



City of Aurora

Citizen Participation Plan

**Community Development Block Grant (CDBG) Program,
Home Investment Partnership Act (HOME) Program, and
Emergency Solutions Grant (ESG) Program**

Revised 10/2017

City of Aurora

Citizen Participation Plan

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Introduction:

The United States Department of Housing and Urban Development (HUD) makes available federal funds to the City of Aurora, Colorado, through the Community Development Block Grant (CDBG) program, HOME Investment Partnership Act (HOME) program, and Emergency Solutions Grant (ESG) Program.

The goals of the **CDBG** program are to:

- Provide a suitable living environment; including improving the safety and livability of neighborhoods; increasing access to quality facilities and services; revitalizing deteriorating neighborhoods; restoring and preserving natural and physical features of special value for historic, architectural, or aesthetic reasons; and conserving energy resources.
- 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.
- Expand economic opportunities: including the creation of jobs accessible to low income persons; providing access to credit for community development that promotes long-term economic and social viability; and empowering low income persons to achieve self-sufficiency in federally assisted and public housing programs.

HOME is the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

The goals of the **HOME** program are to fund a wide range of activities that:

- Build affordable housing for rent or homeownership;
- Acquire affordable housing for rent or homeownership;
- Rehabilitate affordable housing for rent or homeownership; or
- Provide direct rental assistance to low-income people.

The goals of the **ESG** program are to:

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families; and
- Prevent families and individuals from becoming homeless.

Residential Anti-Displacement and Relocation:

The City of Aurora has adopted a Residential Anti-Displacement, Replacement Housing and Relocation Assistance Plan in order to minimize the displacement of persons from their homes to the maximum extent possible. A copy of the plan is available to the public at the City's Community Development Division, 9898 E. Colfax Avenue, Aurora, CO 80010 or on the City's website at:

https://www.auroragov.org/residents/community_development/reports_stats_and_documents/

In the event that an occupied dwelling must be acquired and demolished, the City will comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as well as any other relocation regulations imposed by HUD.

Low to moderate income:

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 and half of all incomes are below the area income. Extremely low income households are at or below 30% of the Area Median Income (AMI), very low income households are at or below 50% of the AMI, and low/moderate income households are at or below 80% of the AMI. Neighborhoods in which 51% of the residents or greater are at or below 80% AMI are defined as "predominantly low-and moderate-income neighborhoods". Income limits for the Denver Metropolitan Area are published annually by HUD. Current income limits can be obtained by contacting the Community Development Division.

Assessment of Fair Housing (AFH):

In 2015, The U.S Department of Housing and Urban Development (HUD) established the new AFFH rule to enhance the regulatory framework of the 1968 Fair Housing Act. The AFFH Rule requires the City to complete the Assessment of Fair Housing (AFH), to ensure the City is taking meaningful action to combat patterns of segregation, promote fair housing choice, and foster inclusive communities. The AFFH rule also requires the City to conduct the appropriate community participation and consultation with other public and private service providers as well as advocate groups as part of the fair housing planning process as described in its Citizen Participation Plan. The City also will make HUD provided data and any other supplemental information the City plans to incorporate into its AFH available to its residents, public agencies, and any other interested parties as soon as feasible. HUD provided data websites will be listed on surveys sent out prior to the first Community Meeting scheduled during the development of the AFH and will post other data on the City's website throughout the AFH process. The jurisdiction will make HUD provided and other data available at all community meetings and public hearings during the development of or revision to the AFH.

Consolidated Plan:

In order to ensure that the grant programs meet the needs of the community, HUD requires that the City prepare and adopt a Consolidated Plan every five years. This Consolidated Plan is a strategic plan that sets forth a specific course of action. The first part of the Consolidated Plan assesses the existing assets of the community and analyzes the needs related to the above

goals. The second part sets forth goals and objectives as well as five year performance benchmarks for measuring progress toward meeting those goals. The third part sets out specific actions and a One Year Plan tied to available funding.

A key component in creating the Consolidated Plan is Citizen Participation throughout all steps of the process. In order to ensure that citizens have the opportunity to take part in creating the Consolidated Plan, the City has developed and commits to the following Citizen Participation Plan. A copy of the plan is available to the public at the City's Community Development Division, 9898 E. Colfax Avenue, Aurora, CO 80010 or on the City's website at:

https://www.auroragov.org/residents/community_development/reports_stats_and_documents/

Participation:

It is the intent of the City to attempt to reach every resident of the City and provide access to all aspects of the CDBG, HOME, and ESG programs. This access includes the opportunity to apply for CDBG, HOME, ESG funded programs, to comment on how the funds should be spent in upcoming years, to comment on the City's past and current performance in carrying out CDBG, HOME, and ESG funded projects, and to participate in the development of and provide comments on drafts of reports such as the Five Year Consolidated Plan, the Assessment of Fair Housing (AFH) Plan, the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER - the report prepared by the City at the end of each fiscal year). The City also allows for public comment on the development of and any changes to the Citizen Participation Plan which provides the details of when, where and how to comment on any proposed activities or programs funded with CDBG, HOME or ESG.

The City emphasizes the involvement of moderate, low, very low, and extremely low income residents in areas where housing and community development funds may be spent. The City also encourages participation of persons with special needs and/or persons who are often underrepresented in the public process, including minorities, non-English speaking/Limited English Proficiency (LEP) persons, persons with disabilities, and persons who are or are at risk of becoming homeless. The City encourages the participation of Public Housing Authorities and their residents, as well as other subsidized/affordable housing residents, in the development of the Consolidated Plan and the Assessment of Fair Housing Plan. Finally, the City will inform and offer opportunities for comment to all residents falling within the scope of the Consolidated Plan. The City of Aurora shall make an effort to provide information to the PHA about the AFH, AFFH strategy, and consolidated plan activities related to its developments and surrounding communities so that the PHA can make this information available at the annual public hearing(s) required for the PHA Plan.

The City will provide accommodations for non-English speaking/LEP citizens in case of public meetings or hearings where a significant number of non-English speaking/LEP residents can reasonably be expected to participate. Details on the accommodations provided can be found in the City of Aurora's Language Assistance Plan. The plan can be obtained at the Community Development Division Office, 9898 E. Colfax Ave., Aurora, CO 80010 or on the City's Website at:

https://www.auroragov.org/residents/community_development/reports_stats_and_documents/

Residents requiring special accommodations will need to request such accommodations within a reasonable amount of time (at least 48 hours in advance) prior to the meetings or hearings in order for the City to make arrangements. Citizens must contact the City's Community Development Division staff in advance to request translation services for community meetings, public hearings, and/or written documents.

The City will provide accommodations for hearing-impaired and sight-impaired citizens in case of community meetings or public hearings where a significant number of residents can reasonably expect to participate. These citizens will need to request needed adaptations within a reasonable amount of time (at least 48 hours in advance) prior to the meetings or hearings in order for the City to make arrangements. Citizens must contact the City staff in advance if these services are needed, including any written documents in a format accessible to persons with disabilities. For hearing or speech impaired residents, please use 711 for the Colorado Relay Number. The City will seek to have all on-line documents in a format that is compatible with web readers who are visually impaired.

The City will make reasonable efforts to consult with other public, non-profit, and private agencies that provide housing assistance, health services, and various social services including those focusing on services to children, elderly persons, and persons with disabilities. The City will also encourage participation of other local and regional institutions, including the local Continuum of Care (COC – Metropolitan Denver Homeless Initiative), businesses, developers, churches and community and faith-based organizations not already mentioned. The City will also consult with other general offices of government, including Adams, Arapahoe, and Douglas Counties, surrounding jurisdictions, and the Colorado Division of Housing (CDOH), to notify them of the Plan process and solicit their input. Additional consultations will include broadband internet service providers, organizations engaged in narrowing the digital divide, agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies.

Participation Activities:

The following activities shall be held to obtain citizens' views prior to adoption of plans/amendments:

Community Meetings and **Public Hearings** shall address and respond to proposals and comments on: 1) assessment of fair housing 2) housing and community development needs; 3) expected amount of federal funding (grant funds and program income) and the development of proposed activities; 4) review of proposed uses of funds and amount benefiting low-and moderate-income persons; and 5) plans to minimize displacement or acknowledgement of no displacement; 6) review of program performance; 7) when and how information will be made available.

- **Community meetings for the Assessment of Fair Housing (AFH) and Five-Year Consolidated Plan only:** A minimum of **two community meetings** shall be held at convenient times and locations, to include at least one early evening meeting. All locations shall be accessible and accommodate persons with disabilities. Meetings may be held at Public Housing Authority owned multifamily housing locations if accessible, or other agency owned Low-Income Housing Tax Credit (LIHTC) or Private Activity Bond (PAB), CDBG, and/or HOME financed developments. The City may include one focus

group of low-moderate income and/or public housing residents as one of the community meetings.

- **Public Hearings for the Assessment of Fair Housing (AFH) Plan, Five-Year Consolidated Plan and Annual Action Plans:** A minimum of **two public hearings** shall be held at convenient times and locations, to include at least one early evening meeting. These meetings will be held at two different times during the program year. At least one of these hearings must be held before the proposed Assessment of Fair Housing Plan or Five Year Consolidated/Annual Action Plan is published for comment. All locations shall be accessible and accommodate persons with disabilities. Public Hearings related to the development of the AFH will include a review of HUD provided data and other data to be utilized during the AFH, a discussion of fair housing issues and contributing factors, and the completion of a fair housing survey to identify additional potential fair housing issues and contributing factors.
- **Availability to comment during required comment periods,** as described under Comment Periods, via direct contact with City staff and/or on the City’s website: https://www.auroragov.org/residents/community_development/

Notification of Participation Activities:

- **Required: Public Notices for Community Meetings and Public Hearings** shall be published in:
 - 1) The Aurora Sentinel; and
 - 2) The City’s official website: https://www.auroragov.org/residents/community_development/

Public Notices shall be published for not less than two weeks (14 days) prior to any meeting/hearing. (Other notice periods are specified below under Comment Periods). Public Notices on the City’s website are accessible for translation into 71 foreign languages, including:

Afrikaans	Czech	Hindi	Lithuanian	Swahili
Albanian	Danish	Hmong	Macedonian	Swedish
Arabic*	Dutch	Hungarian	Malay	Tamil
Armenian	Esperanto	Icelandic	Maltese	Teluga
Azerbaijani	Estonian	Indonesian	Marathi	Thai
Basque	Filipino	Irish	Norwegian	Turkish
Belarusian	Finnish	Italian	Persian	Ukrainian
Bengali	French*	Japanese	Polish	Urdu
Bosnian	Galician	Javanese	Portuguese	Vietnamese*
Bulgarian	Georgian	Kannada	Romanian	Welsh
Catalan	German	Khmer	Russian*	Yiddish
Cebuano	Greek	Korean*	Serbian	
Chinese (Simplified)	Gujarati	Lao	Slovak	

Chinese (Traditional)	Haitian Creole	Latin	Slovenian	
Croatian	Hebrew	Latvian	Spanish*	

* Languages that are among the top most widely used within the City of Aurora

The public notice will be provided in a format and language that is easily understandable and will provide sufficient information about the subject of the hearing to permit informed comment and will provide a contact for additional information.

- **Required: Informational Flyers for Community Meetings and Public Hearings** shall be posted at or sent to distribute at:

City Facilities (Required - to be posted):

- 1) Aurora Municipal Center
- 2) MLK Library
- 3) Moorhead Recreation Center
- 4) Aurora Center for Active Adults
- 5) Aurora Strong Community Resiliency Center
- 6) Crawford Elementary School/Community Center

- **Other interested parties to notify (Optional - to be distributed by mail or email):**

- 1) Targeted schools in Original Aurora Neighborhood Revitalization Strategy Area (NRSA).
- 2) Public Housing Authority-owned multi-family housing properties.
- 3) Multi-family housing projects funded by CDBG, HOME, Private Activity Bonds (PAB), and/or Low Income Housing Tax Credits (LIHTC).
- 4) Other Newspapers: such as Denver Post-YourHUB and La Voz Bilingue (Spanish). Staff will seek to identify other publications in foreign languages to add to the notification list.
- 5) Other interested parties upon request, such as: Aurora Action Coalition for Community Services (AACCS) email list, Asian Pacific Development Center (APDC), Colorado Refugee Wellness Center, Del Mar and NANO Neighborhood Organizations, Aurora Interchurch Task Force, etc.

- **Optional: City communications:**

- Town Meetings for City Council Wards are held periodically and are posted on the City's website Calendar page, as well as regularly scheduled City Council committee meetings, Study Sessions, and Regular Meetings.
- The City has a Citizen's Advisory Committee on Housing and Community Development (CHD) which meets on a monthly basis. All of these meetings are open to the public and are listed on the City's website Calendar page. These CHD meetings may be used for one or more of the required community meetings/hearings described above.
- The City publishes a printed monthly newsletter distributed to all residents who receive water bills. Major meetings and hearings may be published in this

newsletter, as well as promotion of programs offered by the Community Development Division. Other City Department publications, such as the Parks, Recreation, and Open Space (PROS) Department's quarterly Activity Guide, may also be considered to promote Community Development Division programs.

- Articles that are placed in the monthly newsletter may be picked up as Press Releases in newspapers serving City residents, such as Denver Post – YourHUB, The Aurora Sentinel, and La Voz Bilingue (Spanish).
- Newsletter items, and any other newsworthy items, may also be posted on the City's home page on the City website. These items may also be distributed via the City's Social Media pages on Facebook and Twitter.
- Notification of newsworthy items may be placed on the City's Cable Television station, Channel 8.
- Public Service Announcements (PSAs) on Spanish and other Language Radio Stations for promotion of programs offered by the Community Development Division.
- Leadership development and training for the Community Development Division's clientele, residents of low-moderate income neighborhoods, such as Original Aurora, and low-moderate income residents, in order to encourage participation in planning and program design.
- Encourage interested citizens to write Letters to the Editor regarding awareness of community development issues.

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 meetings and/or 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.

Assessment of Fair Housing (AFH) Plan, 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" sections outlined above shall be followed, including informational notices shall be posted at the required city locations 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:

https://www.auroragov.org/residents/community_development/reports_stats_and_docs/docs/

- The MLK Library is provided an entire final copy.
- Upon request, entire final copies of plans are available at no cost by contacting staff.

Substantial Amendments to the Assessment of Fair Housing (AFH) Plan, 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 in The Aurora Sentinel and on the City's website: https://www.auroragov.org/residents/community_development/
- Details of the amendment can be obtained in the Community Development Division, 9898 E. Colfax Ave., Aurora, CO 80010.
- Upon request, copies of amended plans are available at no cost by contacting staff.

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 in The Aurora Sentinel and on the City's website: https://www.auroragov.org/residents/community_development/
- Informational Notices shall be posted at the required City locations 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: https://www.auroragov.org/residents/community_development/reports_stats_and_documents/
- The MLK Library is provided a text of the final copy.
- Upon request, the 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.

Citizen Participation Plan Amendments:

- Comments shall be received from citizens for a period of **not less than 15 days**.
- A Public Notice shall be posted in The Aurora Sentinel and on the City's website: https://www.auroragov.org/residents/community_development/
- Details of the amendment can be obtained in the Community Development Division, 9898 E. Colfax Ave., Aurora, CO 80010.
- Upon request, copies of amended plans are available at no cost by contacting staff.

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 Assessment of Fair Housing Plan, Five Year Consolidated Plan or Annual Action Plan as adopted, any amendments, and its Consolidated Annual Performance and Evaluation 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.

Records are maintained in the Community Development Division. Inquiries for information that requires file research, copying and other preparation will be available within 3-5 business days.

Please note that the City may charge for research time in excess of ½ hour of staff time, and for large copying requests at the standard City rate. 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 related to the Consolidated Plan, amendments, AFH, revisions, and the CAPER. Substantive and timely written responses to every written complaint and grievance 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 change(s) exceeding 25% of that Fiscal Year budget, including all resources (e.g. new grant, program income, fund balance, etc.) listed in the Consolidated Plan for that year and for each grant, CDBG, HOME, and ESG;
- The deletion of an activity described in the Consolidated Plan;
- A new program not previously described in an Action Plan;
- The establishment of a new Neighborhood Revitalization Strategy Area (NRSA);
- Any required amendments required by HUD.

Amendments to the Assessment of Fair Housing Plan:

Revising an accepted AFH- HUD regulations state that the City must specify the criteria that will be used for determining when a substantial revisions to the AFH will be required. An AFH previously accepted by HUD must be revised and submitted to HUD for review under the following circumstances, which would constitute a substantial revision:

- A material change occurs. A material change is a change in circumstances in the City 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), in the City's area that are of such a nature as to significantly impact the steps the City may need to take to affirmatively further fair housing; significant demographic changes; new significant contributing factors in the City; and civil rights findings, determinations, settlements (including Voluntary Compliance Agreements), or court orders; or

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

A revision to an accepted AFH consists 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. Revisions to an AFH are subject to community participation.

ATTACHMENT A

NOTIFICATION LIST OF CITY FACILITIES, LIBRARIES, RECREATION CENTERS, SCHOOL DISTRICTS, HOUSING DEVELOPMENTS, AND OTHER INTERESTED PARTIES

Required:

- Aurora Municipal Center (AMC)
15151 E. Alameda Aurora,
CO 80010
- MLK Library 9898 E. Colfax Ave.
Aurora, CO 80010
- Moorhead Recreation Center
2390 Havana Street
Aurora, CO 80010
- Aurora Center for Active Adults
30 Del Mar Circle
Aurora, CO 80011
- Aurora Strong Community Resiliency Center
1298 Peoria Street Aurora,
CO 80011
- Crawford Elementary School/Community Center
1600 Florence Street
Aurora, CO 80010

Optional/Other Interested Parties:

- Targeted schools in Original Aurora NRSA, such as: Jamaica, Fletcher, Montview, Paris, Kenton, Vaughn, Fulton, Boston, Aurora West, North, William Smith, and Aurora Central.
- PHA, CDBG, HOME, PAB, and/or LIHTC funded housing developments.
- Other Newspapers: Denver Post-YourHUB, La Voz Bilingue (Spanish).
- Aurora Action Coalition for Community Services (AACCS) email list. If not already included in AACCS's email list, add:
 - Asian Pacific Development Center (APDC)
 - Colorado Refugee Wellness Center
 - Del Mar Neighborhood Organization
 - NANO Neighborhood Organization
 - Fox Theater
 - Vintage Theater
 - Aurora Cultural Arts District (ACAD) at TOSA Gallery
 - Aurora Language Center