

**CITY OF LONGMONT
COMMUNITY PLANNING AND DEVELOPMENT
PROGRAMS**



CITIZEN PARTICIPATION PLAN

**Community Services Department
Housing and Community Investment Division
Civic Center Complex
350 Kimbark Street
Longmont, Colorado 80501**

**Molly O'Donnell
Housing and Community Investment Division Director**

Adopted: October 22, 1996

Updated: October 28, 2008

Updated: May 22, 2018

Updated: April 28, 2020

Updated: July 22, 2022

City of Longmont
Community Planning and Development Programs
Citizen Participation Plan
Statement of Intent

Citizen participation is an integral part of the planning, evaluation, assessment, and implementation processes of the City of Longmont Community Planning and Development Programs (Community Development Block Grant, HOME Investment Partnerships Programs, and any other federal grant program) included in the Consolidated Plan submission. The purpose of this Citizen Participation Plan (the Plan) is to provide citizens of Longmont with the opportunity to participate in the Community Planning and Development (CPD) programs. Longmont recognizes the importance of citizen participation and endorses a philosophy that welcomes and maximizes citizen involvement in its housing and community development activities.

This plan outlines a process that:

1. Provides citizens an opportunity to participate in developing the Consolidated Plan and any substantial amendments for the CPD Programs, setting of priorities, and establishing goals for the CPD Programs.
2. Provides individuals and organizations an opportunity to participate in the development and revisions of the Assessment of Fair Housing (AFH)¹
2. Encourages the submission of views and proposals, particularly by low and moderate-income residents.
3. Provides for timely responses to citizen proposals and comments submitted.
4. Schedules public meetings, hearings, and all other activities at times and locations that permit and encourage broad participation and attendance.
5. Provides complete information regarding the City's CPD Programs, relevant legislation and regulations, and other materials as required to ensure knowledgeable citizen involvement.
6. Provides the policies and procedures for ensuring the full participation of citizens with Limited English Proficiency and/or requiring reasonable accommodation.
7. Provides for expedited procedures to draft, propose or amend Consolidated Plans in situations where an emergency or urgent need exists and where HUD has allowed for a waiver of certain Citizen Participation procedures applicable to Sections II. C. and G. as noted below.

The intent of this Citizen Participation Plan is that all citizen participation be conducted in an open manner with freedom of access for all people.

1 In 2015 the Department of Housing and Urban Development (HUD) adopted 24 CFR Part 5, subpart A, as Amended to require jurisdictions that receive HUD funding to produce an Analysis of Fair Housing (AFH) to enhance the development of goals and strategies to meet the Fair Housing Act's requirement to affirmatively further fair housing (AFFH). HUD extended the AFH submittal deadline for all jurisdictions in January 2018. The City is now required to submit an AFH prior to the submittal of its 2024 Consolidated Plan. The City will continue working under its current Analysis of Impediments (AI) to Fair Housing, which will be updated prior to the submittal of its 2019 Consolidated Plan. 24 CFR 91.105 states that if a jurisdiction has adopted a Citizen Participation Plan before August 17, 2015, it will need to amend the plan to comply with provisions of the section. All references to the AFH in this Citizen Participation Plan is for the time at which the City will be required to conduct an AFH to comply with HUD regulations. It is anticipated that the City will begin the AFH process in 2023 to meet federal regulations.

Any member of the public may request reasonable accommodation or auxiliary aids or services to ensure their full participation in the CPD Programs by contacting the Section 504 Coordinator's designee:

Adam Sanderson
Housing and Community Investment Specialist
350 Kimbark St.
Longmont, CO 80501
Tel: 303-774-4603
Email: adam.sanderson@longmontcolorado.gov
TTY/TDD: 1-800-659-2656

Section 504 Coordinator:

Joanne Zeas, Chief Human Resources Officer
City of Longmont
350 Kimbark St.
Longmont, CO 80501
Tel: (303) 651-8605
Email: joanne.zeas@longmontcolorado.gov
TTY/TDD: 1-800-659-2656

This Plan was reviewed by the Housing and Human Services Advisory Board and recommended for adoption at their meeting October 10, 1996. It was then formally adopted by the Longmont City Council on October 22, 1996. The Plan was updated by Council on October 28, 2008 on May 8, 2018 and on April 28, 2020. The plan was updated administratively on July 22, 2022 by only changing the contact information due to staff changes.

NOVEL CORONAVIRUS RESPONSE:

Given the need to expedite actions to respond to COVID-19, HUD has waived 24 CFR 91.105(c)(2) and (k), 91.115(c)(2) and (i), 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 the 2020-2024 Consolidated Plan, the 2020 Action Plan and substantial amendments concerning the proposed uses of CDBG and other CPD program funds. Therefore, the following changes to the public comment periods and the way public comment is collected are in effect and apply to Sections II. C. 2. and II. G. of this Citizen Participation Plan for the 2020 program year.

1. The 30 day minimum for the required public comment period is waived for Consolidated Plan submission and for substantial amendments, provided that no less than 5 days are provided for public comments on the Consolidated Plan and on each substantial amendment. The waiver is available through the end of the 2020 program year. If the City wishes to undertake further amendments to prior year plans following the 2020 program year, it can do so during the development of its 2021 Action Plan.

2. Efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and so in-person meetings are not required. Therefore, grantees can determine what constitutes reasonable notice and opportunity to comment given their circumstances. The City has determined the following:

- a. Reasonable Notice is formal public notice in a newspaper of general circulation, and posting on the City's website, outlining the otherwise required elements, and allowing at least 5 days' notice prior to a public hearing to solicit public comment.
- b. Reasonable opportunity to comment means that at least a five (5) days comment period will be allowed commencing with date of the notice and ending with the conclusion of the public hearing. Comments may be provided prior to the public hearing in writing via email or voice mail (contact information to be provided in the notice), or via submitted comments during the public hearing. The public hearing can be held via a

webinar or video or audio conference which allows for comments to be submitted and responded to during the hearing.

In addition, timeliness will be needed in responding to the novel coronavirus and may require quick consideration of applications or requests for funding or an ability to just contract with a service provider to allow access to funds to address COVID-19 responses in the community. Therefore, staff will consider and recommend appropriate uses of funding directly to City Council and will keep the Housing and Human Services Advisory Board (HHSAB) informed of the needs and its recommendations instead of having recommendation come directly from the HHSAB to the City Council, as noted in Section II. A. below.

I. INTRODUCTION

The Housing and Community Development Act, as amended, requires that citizens are included in an advisory role in the planning, implementation, and assessment of a recipient's CPD Programs. To meet this requirement and fulfill Longmont's commitment to provide residents with a range of opportunities to participate in the community development process, this Citizen Participation Plan has been developed. The Longmont City Council implements and follows the Participation Plan through the City's Community Services Department (CSD), and specifically through the Housing and Community Investment (HCI) Division.

Federal regulations governing the CPD Programs require that each community applying for Federal funds must:

1. Provide for and encourage citizen participation, with particular emphasis on participation by low and moderate income people who are residents of slum and blight areas and of areas where CPD Program funds are proposed to be used, residents in low and moderate income neighborhoods as defined by the local jurisdiction, and residents of public and assisted housing developments.
2. Provide citizens with reasonable and timely access to local meetings, information, and records relating to the proposed use of funds.
3. Provide technical assistance to groups that represent low and moderate-income people and request assistance in developing proposals.
4. Provide public hearings to obtain citizen views and to respond to proposals and questions at all stages of the CPD Programs, including the identification of needs, proposed activities, and program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodation for the disabled.
5. Provide for a timely written answer to written complaints and grievances, within 15 working days where practicable.
6. Identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents are reasonably be expected to participate.

This Section may not be construed to restrict the responsibility or authority of the City of Longmont for the development and execution of its CPD Programs.

II. CITIZEN PARTICIPATION PROCESS

To ensure a well-informed citizenry, the Citizen Participation Plan details the ways citizens can be involved in CPD Program activities. Recognizing that there is no single best approach to citizen involvement, this involvement is not limited to the methods outlined in this plan.

Citizens who think they are unable to find a way to participate using the methods in this plan are encouraged to suggest alternate procedures to the CSD, which will make every effort to accommodate suggestions.

The following is a list of citizen participation activities to be carried out during the coming program years. Details on each activity follow.

- Maintain and support a Housing and Human Services Advisory Board (HHSAB).
- Provide technical assistance and information to individuals and groups representing citizens.
- Sponsor City public and performance hearings.
- Publish an Annual Program Summary and provide for mass mailings.
- Encourage citizen assessment of the City's Community Planning and Development Programs.
- Encourage citizen participation in the development of the Consolidated Plan and the Assessment of Fair Housing (AFH) and citizen involvement in any program amendments.
- Answer written complaints and concerns.
- Develop additional mechanisms as may be required by citizens.

A. HOUSING AND HUMAN SERVICES ADVISORY BOARD (HHSAB)

The Longmont Housing and Human Services Advisory Board (HHSAB) was established pursuant to the Longmont Municipal Code Title 2, Chapter 2.58, Section 2.58.030 in 1980 to be an advisor and supporter of human service agencies that serve Longmont residents. This role was expanded in 1995 to include making funding recommendations to City Council for the CPD Programs.

The City Council appoints nine (9) citizens to serve three (3) year terms. The members are from diverse segments of the community including disability, racial, ethnic, and age groups. Council has charged the HHSAB with the following responsibilities:

- Advise and assist the City Council in understanding housing and human service needs of the Longmont community.
- Review and evaluate the services and functions of City-contracted and grant-funded housing and human service agencies that serve the residents of Longmont.
- Coordinate the funding allocation process for the human service agency funds, the Affordable Housing funds, Community Development Block Grant and HOME Investment Partnership funds and other related federal and state grant funds; and advise the City Council of the agencies recommended by the board to receive funding.
- Act as policy advisory board for the down payment assistance, housing rehabilitation, and community housing programs, including, but not limited to, advising on program policy and review of program implementation.
- Address other issues as delegated by the Longmont City Council.

The HHSAB participates in developing and reviewing proposals and suggestions for projects and activities for each program year. It provides a citizen voice from the local community and assists the CSD in assuring that program information is made available to all concerned citizens.

To facilitate the effective operations of the HHSAB, the CSD provides technical assistance through access to staff; informational meetings with professionals; and access to relevant community development and housing records, files, and documents.

The HHSAB is involved in the development of the Consolidated Plan by identifying community development and housing needs, setting priorities, reviewing proposed uses of funds for projects and activities, and reviewing program performance. The HHSAB reviews and comments on the Consolidated Plan, annual updates/reports before submission to HUD, and Fair Housing reports.

After submission of the Consolidated Plan, the HHSAB continues to meet on a regular basis to provide the following assistance to the CPD Programs:

- Evaluate and recommend priorities regarding community development and housing needs.
- Evaluate and monitor existing community development and housing activities to assess Longmont's performance.
- Evaluate and recommend proposed and continuing activities for inclusion in subsequent community development and housing submissions.
- Evaluate and make recommendations on any amendments to an approved Consolidated Plan submission.
- Assist in the development and review of the Citizen Participation Plan to ensure the inclusion of a wide range of citizen comments.
- Review the annual Performance Report(s).
- Review draft submission of the Assessment of Fair Housing and evaluate and make recommendation on any amendments to an approved AFH.
- Conduct a Housing and Human Services Needs Assessment every five years. This comprehensive assessment is to help understand the current and future needs for services, the level of unmet need, and establish City priorities for funding allocation to human services agencies.
- Provide assistance and information to interested groups and/or individuals within the City with particular attention to areas where a significant amount of CPD Program money is or will be expended.
- Assist in the dissemination of information for soliciting community input. The City follows its Limited English Proficiency policy, which provides for the timely and reasonable language assistance for residents with limited English proficiency who wish to participate in the CPD programs. The City also follows its Section 504 Policy for Effective Communication to make information available in other formats and to provide reasonable accommodations for residents with disabilities upon request.
- Meet with local officials when necessary and appropriate.
- Encourage neighborhood residents to attend community development and housing meetings and public hearings and to participate in CPD Program activities. Outreach will include notifying local non-profit organizations, government social service agencies, and affordable housing residents on opportunities for citizen input. Efforts will be made to hold public meetings at convenient locations and times. Outreach to residents will be provided in English and Spanish and available in other formats for residents with disabilities upon request.
- Perform additional responsibilities that members think are necessary and appropriate to encourage a meaningful citywide citizen participation program.

B. TECHNICAL ASSISTANCE AND INFORMATION

The mere presence of citizens at meetings and on advisory boards is not sufficient to assure adequate citizen participation in the area of housing and community development. The CSD has the responsibility of ensuring that citizens are informed of the various aspects of the programs and how their views may be included. Longmont will work closely with citizens at each possible point of citizen involvement. The CSD will provide technical assistance to the public by

- Developing CPD Programs that give priority to activities that benefit low and moderate-income families, prevent or eliminate slums and blight, provide decent housing, provide a suitable living environment, and/or expand economic opportunities.
- Accepting enforcement responsibilities of environmental laws.
- Complying with HUD regulations concerning financial management.
- Agreeing to enforce fair labor standards requirements.
- Complying with acquisition and relocation laws.
- Conforming to civil rights laws and regulations.
- Complying with fair housing laws and regulations. This includes the CSD following applicable fair housing laws and regulations. The CSD also training its subrecipients on the applicable fair housing laws and regulations to be in compliance when working with residents.

Additional technical assistance will be provided to assist individuals and groups to participate in the planning, implementation, and assessment of the CPD Programs. This assistance will include the following:

1. Preparing citizen proposals and suggestions to be submitted for funding consideration under the CPD Programs.
2. Providing information and clarification concerning CPD Program regulations and other program requirements.
3. Giving guidance to groups and individuals wishing to participate further in planning, implementing, or assessing the programs. The CSD, through the HHSAB, will involve low and moderate-income individuals, residents of blighted neighborhoods, minorities, the elderly, and individuals with disabilities in all activities. The CSD will outreach to the community, in Spanish and English, to notify residents of opportunities for them to participate in planning, implementation, or assessment of CPD programs. Outreach will include providing information to nonprofit organizations, government social services agencies, and affordable housing residents. In compliance with its Limited English Proficiency Policy and Section 504 Effective Communication, the City will ensure that all interested residents can participate in the CPD activities.

Documents relevant to the programs will be made available to citizens at the Housing and Community Investment Office and major program material including, but not limited to, a summary of the proposed Consolidated Plan, the adopted Consolidated Plan, the annual Performance Report(s), and Assessment of Fair Housing will also be available on the city's website, <https://www.longmontcolorado.gov/departments/departments-e-m/housing-and-community-investment>.

C. PUBLIC INPUT ON COMMUNITY NEEDS AND PLANS

Pursuant to Federal regulations, Longmont will hold a minimum of two (2) public hearings during the development of the Consolidated Plan.

1. Identification of Needs

At least one (1) public hearing will be held to obtain views of citizens, public agencies, and other interested parties to identify housing and community development needs. This hearing will be held between 90 and 180 days prior to the beginning of the Consolidated Plan submission year and will include a review of the performance of the CPD Programs during the previous year (generally between July 1 and October 1).

At this hearing, a representative of the City will describe the City's CPD Programs over the past program year, including total funding expended and funding expended on low and moderate income people. Handouts will include (1) an overview of the CPD Programs, (2) an Executive Summary of the current Consolidated Plan, (3) the amount of assistance (grant funds and program income) the City expects to receive over the next program year, (4) the range of activities that may be undertaken, and (5) a copy of the City's Displacement Plan (see Attachments 1 and 2). Copies of the annual Performance Report(s) will be available for review. Citizens attending the Identification of Needs hearing will have an opportunity to comment orally and in writing on past performance and on housing and community development needs. The City will summarize all comments for review by City Council, community development officials, and local agencies. The City will provide detailed information on its hearings, including its outreach efforts to include all segments of the population and the comments received. These comments will inform the completion of the Consolidate Plan and will be included in the final Consolidated Plan.

2. Presentation of Proposed Consolidated Plan

One (1) public hearing will be held to obtain comments on the proposed (or draft) Consolidated Plan (submitted to the Department of Housing and Urban Development every five years). Approximately sixty (60) calendar days prior to the start of the program year (generally on or before October 1), a summary of the proposed Consolidated Plan will be published and a minimum of thirty (30) days will be allowed for the community to comment on the proposed Plan. The public hearing will be held in conjunction with a City Council meeting and will be scheduled for midway during the 30 day comment period (generally on or before October 30).

The summary will describe the contents and purpose of the Plan, including the funding proposed to benefit low and moderate income people, and list the locations where citizens can review the draft Plan. Free copies of the Plan will be made available to citizens and groups upon request.

Citizens have the opportunity to comment both orally and in writing on the proposed Plan. A summary of comments, whether they were accepted, and the reasons if not accepted will be attached to the final Consolidated Plan.

3. Annual Updates

The City must submit a one year Action Plan outlining its CPD activities in the years that a Consolidated plan is not due (years 2-5 of timeframe covered by the Consolidated Plan). In each year, two public hearings will be held ninety (90) days prior to the beginning of the program year (generally between September 1 and October 1). The hearings will be held to obtain comments from citizens on 1) community development and housing needs not included in the

Consolidated Plan, 2) the proposed one year Action Plan submitted as an annual update to the Consolidated Plan, and 3) program performance for the previous year. Locations and notification of these hearings are as outlined in the previous sections. All comments received during the hearings will be summarized and included in the Annual Update.

4. Assessment of Fair Housing

At least one (1) public hearing will be held to obtain views of citizens, public agencies, and other interested parties to gather feedback on the Assessment of Fair Housing. This hearing will be held no less than two weeks prior to the proposed AFH is published for comment.

At this hearing, a representative of the City will describe the process of obtaining the data included in AFH, what goals and strategies for affirmatively furthering fair housing the City will undertake, and the ways in which the public can provide comments.

Hearings shall be held at times and locations which permit broad participation, particularly by low and moderate income people. Hearings shall be held at locations accessible to people with physical disabilities. All published notices about hearings will include information for residents to request a reasonable accommodation and/or auxiliary aids or service to ensure effective communication. The City will make every effort to accommodate non-English speaking citizens who wish to participate in hearings through the procedures outlined in its Limited English Proficiency policy. Printed materials and websites also include the information for the Section 504 Coordinator or their designee for residents to contact to request assistance for their participation in a public hearing.

Section 504 Coordinator:

Joanne Zeas, Chief Human Resources Officer
City of Longmont
350 Kimbark St.
Longmont, CO 80501
Tel: (303) 651-8605
Email: joanne.zeas@longmontcolorado.gov
TTY/TDD: 1-800-659-2656

Section 504 Coordinator's Designee:

Adam Sanderson, Housing and Community Investment Specialist
City of Longmont
350 Kimbark St.
Longmont, CO 8051
Tel: (303)-774-4603
Email: adam.sanderson@longmontcolorado.gov
TTY/TDD: 1-800-659-2656

Notification of all of the above hearings will be published in the Longmont Daily Times-Call and posted in the HCI Division's offices, on the city's website, and the offices of local housing providers and social service agencies. All notices about the hearings shall be published, delivered, or posted at least fifteen (15) calendar days prior to the date of the public hearing.

The City follows its Limited English Proficiency policy, which outlines how the City make its services and programs available to all residents.

The 2012-2016 American Community Survey 5-Year Estimates shows that 21.4% of Longmont's

population speaks a language besides English; 17% speak Spanish. Eight percent (8%) speak English less than “very well” and 7.1% of Spanish speakers speak English less than “very well”. Other languages spoken besides English and Spanish make up a small percentage of Longmont residents (4.3% of the population who report that they speak a language besides English and Spanish, and 1% report that they do not speak English “very well”.)

The City publishes its materials in English and Spanish. There are also Community Services Department staff and contracted translators who are Spanish speaking and provide translation and interpretation services to Spanish speaking residents. The City maintains a list of employees and contracted translators who speak another language besides Spanish to be called upon to translate for residents.

D. ANNUAL PERFORMANCE REPORT

The CSD maintains a webpage, www.longmontcolorado.gov/departments/departments-e-m/housing-and-community-investment, to inform residents and other interested individuals of the full range of CPD activities, programs, and deadlines. In addition, CSD annually prepares and distribute a Program Summary and the annual Performance Report(s) that details past performance and use of funds, both of which are on the City’s website.

There will be a minimum thirty (30) day comment period (held between March 1 and March 31) prior to the submittal of the Annual Performance Report to HUD. During the public comment period, at least one public hearing will be held during Longmont City Council’s regularly scheduled meeting. The comment period and public hearing will gather citizen comments on the CPD performance report. All comments received from the comment period, public hearing, or any other relevant public hearing held earlier in the year will be summarized and submitted with the performance report.

E. CITIZEN ASSESSMENT AND ACCESS TO RECORDS

The CSD encourages citizens to comment on both past performance and ongoing program activities. The Annual Performance Report(s), adopted Consolidated Plan, and any amendments are made available to all citizens. These documents will also be made available in a form accessible to persons with disabilities and/or those with Limited English Proficiency, upon request. These documents are available at:

Housing and Community Investment Division Office
350 Kimbark St.
Longmont, CO 80501

City Website:

<https://www.longmontcolorado.gov/departments/departments-e-m/housing-and-community-investment>

More detailed program information and other public program documents can be obtained by contacting the CSD at the above address or by calling 303-651-8444.

F. COMPLAINTS AND CONCERNS

Complaints or concerns regarding the Consolidated Plan, annual updates, performance report, and/or citizen participation opportunities may be or phoned in or provided in writing to

Housing and Community Investment Division/Community Services Department
Civic Center Complex
350 Kimbark Street
Longmont, CO 80501

(303) 651-8736

The City will make appropriate arrangements to ensure that people with disabilities are provided other accommodations, if needed, to participate in the complain process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator or their designee is responsible for such arrangements.

A written response or an acknowledgment of the complaint or concern will be provided within fifteen (15) working days to mail or email address provided by the person expressing the compliant or concern

People wishing to object to the approval of the Consolidated Plan by HUD may contact the HUD State Office:

CPD Director
Community Planning and Development Division
U.S. Department of Housing and Urban Development
Rocky Mountain, Denver
1670 Broadway Street
Denver, CO 80202-4801

Although HUD will consider comments, suggestions, and/or objections submitted anytime, objections specific to the Consolidated Plan should be submitted within thirty (30) days of the publication of the notice that the Consolidated Plan has been submitted to HUD.

G. PROGRAM AMENDMENTS TO THE CONSOLIDATED PLAN AND CHANGES TO THE CITIZEN PARTICIPATION PLAN

After the Consolidated Plan has been approved, it may be necessary or desirable to change, add, or delete one or more program activities during the program year. Some changes are minor and only require City Council approval. Other changes will be more substantial and are considered major, which requires formal citizen participation and City Council approval.

The following chart defines a substantial (major) change and a non-substantial (minor) change. For a major or substantial change, the requirements set forth in Section C. for public hearings will be followed. Citizens will have an opportunity to comment orally and in writing on the proposed amendment. A summary of the comments, whether accepted, and the reasons why if not accepted will be attached to the Amendment.

Substantial Changes

The Consolidated Plan shall be amended in the event of a substantial change. The following constitutes a substantial change:

- * Adding any project not previously approved.
- * Deleting any previously approved project.
- * Changes that are more than 10% of the grant (about \$60,000 per project or that total more than 20% of the grant (about \$120,000) over the course of the fiscal year.
- * Changes to a particular project that alter both the beneficiaries and the activity to be undertaken or that necessitate a change to the eligibility or national objective citation or that change the location.
- * Program income received during the first half of the program year (by June 30) that exceeds the amount projected in the Consolidated Plan by more than \$25,000.
- * Program income received during the 2nd half of the program year that exceeds the amount projected by more than \$25,000 but less than \$50,000 may be handled through this amendment process or may be included in the next year’s Consolidated Plan

Minor Changes

Any other change to a project is considered to be a minor or non-substantial change

Action:

Formal public notice in a newspaper of general circulation outlining the proposed changes and allowing at least 15 days’ notice prior to a public hearing to solicit public comment. At least thirty (30) days comment period will be allowed.

City Council approval of formal amendments to the Consolidated Plan.

Submission to HUD.

Action:

Summary of each change to be inserted in Consolidated Plan file.

The Citizen Participation Plan may be modified from time to time with the approval of the HHSAB and the City Council. All changes and revisions must remain consistent with the Federal law and regulations governing citizen participation in the CPD Programs. Modifications being considered by the HHSAB shall be announced publicly at a City Council meeting. A summary of the changes and a copy of both the original and proposed amended Citizen Participation Plan will be made available for public information and comment through the CSD.

This Citizen Participation Plan will be made available in different formats for people with disabilities and in different languages, upon request.

H. DISPLACEMENT

The City of Longmont will make every effort to minimize the displacement of persons as a direct result of a project funded under one or more of the CPD Programs. However, if displacement occurs the City will follow all applicable federal regulations to alleviate the impact of permanent and involuntary

relocations. The City's "Plan to Minimize Displacement" and its "Displacement Plan" are attached and made a part of this document (Attachments 1 and 2).

I. ADDITIONAL METHODS AS MAY BE REQUESTED

The CSD recognizes that there is no single best method for involving citizens in areas of neighborhood and community concern. Therefore, the citizen participation activities of the City's CPD Programs are not limited to the activities described in this Citizen Participation Plan. The Housing and Community Investment Manager will work closely with citizens who would like to suggest additional ways for citizen involvement. Every effort will be made to accommodate suggestions.

The Longmont City Council invites and encourages citizen participation at all stages of its Community Planning and Development Programs. Notwithstanding the provisions of this Plan, the application and administration of the CPD Programs is the responsibility of the Longmont City Council, which has full authority for determining what projects are selected and funded. Therefore, the citizen participation requirement does not supersede the responsibility or authority of the Longmont City Council for the execution of its Consolidated Plan.

The City of Longmont accepts written or verbal suggestions or comments at any time. The CSD requests, to the extent possible that comments are submitted in written format either via a letter, the city's website, or email and include a name, address, and contact information for follow up. Reasonable accommodations will be provided upon request for citizens with disabilities to provide their input. The City also offers assistance to residents with Limited English Proficiency.

J. ADDRESS AND CONTACT PERSONS

Community Services Department
Housing and Community Investment Division
Civic Center Complex
350 Kimbark Street
Longmont, CO 80501
Telephone: (303) 651-8736

Contact Persons: Deb Callies
Housing Investment Manager

Molly O'Donnell
Housing & Community Investment Division Director

**City of Longmont
Community Planning and Development Programs
Citizen Participation Plan
Revision History**

Version	Date	Page	Description
1	10/22/1996	--	Plan adopted by City Council.
1.2	10/28/2008	--	Updated plan adopted by City Council.
2	05/22/2018	--	Updated plan throughout to include the requirements for Affirmatively Furthering Fair Housing and the Assessment of Fair Housing.
		--	Updated plan throughout to include references to the City's Limited English Proficiency policy.
		2	Updated plan to include information on the City's Section 504 Coordinator and designee.
		3	Corrected the number of members on the Housing and Human Services Advisory Board
		4	Added the Housing and Human Services Needs Assessment as an Advisory Board responsibility.
		8	Updated Longmont demographic information from the 2012-2016 American Community Survey.
		8	Updated HCI contact information and locations for citizens to find CPD documents.
3	04/28/20	1 - 4	Added updates to public comment and noticing to respond to COVID-19 as permitted via waivers granted under the CARES Act
	07/22/2022	4, 10, 15	Updated HCI contact information only due to staff changes