair housing in Westminster's housing and community development programs, at least one public hearing must be held before the proposed AFH is published for comment. This public hearing can be combined with the first of two public hearings conducted as part of the Consolidated Plan and Annual Action Plan process.
3. A summary describing the contents and purpose of the proposed AFH will be published in a newspaper of general circulation at least thirty (30) days prior to the date of the public hearing. The public notice will also commence a 30-day public comment period, during which citizens will have the opportunity to examine the proposed AFH and submit comments regarding the draft document to the City's Housing and Grants Division. The public notice will also announce the date, time, and location of the public hearing scheduled to adopt the AFH. Public hearings are held at 7:00 p.m. in the City Council Chambers located at 8200 Westminster Boulevard and are accessible to the disabled.
4. Complete copies of the draft AFH will be available for review at the following locations, as well as on the City's website at [www.westminster-ca.gov/](http://www.westminster-ca.gov/) :



City Hall Public Service Counter  
City of Westminster  
8200 Westminster Boulevard  
Westminster, CA 92683

Westminster Senior Center  
Community Services Building  
City of Westminster  
8200 Westminster Boulevard  
Westminster, CA 92683

5. A public hearing before the City Council will be held to provide citizens further opportunity to comment on the draft AFH, which must be adopted by the City Council. A summary of comments or views made along with a summary of any comment or view not accepted and the reasons, therefore, shall be attached to the final AFH.

## Plan Amendments and Revisions

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### Consolidated Plan/Annual Action Plan Amendments

Consolidated Plans and/or Annual Action Plans may be revised during the program year.

- Minor Amendments. Any revisions not defined below as a Substantial Amendment constitutes a minor amendment not requiring public notification or citizen participation in advance of implementing such changes. Upon completion, the City will make the amendment public by placing the amendment to the City's website and will notify HUD that an amendment has been made. The City will submit a copy of each amendment to HUD as it occurs, or at the close of program year.

Minor changes and/or corrections may be made, so long as the changes do not constitute a substantial amendment. Minor changes, including but not limited to modifications of goal outcome indicators, will not be considered a substantial amendment and do not require public review or a public hearing.

- Substantial Amendments. The following changes to the City's Consolidated Plan and/or Annual Action Plan constitute substantial amendments requiring public notification and public review subject to the citizen participation process described at 24 CFR 91.105 and 24 CFR 91.115.
  1. The City makes a change in its allocation priorities or a change in the method of distribution of funds;
  2. An addition, modification, or elimination of a Consolidated Plan goal;
  3. The City carries out an activity not previously described in the Annual Action Plan using funds covered by the Consolidated plan, including Program Income;
  4. The City proposes not to carry out an activity described in the Annual Action Plan and, if funded, cancel the activity in the federal Integrated Disbursement Information System (IDIS);

5. There is a change in the purpose, scope, location, or beneficiaries of an activity in the Annual Action Plan;
6. There is a cumulative change in the use of CDBG or HOME funds from one activity to another activity in the Annual Action Plan that exceeds 30 percent of the entitlement award for the program year. If the CDBG award, for instance, is \$1.0 million, then an activity budget could be increased or decreased by up to \$300,000.

In the event that an amendment to the Consolidated Plan and/or Annual Action Plan qualifies as a substantial change, citizens will be given an opportunity to participate in the planning process. This opportunity will be afforded to the citizens by following these steps:

1. The City will publish a notice describing the contents and purpose of the proposed substantial amendment to the Consolidated Plan and/or Annual Action Plan in a newspaper of general circulation. The summary will also include a list of locations where a complete draft of the Amended Consolidated Plan and/or Amended Annual Action Plan may be obtained for review.
2. The publication of the summary will commence a 30-day public comment period, during which citizens will have the opportunity to examine the proposed Amended Consolidated Plan and/or Amended Annual Action Plan and submit comments regarding the draft document to the City's Housing and Grants Division.
3. After the close of the 30-day public comment period, the City Council will consider approving the Substantial Amendment to the City's Consolidated Plan and/or Annual Action Plan. All substantial amendments to the Consolidated Plan and/or Annual Action Plan and all amendments to the Citizen Participation Plan will be reviewed and approved by the City Council. A summary of comments or views along with a summary of any comment or view not accepted and the reasons, therefore, will be attached to the final Amended Consolidated Plan and/or Amended Annual Action Plan.

### Assessment to Fair Housing Plan Revisions

An AFH previously accepted by HUD must be revised and submitted to HUD for review under the following circumstances:

- A material change occurs. A material change is a change in circumstances in the jurisdiction of a program participant that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. Examples include Presidentially declared disasters, under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.), in the program participant's area that are of such a nature as to significantly impact the steps a program participant may need to take to affirmatively further fair housing; significant demographic changes; new significant

contributing factors in the participant's jurisdiction; and civil rights findings, determinations, settlements (including Voluntary Compliance Agreements), or court orders.

A revised AFH under this circumstance must be submitted within 12 months of the onset of the material change, or at a later date as HUD may provide. Where the material change is the result of a Presidentially declared disaster, the revised AFH submission shall be automatically extended to the date that is 2 years after the date upon which the disaster declaration is made, and HUD may extend such deadline, upon request, for good cause shown.

- Upon HUD's written notification specifying a material change that requires the revision.

Under this scenario, HUD will specify a date by which the program participant must submit the revision of the AFH to HUD, taking into account the material change, the program participant's capacity, and the need for a valid AFH to guide planning activities. HUD may extend the due date upon written request by the program participant that describes the reasons the program participant is unable to make the deadline.

On or before 30 calendar days following the date of HUD's written notification under this circumstance, Westminster may advise HUD in writing if it believes that a revision to the AFH is not required. The City will state with specificity the reasons for its belief that a revision is not required. HUD will respond on or before 30 calendar days following the date of the receipt of the City's correspondence and will advise the City in writing whether HUD agrees or disagrees with the City. If HUD disagrees, the program participant must proceed with the revision. HUD may establish a new due date that is later than the date specified in its original notification.

A revised AFH will consist of preparing and submitting amended analyses, assessments, priorities, and goals that take into account the material change, including any new fair housing issues and contributing factors that may arise as a result of the material change. A revision may not necessarily require the submission of an entirely new AFH. The revision need only focus on the material change and appropriate adjustments to the analyses, assessments, priorities, or goals.

Westminster will follow citizen participation guidelines as outlined here for a Consolidated Plan Substantial Amendment, including publishing a public notice at least thirty (30) days in advance of a public hearing to adopt the Revised AFH and a 30-day public comment period.

### Consolidated Annual Performance Evaluation Report (CAPER)

The City will prepare an annual CAPER to evaluate the progress of the Consolidated Plan and to review accomplishments for the previous program year. Upon completion of the CAPER and prior to its submission to HUD, a public notice will be published in a newspaper of general circulation announcing the availability of the CAPER for review and comment prior to a public hearing. This public review and comment period shall be for a minimum 15-day period beginning on the day of publication. During this period, citizens will have the opportunity to examine the CAPER and

submit comments to the City’s Housing and Grants Division regarding the document. A public hearing will also serve to obtain the views of citizens about program performance. A summary of comments or views along with a summary of any comment or view not accepted and the reasons, therefore, will be attached to the CAPER.

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## **PUBLIC COMMENT**

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Public comment, verbally or in writing, is accepted throughout the program year, and is particularly invited during the noticed public comment periods described above. Public hearings shall provide a major opportunity for citizen input on proposed neighborhood improvement programs, activities, policies and procedures. At a minimum, the City will conduct three separate public hearings annually—one for the purpose of soliciting comments from the public on needs and priorities for the development of the Consolidated Plan and Annual Action Plan, a second for the purpose of adopting the Consolidated Plan and/or Annual Action Plan, and a third public hearing accepting the Consolidated Annual Action Plan (CAPER) following a review of program performance. Public hearings will be held at times convenient to potential and actual beneficiaries, and accessible to the disabled.

Notices of public comment periods shall be published on the first day of the public comment period, which shall conclude with the public hearing before City Council. To ensure that all City residents have sufficient opportunity to take notice of all scheduled public hearings, all public hearing notices, including the date, time and location, shall be published in a local newspaper of general circulation at least fifteen (15) days prior to the date of the public hearing. Public notices will be published in local newspapers of general circulation when pertaining to any projects proposed citywide, such as the Consolidated Plan, Annual Action Plan and CAPER.

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## **ACCESS TO INFORMATION AND RECORDS**

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Any citizen, organization, or other interested party may submit written requests for information regarding the Consolidated Plan, Annual Action Plan, AFH, or CAPER, including the City’s use of funds under the CDBG and HOME programs and the benefit to low- to moderate-income residents during the preceding five years. Copies of the Consolidated Plan, Annual Action Plan, Citizen Participation Plan, CAPER, AFH, amendments or revisions to these Plans, and documents regarding other important program requirements including contracting procedures, environmental policies, fair housing/equal opportunity requirements and relocation provisions, are available to the public during the City’s regular business hours, Monday through Thursday 7:30 am-5:30 pm and every other Friday from 7:30 am-4:30 pm, in the City’s Housing and Grants Division located at Westminster City Hall, 8200 Westminster Boulevard, Westminster, CA 92683. Additional information may be obtained by calling (714) 548-3170. Upon request, the City will make all information available in a format accessible to persons with disabilities.

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## **TECHNICAL ASSISTANCE**

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In an effort to encourage the submission of views and proposals regarding the Consolidated Plan and Annual Action Plan, particularly from residents of target areas and groups representative of persons of low- and moderate-income, the City shall provide technical assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan or Annual Action Plan, if requested. Such assistance will include, but is not limited to, the provision of sample proposals, and program regulations and guidelines.

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## **COMMENT AND COMPLAINT PROCESS**

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The City will consider any comments from citizens received in writing or orally at public hearings in preparing this Citizen Participation Plan, the Consolidated Plan, Annual Plan, CAPER, AFH, and/or substantial amendments to these plans. A summary of all comments will be attached and submitted to HUD.

The City will respond to written complaints received relating to the Consolidated Plan, Annual Plan, AFH, CAPER, and/or substantial amendments. Written complaints must describe the objection and provide contact information of the complainant. The city will respond to complaints within fifteen (15) working days of receiving the written complaint, acknowledging the letter and identifying a plan of action, if necessary.

Correspondence may be addressed to:

City of Westminster  
Housing and Grants Division  
C/O Alexa Smittle, Interim Community Development Director  
8200 Westminster Boulevard  
Westminster, CA 92683

Persons wishing to contact the Los Angeles Area Field HUD Office may address correspondence to:

U.S. Department of Housing and Urban Development  
C/O Robert DiGruccio, HUD Representative  
300 North Los Angeles Street  
Suite 4054  
Los Angeles, CA 90012

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## **CHANGES IN FEDERAL FUNDING LEVEL**

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Any changes in the federal funding level after the comment period of either the Draft Consolidated Plan and/or the Draft Annual Action Plan has expired, the resulting effect on the distribution of funds will not be considered an amendment or a substantial amendment.

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## **ASSURANCES**

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The City of Westminster assures that the most diligent effort will be made to comply with the process and procedures outlined in this 2020/21-2024/25 Citizen Participation Plan.

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## **ANTI-DISPLACEMENT**

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The City of Westminster strives to avoid and minimize the displacement of individuals as a result of HUD funded activities. Therefore, to the greatest extent possible, the City:

- Will consider the impact of displacement in the site selection, during the project planning phase.
- Will provide information to displaced individual's on available assistance and relocations benefits.

In an effort to minimize displacement of persons and to assist any persons displaced by governmental actions, the City of Westminster adopted a Residential Anti-Displacement and Relocation Assistance Plan in April 2015, which is updated here.

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## **RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

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This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the City of Westminster (City) in accordance with the Housing and Community Development Act of 1974, as amended; and Department of Housing and Urban Development (HUD) regulations at 24 CFR 42.325 and is applicable to the City's Community Development Block Grant (CDBG), including the Section 108 Loan Guarantee Program, and HOME Investment Partnerships Act (HOME)-assisted projects.

Section 104(d) of the Housing and Community Development Act of 1974, as amended (HCD Act), and U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program regulations provide that, as a condition for receiving assistance, as a grantee, the City must certify that it is following a Residential Anti-Displacement and Relocation Assistance Plan (RARAP), which contains two major components:

1. A requirement to replace all occupied and vacant occupiable low-moderate-income dwelling units that are demolished or converted to a use other than low-moderate-income housing in connection with an activity assisted under the HCD Act and 24 CFR 570.606(c)(1)); and
2. A requirement to provide certain relocation assistance to any lower income person displaced as a direct result of (1) the demolition of any dwelling unit or (2) the conversion of a low/moderate-income dwelling unit to a use other than a low/moderate-income dwelling in connection with an assisted activity.

### Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, Westminster will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs;
- Stage rehabilitation of apartment units to allow tenants to remain in the building complex during and after the rehabilitation, working with empty units first;
- Where feasible, give priority to rehabilitation of housing in lieu of demolition to minimize displacement;
- If feasible, demolish or convert only dwelling units that are unoccupied or vacant occupiable<sup>1</sup> dwelling units, especially if units are lower-income units as defined in 24 CFR 42.305; and
- Target only those properties deemed essential to the need or success of the project.

### Relocation Assistance to Displaced Persons

The City will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG and HOME Programs, move permanently or move personal property from real property as a direct result of the demolitions of any dwelling unit or the conversion<sup>2</sup> of a lower-income dwelling unit<sup>3</sup> in accordance with requirements of 24 CFR 42.350.

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<sup>1</sup> A **vacant occupiable dwelling** unit means a vacant dwelling unit that is in a standard condition; a vacant dwelling unit that is in a substandard condition, but is suitable for rehabilitation; or a dwelling unit in any condition that has been occupied (except by a squatter) at any time within the period beginning three months before the date of execution of the agreement by the recipient covering the rehabilitation or demolition.

<sup>2</sup> The term **conversion** means altering a housing unit to either use the dwelling for non-housing purposes, continue to use a unit for housing; but it fails to meet the definition of lower-income dwelling unit; or it is used as an emergency shelter. If a housing unit continues to be used for housing after completion of the project is not considered a “conversion” insofar as the unit is owned and occupied by a person who owned and occupied the unit before the project.

<sup>3</sup> A **lower-income dwelling unit** means a dwelling unit with a market rent (including utility costs) that does not exceed the applicable Fair Market Rent.

A displaced person who is not a lower-income tenant will be provided relocation assistance in accordance with the Uniform Act, as amended, and implementing regulations at 49 CFR Part 24.

### One-for One Replacement of Lower-Income Dwelling Units

In accordance with section 104(d) of the Housing and Community Development Act of 1974, as amended (HCD Act) (Pub. L. 93-383, 42 U.S. C. 5301 et seq) and the implementing regulations at 24 CFR 42.375, the City will fulfill its obligation of providing one-for-one replacement housing by replacing all occupied and vacant occupiable lower-income dwelling units<sup>4</sup> demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG and HOME Programs.

To that end, the City, in fulfillment of 24 CFR 42.375, will replace all units triggering replacement-housing obligations with comparable lower-income dwelling units. Acceptable replacement units that are provided by the City or private developer will meet these requirements:

- The units will be located within the city and, to the extent feasible and consistent with other statutory priorities, located within the same neighborhood as the units replaced.
- The units must be sufficient in number and size to house no fewer than the number of occupants who could have been housed, as determined by the City's local housing occupancy codes, in the units that are demolished or converted.
- The units must be provided in standard condition.
- Replacement units must initially be made available for occupancy up to one year prior to the City publishing information regarding the project initiating replacement housing requirements and ending three years after commencing demolition or rehabilitation related to the conversion.
- Replacement units must remain lower-income dwelling units for a minimum of ten years from the date of initial occupancy. Replacement lower-income dwelling units may include public housing or existing housing receiving Section 8 project-based assistance.

### Disclosure and Reporting Requirements

Before entering into a contract committing the City to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City will make public by publishing in a newspaper of general circulation and will submit to HUD the following information in writing:

1. A description of the proposed assisted project;

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<sup>4</sup> The term **dwelling** as defined by the URA at 49 CFR 24.2(a)(10) includes transitional housing units or non-housekeeping units (SRO) commonly found in HUD programs. An emergency shelter is generally not considered a "dwelling" because such a facility is usually not a place of permanent, transitional or customary and usual residence.



2. The address, number of bedrooms and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of and assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of at the replacement lower-income housing that has been or will be provided;
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least ten years from the date of initial occupancy;
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a two-bedroom unit with two one-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units or a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items four through seven are unavailable at the time of the general submission, the City will identify the general locations of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

#### Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the City may submit a request to HUD for a determination that the one-to-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

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## **DEFINITIONS**

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Annual Action Plan. A one-year (July 1 – June 30) planning document detailing approved funding allocations for specific eligible activities. The Annual Action Plan is submitted to HUD 45-days prior to the beginning of the program year.

Code of Federal Regulations (CFR). The general and permanent rules and regulations published in the Federal Register by the executive departments and agencies of the U.S. government.

Community Development Block Grant (CDBG). Authorized under Title I of the Housing and Community Development Act of 1974, as amended, the CDBG Program combined multiple federal categorical grants under one regulation. The funds are a block grant that can be used to address critical and unmet community needs including those for housing rehabilitation, public facilities, infrastructure, economic development, public services, and more. The City is provided an annual grant on a formula basis as a CDBG Entitlement recipient. Funds are used to develop a viable urban community by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.

Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is prepared at the end of the program year to detail how funds were actually expended and the extent to which these funds were used for activities that benefitted low- and moderate-income people. The CAPER is submitted to HUD within 90-days of the program year end.

Consolidated Plan. The document that is submitted to HUD that serves as the comprehensive housing affordability strategy, community development plan, and submissions for funding under any of the Community Planning and Development formula grant programs (e.g., CDBG, ESG, HOME, and HOPWA), that is prepared in accordance with the process described in this part.

HOME Investment Partnerships Program (HOME). HOME funds are awarded annually as formula grants to participating jurisdictions (PJs), States and localities, that are used - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

HUD. U.S. Department of Housing and Urban Development is the federal agency which administers and provides guidance for the Consolidated Plan process and use the federal funds such as CDBG and HOME.

Low- and Moderate-Income Persons. Individuals from households with a total income that does not exceed 80 percent of the median household income for the area adjusted for family size.

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## ADDENDUM - CITIZEN PARTICIPATION PROCEDURES UNDER NATIONAL EMERGENCY CONCERNING NOVEL CORONAVIRUS (COVID-19) PANDEMIC

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Due to the National Emergency Concerning the Novel Coronavirus (COVID-19) declared in March 2020, the U.S. Department of Housing and Urban Development (HUD) has made available temporary guidelines for citizen participation relative to the public comment period, reasonable notice, and opportunity to comment for substantial amendments. This addendum outlines steps the City will take during the national emergency to support communication and encourage involvement between the City and its residents on matters pertaining to the use of all federal funding from HUD, particularly those funds that will be used to prevent, prepare, and respond to the Novel Coronavirus (COVID-19) pandemic. These temporary guidelines will therefore apply to Community Development Block Grant funding under FY 2019/20, FY 2020/21, and the Coronavirus Aid, Relief, and Economic Security (CARES) Act funds, as well as Home Investment Partnership Act (HOME) funds under FY 2019/20 and FY 2020/21, unless otherwise extended due to a longer period of national emergency. This Citizen Participation Plan may also be amended from time to time to include additional or revised procedures issued by the U.S. Department of Housing and Urban Development in response to the Novel Coronavirus (COVID-19) pandemic.

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### CITIZEN PARTICIPATION PUBLIC COMMENT PERIOD FOR CONSOLIDATED PLAN SUBSTANTIAL AMENDMENTS DURING COVID-19 PANDEMIC

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The City of Westminster may amend an approved consolidated plan in accordance with 24 CFR 91.505. Substantial amendments to the consolidated plan are subject to the citizen participation process which usually requires a 30-day public comment period to allow interested citizens a period of time by which they have an opportunity to comment on any proposed changes to the Consolidated Plan or Annual Action Plan. Given the need to expedite actions to respond to COVID-19, HUD waives the 30-day public comment period, in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirement to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning the proposed uses of CDBG and HOME funds.

Temporary Public Comment Period: This 30-day minimum for the required public comment period **is waived** for substantial amendments, provided that no less than **5 days** are provided for public comments on each substantial amendment. The waiver is available through the end of Westminster's 2020/21 program year (June 30, 2021).

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### CITIZEN PARTICIPATION REASONABLE NOTICE AND OPPORTUNITY TO COMMENT DURING COVID-19 PANDEMIC

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Regulations at 24 CFR 91.105 (for local governments) set forth the citizen participation plan requirements for the City of Westminster. For substantial amendments to the consolidated plan, the regulations require the City to follow its citizen participation plan to provide citizens with

reasonable notice and opportunity to comment. The citizen participation plan must state how reasonable notice and opportunity to comment will be given. HUD recognizes the efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and that there is a need to respond quickly to the growing spread and effects of COVID-19. Therefore, HUD waives this requirement to allow the City to determine what constitutes reasonable notice and opportunity to comment given their circumstances. The waiver is available through the end of Westminster's 2020/21 program year (June 30, 2021).

Temporary Reasonable Notice and Opportunity to Comment: In the event that an amendment to the Consolidated Plan and/or Annual Action Plan qualifies as a substantial change, citizens will be given an opportunity to participate in the planning process. This opportunity will be afforded to the citizens by following these steps:

1. The City will publish a notice describing the contents and purpose of the proposed substantial amendment to the Consolidated Plan and/or Annual Action Plan on the City's website at [www.westminster-ca.gov/](http://www.westminster-ca.gov/) in lieu of a newspaper of general circulation. Along with the public notice, the City will post the subject Amended Consolidated Plan and/or Amended Annual Action Plan for public review. The Amendments can also be delivered to persons wishing to review it via U.S. mail or via email upon request by calling the City's Grants and Housing Division at (714) 548-3170 or by emailing [MSon@Westminster-ca.gov](mailto:MSon@Westminster-ca.gov).
2. The publication of the notice will commence a 5-day public comment period, during which citizens will have the opportunity to examine the proposed Amended Consolidated Plan and/or Amended Annual Action Plan and submit comments regarding the draft document to the City's Housing and Grants Division via the following methods:
  - By calling the City of Westminster, Grants and Housing Division at (714) 548-3170.
  - Via email at [MSon@Westminster-CA.gov](mailto:MSon@Westminster-CA.gov).
  - Via U.S. mail addressed to: City of Westminster, Grants and Housing Division, 8200 Westminster Boulevard, Westminster, CA 92683.
3. After the close of the 5-day public comment period, the City Council will consider approving the Substantial Amendment to the City's Consolidated Plan and/or Annual Action Plan. To follow recommendations by the Centers for Disease Control (CDC) and the President's Coronavirus Guidelines for America, which include avoiding social gatherings and implementing social distancing, the City Council will not hold in-person public hearings, however the City may opt to hold virtual public hearings, which will be described in advance in the public notice. All substantial amendments to the Consolidated Plan and/or Annual Action Plan and all amendments to the Citizen Participation Plan will be reviewed and approved by the City Council. A summary of comments or views along with a summary of any comment or view not accepted and the reasons, therefore, will be attached to the final Amended Consolidated Plan and/or Amended Annual Action Plan.