



**CITIZEN PARTICIPATION PLAN,
LANGUAGE ASSISTANCE PLAN
AND
RESIDENTIAL ANTI-DISPLACEMENT AND
RELOCATION ASSISTANCE PLAN
FOR THE
2010-15 CONSOLIDATED PLAN PERIOD
CDBG PROGRAM**

Adopted by City Council May 10, 2011

I. CITIZEN PARTICIPATION PLAN

GENERAL INFORMATION

The City of Antioch receives an annual formula grant allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). Before utilizing these funds to address community needs, HUD requires that the City develop a three- to five-year Consolidated Plan (ConPlan). The ConPlan establishes a unified vision for community development actions, sets forth Antioch's policy for allocating investment of various resources among housing needs activities, is a statement of specific long-term and short-term community development objectives and priority non-housing community development needs, and is a strategy to be followed in carrying out HUD programs.

Consistent with HUD Consolidated Plan rules 24 CFR Parts 91 and 570, all jurisdictions receiving HUD funding are required to develop and maintain a Citizen Participation Plan (CPP). It is the intent of Antioch's Citizen Participation Plan to provide for and encourage participation of all residents of Antioch, particularly lower- and moderate-income persons, minorities, non-English speaking persons, and persons with disabilities.

The City of Antioch is a member of the Contra Costa Consortium. The Consortium consists of the cities of Antioch, Concord, Pittsburg, Richmond, and Walnut Creek and the County of Contra Costa. The Consortium was formed to cooperatively plan for the housing and community development needs of the entire County. Together, Consortium members prepare and submit to HUD a five year Consolidated Plan. However, individual Consortium jurisdictions prepare and submit to HUD an annual Action Plan (a subsidiary document to the 2010-15 Consolidated Plan) and annual Consolidated Annual Performance and Evaluation Report (CAPER.)

For the purposes of the five-year Consolidated Plan and AI preparation, for which the County is the lead agency, the Citizen Participation process shall be primarily guided by the County's CPP. However, the City of Antioch shall ensure that all Antioch stakeholders will receive the access to information and public meetings that are detailed in the Antioch CPP.

In addition to working collaboratively on the Consolidated Plan and AI, Consortium members also jointly issue a request for proposals and conduct a unified grant process every two years. The grant cycle for the 2010-12 period was completed in fiscal year (FY) 2009-10. The Antioch CPP encompasses the FY 2010-15 processes for grant cycle 2010-12, 2012-14, and 2015-16.

The Consortium consults with a wide variety of public and private concerns during the development of the Consolidated Plan and AI. These include: public and private agencies that provide emergency housing for homeless, transitional and permanent supportive housing services; the Housing Authorities of Contra Costa County, Pittsburg and Richmond; nonprofit owners, developers and manager of low income and assisted housing for special needs populations; nonprofit organizations and faith-based communities, providers of health and social services; and developers that address infrastructure needs. The City of Antioch also consults with participating Urban County and other Consortium Cities, particularly concerning problems and solutions that go beyond a single jurisdiction.

PURPOSE OF THE CPP

The purpose of a Citizen Participation Plan (CPP) is to encourage a breadth and depth of involvement in the development and any substantial amendments of the Consolidated Plan, Analysis of Impediments to Fair Housing Choice, annual Action Plan/Community Grant process, and the Consolidated Annual Performance Evaluation Report (CAPER). The CPP is targeted to increase participation by City of Antioch residents, especially those who are disabled or residents of lower income areas, and those where housing and community development funds may be spent. It is also designed to increase participation by nonprofit and other organizations serving the Antioch community, faith-based organizations, local and regional institutions, businesses, and other stakeholders.

Through such participation, the City of Antioch hopes to obtain a broad perspective of housing and community development needs, including the need for affordable housing development and community development activities. Implementation of the Citizen Participation Plan also enables the community to discuss and better understand housing and community needs, and the proposed allocation of federal and local funds available to address those needs.

The Antioch 2010-15 CPP was developed to encompass the Consolidated Plan period and will be updated with the next Consolidated Plan or as needed. This CPP will afford citizens, nonprofit organizations, and other interested parties adequate opportunity to review and comment on the draft CPP and on substantial amendments to the CPP.

GOALS OF THE CPP

The five major goals of the Antioch citizen participation process are as follows:

- 1) To provide stakeholders with adequate and timely information about the range of activities that may be undertaken through its CDBG program, the kinds of activities previously funded in the City of Antioch, the level of funding available to carry out these activities, and the estimated amount of funds that will benefit very low- and low-income persons;
- 2) To provide an appropriate means to ensure the involvement of those who are most likely to be affected by Community Grant-funded programs, including lower-income residents throughout the city, residents in lower income neighborhoods, residents with limited English proficiency, and disabled residents, and to provide reasonable efforts to ensure continuity of involvement of citizens or citizen organizations throughout all stages of the programs.
- 3) To provide residents with an adequate opportunity to articulate their needs and thoughts about services, express their preferences about proposed activities, assist in the selection of priorities for funding, and provide their input on the development of programs; and
- 4) To provide residents with the opportunity to assess and submit comments on all aspects of program performance.

INFORMATION AVAILABLE TO THE PUBLIC

A variety of information about activities and projects undertaken with federal funding is available to the public. Copies of the standard documents below will be made available to the public at no cost and within four working days of request. These documents will be available in a form accessible to persons with disabilities, when requested, by calling 925-779-7037.

All interested parties, including those with disabilities, may access information through the websites listed. Standard documents may also be available for pickup at the Community Development Department, located on the 2nd floor at 200 "H" Street, Antioch, during normal working hours, or by written request submitted to CDBG Program, City of Antioch, 200 "H" Street, Antioch, CA 94509.

Below are the standard documents available to the public under the CPP:

- the Contra Costa Consortium Five Year Consolidated Plan and Priorities for funding, and the Analysis of Impediments to Fair Housing Choice for the 2010-15 and 2005-10 periods, and any substantial amendments to those documents. Copies shall also be made available online on the City's website and website of the Contra Costa Consortium;
- the Action Plan, Consolidated Annual Performance Evaluation Report (CAPER), and any substantial amendments to the Action Plan for the current and past five (5) year period. The present year Action Plan and prior year CAPER shall also be made available online on the City's website;
- all key documents, including applications, letters of approval, HUD monitorings, and any other reports required by HUD;
- the Citizen Participation Plan;
- copies of any written comments or complaints about program performance, and a description of any actions taken and/or written response;
- records of public meetings;
- copies of the regulations and issuances governing the programs;
- explanation of important program requirements, such as contracting and operations procedures, environmental policies, fair housing, and other equal opportunity requirements, and relocation provisions; and
- all mailing and promotional materials.

ENSURING ACCESS AND PARTICIPATION

NOTICING AND PUBLISHING

Reasonable and timely advance notice of meeting and documents is essential to Antioch residents, businesses, agencies serving lower income and special population residents and other interested parties, in order to provide sufficient opportunity so that any interested party may review documents and provide comments. When noticing meeting and documents such as the Action Plan or Consolidated Plan, notices will include sufficient information about the subject in summary form so that residents can make an informed decision about participating in review and comment. Such information shall include the purpose and brief summary of the contents of the document, where the entire document can be obtained or viewed, the date and time of any meetings, and how to obtain free copies of the document or comment on the subject.

In all cases, residents will be given a minimum of two weeks (14 days) notice of public meetings and opportunities to provide comment, and in many instances are provided with 30 days notice of meeting and opportunities for comment.

Notices will be published in the Contra Costa Times, a newspaper of general circulation serving all resident of Contra Costa County. All notices pertaining to the development of the Consolidated Plan and AI will be published in the non-legal section of the newspaper. Other notices, such as those from individual jurisdictions regarding the Action Plan and CAPER, will be published in the non-legal section as budget allows.

All notices pertaining to the development of the Consolidated Plan and AI will also be published on the Consortium website, which is fully handicap accessible: www.ccreach.org . All notices will also be published on the websites of the individual jurisdictions. The City of Antioch website is: www.ci.antioch.ca.us .

Appendix A – Summary of Public Meetings, Noticing, and Publishing provides a comprehensive overview of the minimum standards of publishing and noticing of public meetings and opportunities for public comment.

ACCESS FOR PERSON WITH DISABILITIES

All publications concerning the Antioch CDBG program that are referenced in the CPP are available to residents in a format accessible to persons with disabilities, upon request. This includes but is not limited to providing a copy in Braille, utilizing telecommunication devices for the deaf (TDD) or equally effective communication systems, electronic format including CD or through the City's website, large print copy, or hand delivery of a document if the resident is homebound and cannot receive it through the mail.

ACCESS FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY

The City of Antioch has adopted a Language Assistance Plan (LAP) in order to better serve Antioch limited-English proficient residents. This Plan is posted on the City's website and available upon request, and is incorporated into the CPP. The LAP states, in part, that Antioch must provide access to language assistance at no charge to the LEP resident. Depending on the language and nature or importance of a program, service, or activity, the City shall provide access to oral interpretation, written translation, or in some cases, access to both. If a significant number of limited-English proficient residents are expected to attend a public meeting/hearing, the City shall provide oral interpretation assistance for the meeting.

STAGES OF THE CONSOLIDATED PLAN DEVELOPMENT & IMPLEMENTATION

The Contra Costa Consortium HUD processes span a five-year period. The most current five-year planning period covers fiscal years 2010-15. Every Consortium member operates on a fiscal year that begins July 1 and ends June 30.

CONSOLIDATED PLAN AND ANALYSIS OF IMPEDIMENTS PROCESS

The policies and procedures in this CPP relate to several stage of action mentioned in law or regulation. These actions are summarized in **Appendix A – Summary of Public Meetings, Noticing**

and Publishing. In general, the stages or events of the Consolidated Plan and Analysis of Impediments (AI) include:

1. Input from the public to identify housing and community development needs. Process includes:
 - a. at least one focus group by invitation;
 - b. at least two public meetings Consortium-wide to help identify needs.
 - i. notices are emailed to 500+ Consortium contact list and
 - ii. notice is published in at least one local newspaper in the non-legal section at least 14 days (not including the date of publication) prior to the meeting date.
2. Input from the public to identify impediments to fair housing. Process includes:
 - a. at least one focus group by invitation;
 - b. at least two public meetings Consortium-wide to help identify needs.
 - i. notices are emailed to 500+ Consortium contact list and
 - ii. notice is published in at least one local newspaper in the non-legal section at least 15 days (not including the date of publication) prior to the meeting date.
3. Preparation of a five-year Consolidated Plan that shows what actions will be taken over the five year period of time to address the housing and community development needs.
4. Preparation of an Analysis of Impediments to Fair Housing Choice that spans a period to include the Consolidated Plan period.
5. Input from the public on the draft Consolidated Plan and AI, with notices that include a summary of the proposed Plans. Process includes:
 - a. one Public Hearing in each Consortium jurisdiction (cities of Antioch, Concord, Pittsburg, Richmond, Walnut Creek, and County of Contra Costa – total six [6] Public Hearings) to invite public comment, consider all public comments, and to consider Plan recommendations.
 - i. Notices are mailed or emailed to Consortium contact list, and
 - ii. Notice is published in at least one local newspaper at least 30 days (not counting the date of publication) prior to the meeting date;
 - iii. Copy of the draft Plans are made available on the Consortium website (www.ccreach.com) and on jurisdictional websites including that of the City of Antioch.
 - iv. Copies are available from the City Community Development office.
 - v. Copies are available at one library in each of the three regional areas of the County.
6. Revisions as necessary to respond to public input.
7. Adoption by all Consortium jurisdictions of the Consolidated Plan and AI.
8. Submission to HUD of the Consolidated Plan and AI, with all public comments, by the lead agency (Contra Costa County) of the Consortium.

ACTION PLAN PROCESS - TWO-YEAR GRANT CYCLE

Prior to the beginning of the fiscal year and as a condition of receiving entitlement grants from the federal government, entitlement jurisdictions, such as the City of Antioch, are required to submit an annual Action Plan that details all proposed investments and accomplishments proposed with such

funds. The Consortium conducts a Grant Cycle process every two years to solicit proposals that will be funded for a two year period (subject to performance and funding availability) to address housing and community development needs identified in the Consolidated Plan. The two-year Consortium process includes:

1. Input from the public during the joint Consortium grant meeting to solicit proposals for projects that address housing and community development needs identified in the Consolidated Plan. The process, which occurs every two years, includes:
 - a. At least one public meeting during development of the plan at the Consortium Grant Kickoff meeting.
 - i. publishing of Notice of Funding Availability (NOFA) by email to Consortium contact list of over 500 nonprofits and interested parties, and
 - ii. publishing in at least one local newspaper at least 30 days (not counting the date of publication) prior to the meeting date;
 - iii. Notice posted on Consortium website;
 - iv. Notice posted on City of Antioch website;
2. Preparation of a one-year Annual Action Plan by each individual Consortium jurisdiction. Action Plan shows what actions will be taken by that jurisdiction over the one-year period to address the housing and community development needs in the Consolidated Plan, and what actions will be taken to address the impediments to fair housing choice in the AI.
3. Input from the public on the draft Action Plan. Process includes:
 - a. One public meeting to obtain public comment prior to City Council consideration of the Action Plan.
 - i. Notice of the hearing and invitation for public comment is emailed to 500+ Consortium contact list, and
 - ii. notice is published in at least one local newspaper, in the non-legal section if funds allow, at least 30 days (not including the date of publication) prior to the meeting date.
 - iii. Draft Action Plan is available on the City website, and
 - iv. Draft Action Plan is available free to the public at the City Community Development Department office.
4. Adoption by City Council of the Action Plan.
5. Submission to HUD of the Action Plan, with all public comments.

ACTION PLAN PROCESS - SECOND YEAR OF GRANT CYCLE

No new grant proposals are solicited or accepted for the second year of the grant cycle. Instead, numerous factors are considered that might lead to changes in the level of funding of existing grants. These may include changes in the economic conditions, changes in demographics, performance of funded programs, compliance issues with funded programs, results of the annual monitoring risk analysis, grant monitoring results, and levels of the second year of funding from HUD. Public input is sought on these and any other issues pertaining to the CDBG program that may be of interest to the public. The second year process includes:

1. Input from the public about housing and community development needs, development of proposed activities, and review of program performance.

- a. One Public Hearing (usually in September in conjunction with presentation of the CAPER to City Council) to obtain public comment about housing and community development needs, development of proposed activities, and review of program performance.
 - i. Notice is emailed to existing grantees;
 - ii. Notice is published in at least one local newspaper, in the non-legal section if funds allow, at least 30 days (not including the date of publication) prior to the meeting date.
 - iii. Notice is posted on the City website.
2. Preparation of the draft Action Plan for the second year of funding after evaluating performance of existing programs and any monitoring visits and other data.
3. Input from the public on the draft Action Plan. Process includes:
 - a. One public meeting to obtain public comment prior to City Council consideration of the Action Plan.
 - i. Notice of the hearing and invitation for public comment is emailed to 500+ Consortium contact list, and
 - ii. notice is published in at least one local newspaper, in the non-legal section if funds allow, at least 30 days (not including the date of publication) prior to the meeting date.
 - iii. Draft Action Plan is available on the City website, and
 - iv. draft Action Plan is available free to the public at the City Community Development Department office.

CAPER PROCESS

Annually each Consortium jurisdiction prepares a Consolidated Annual Performance and Evaluation Report (CAPER) which reports to the public and to HUD a summary of the investments made and accomplishments of the prior year's Action Plan. The process includes:

1. Preparation of the draft CAPER.
2. Input from the public on the draft CAPER.
 - a. Notice is published in at least one local newspaper, in the non-legal section if funds allow, at least 15 days (not including the date of publication) prior to submission of the CAPER to HUD.
 - b. Copy of the draft CAPER is made available on the City of Antioch website.
 - c. Free copies are available from the City Community Development office.
3. Submission to HUD with all public comments.

Whenever possible, it is desirable that the Public Hearing on needs occur before the end of September due date of the CAPER, so that public comment can also be gathered in a Public Hearing; however, this is not a federal requirement.

SUBSTANTIAL AMENDMENT PROCESS

During the five-year Consolidated Plan Period it may become necessary to make changes in the Consolidated Plan or annual Action Plan. Some of these changes may be relatively inconsequential, and some may be of a scope or magnitude that would trigger a Substantial Amendment process.

The Substantial Amendment process provides residents with reasonable notice and an opportunity to comment on the proposed Substantial Amendment to the Consolidated Plan or Action Plan. Council will give consideration to any comments or views of residents received in writing or orally at the Public Hearing, before Council considers the proposed Substantial Amendment.

Examples of actions that are *not* considered by this jurisdiction to meet the threshold of “substantial” include:

- an increase or decrease in the number of persons to be served;
- changes in the program/project scope
- changes in how the beneficiaries are viewed (presumed benefit populations or low/mod clientele that require different documentation standards)
- increases or decreases in the amount of funds allocated to an approved project or activity to achieve the original purpose of the activity, if this change is \$25,000 or less
- changes in the agency performing the work due to merger with another agency if the new agency is already being funded by the Contra Costa Consortium and is performing in a satisfactory manner.

Examples of action that *are* considered to meet the threshold of “substantial” include:

- any deletion or addition of an activity, or change in the use of CDBG funds from one eligible activity to another;
- changes in an agency performing the work due to merger if the new agency is not currently being funded by the Consortium with CDBG funds; and/or
- the increase or decrease of over \$25,000 to an activity, or the movement of over \$25,000 (singularly or in aggregate) from one activity to another;

The stages of the Substantial Amendment process include:

1. Preparation of the Substantial Amendment.
2. Input from the public on the Substantial Amendment, with notices that include a summary of the proposed Substantial Amendment and the date of the City Council action on the Amendment.
 - a. One public meeting before the amendment is implemented to invite public comment, consider all public comments made prior and during the meeting, and to consider the proposed Substantial Amendment.
 - i. Notices are mailed or emailed to CDBG-funded agencies, and
 - ii. Notice is published in at least one local newspaper, in the non-legal section (when budget allows) at least 30 days (not counting the date of publication) prior to the Public Hearing date;
 - iii. Copy of the draft Substantial Amendment is made available on the City of Antioch website.
 - iv. Copies are available from the City Community Development office.
3. Adoption by City Council of the Substantial Amendment, and retention of a summary of public comments received and any comments or views not accepted and the reasons therefore.

CITIZEN PARTICIPATION PLAN PROCESS

As demographics, communities, and regulations change it may become necessary to update the Citizen Participation Plan. The process for this includes:

1. Preparation of the draft Citizen Participation Plan (CPP) or amendments to the CPP.
2. Input from the public on the CPP.
 - a. one Public Hearing to invite public comment, consider all public comments, and to consider revisions to the CPP.
 - i. Notices are mailed or emailed to funded CDBG agencies, and
 - ii. Notice is published in at least one local newspaper at least 15 days (not counting the date of publication) prior to the meeting date;
 - iii. Copy of the revised CPP is made available on the Consortium website on the City of Antioch website;
 - iv. Free copies are available from the City Community Development office.
3. Adoption by City Council of the revised Citizen Participation Plan, and retention of a summary of public comments received and any comments or views not accepted and the reasons therefore.

TECHNICAL ASSISTANCE

To facilitate the involvement of low- and moderate-income persons, non-English speaking persons, and residents in areas most likely to be affected by the programs, staff provides extensive technical in the following areas:

- Assistance in developing project proposals - Information and technical assistance is provided to new and existing community agencies, organizations and groups representative of persons of low- and moderate-income so they may adequately develop project proposals and participate in planning and assessing the programs;
- Assistance in understanding recommendations for funding by staff, Council Subcommittee, and City Council; and
- Ongoing assistance to CDBG-funded agencies to help them establish recordkeeping and maintain compliance with federal regulations through telephone calls, email communication, one-on-one meetings with subrecipients, or by other means as necessary.

Technical assistance is provided at several times during the grant cycle (the grant cycle Kickoff is held in October of 2011 and 2013 during this Consolidated Plan Period). Prior to the Grant Cycle, agencies or individuals are encouraged to discuss their ideas, concepts, plans, and programs with Antioch CDBG program staff. These one-on-one meetings can be conducted in person, on the telephone, or by e-mail, at the discretion of the agency or person requesting technical assistance.

At the Consortium Grant Kickoff event, Consortium members provide over three (3) hours of technical assistance at varying levels for new applicants and experienced subrecipients. Attendees are encouraged at that time to call relevant jurisdictions for further, more individualized technical assistance. During the two month duration when applications are

received by Consortium members, assistance in developing and filling out the application is provided by all jurisdictions, including the City of Antioch.

After all applications have been reviewed by staff and the Council Subcommittee and all agency presentations have been made, applicants are given the opportunity to meet with staff separately to better understand how their application fared so that they may learn and improve for the next process.

COMPLAINT PROCESS

Residents can register complaints about the Consolidated Plan, the Action Plan, Amendments, the CAPER, or complaints about agencies or services funded with CDBG or ADA funds. Complaints may be submitted by letter, telephone, email, facsimile (FAX) or in person. Comments should be directed to the Community Development Department at the following address: City of Antioch, 200 H Street, Antioch, CA 94509; by calling (925) 779-7037; or by faxing (925) 779-7034.

Residents are encouraged to initially register complaints by telephone, directly to the program staff involved in the relevant program, since oftentimes complaints can be resolved satisfactorily at this level. Staff will investigate complaints and respond as quickly as possible. Staff will respond in writing to all written citizen complaints within fifteen (15) working days of their receipt, where practicable.

Any citizen not satisfied by the response of program staff, may request further review of their complaint by the Director of Community Development. The Director will respond in writing to all written complaints within thirty (30) working days of their receipt, where practicable. If not satisfied at this level, citizens may request further review by the City of Antioch City Manager or Assistant to the City Manager.

Citizens may also file complaints directly to the U.S. Department of Housing and Urban Development (HUD). Per HUD procedures, HUD will forward the complaint to the City Manager of the City of Antioch. A copy of the letter accompanying the complaint will be sent to complainant. The City has fifteen (15) working days from the date of the HUD letter to respond directly to the complainant and must forward a copy of the response to HUD for their review.

All documentation including final disposition of the complaint will be retained by the Community Development Department for a period of no less than three years from the date of disposition.

II. LANGUAGE ASSISTANCE PLAN (LAP)

In order to better serve Antioch limited-English proficient (LEP) residents, the City of Antioch has developed a Language Assistance Plan (LAP). The implementation of the LAP is consistent with the U.S. Department of Housing and Urban Development's (HUD) Final Guidance (Federal Register/ Vol. 72, No. 13, January 22, 2007) and Executive Order 13166 (August 11, 2000) to ensure that programs receiving federal financial assistance provide meaningful access to LEP persons. Failure to ensure that LEP persons can effectively participate in, or benefit from federally assisted programs may violate Title VI of the Civil Rights Act of 1964 that prohibits discrimination based on national origin.

Implementation of the LAP will enable Antioch to better serve its beneficiaries by ensuring access to language assistance for its community development program funded with federal funds. Although Antioch may have limited resources at a given time, the LAP ensures that access to language assistance for LEP residents will be provided in some form.

GOALS OF THE LAP

The three major goals of the Antioch LAP are as follows:

1. To provide meaningful access for Antioch's LEP residents through the provision of free language assistance for the CDBG program;
2. To provide an appropriate means to ensure the involvement of LEP residents that are most likely to be affected by the programs and to ensure the continuity of their involvement;
3. To ensure that the City's CDBG staff will assist the City's LEP population in obtaining the necessary services and/or assistance requested.

IDENTIFICATION OF LEP POPULATIONS

According to the 2000 Census, which is the latest data available of this kind, 77% of Antioch's population age 5 and older speak English as their only language. The major languages spoken by the remaining 23% are Spanish (13% or 11,299 persons), Tagalog (2% or 2,146 persons), and Chinese (<1% or 755 persons). All remaining languages have fewer than 600 speakers. Among the Spanish speaking persons identified above, 2,651 or 23.4% identify as speaking English "not well" or "not at all."

For the purpose of this LAP, **the only language that will be labeled as "frequently encountered" is Spanish.** However, the City will also provide access to language assistance for an LEP resident that is not part of the "frequently encountered" language groups.

LANGUAGE ASSISTANCE MEASURES

TYPES OF LANGUAGE ASSISTANCE

Antioch must provide access to language assistance at no charge to the LEP resident. Depending on the language and nature or importance of a program, service, or activity, the City

shall provide access to oral interpretation, written translation, or in some cases, access to both. The City will ensure that access is provided but not limited to the following ways:

- Hiring or providing bilingual staff;
- Contracting with language assistance agencies;
- Accessing language assistance telephone lines; and
- Utilizing community volunteers from community-based organizations.

CRITICAL PROGRAMS: PROVISION OF ORAL INTERPRETATION AND WRITTEN TRANSLATION

Certain programs, services, or activities deemed “critical” warrant the need to provide **both** oral interpretation and written translation. In most cases, housing and housing related complementary services, including services to homeless populations are viewed as critical programs as they are essential to maintaining quality of life.

All of Antioch’s CDBG subrecipients provide non-housing related programs, services, or activities, as housing activities are funded with Antioch Development Agency (ADA) funds. In most of these cases, subrecipients providing non-housing related programs will not be required to provide the same level of interpretive services as housing or housing-related programs. At the very least, subrecipients of non-housing related programs must provide access to language assistance in some form. The subrecipients’ access to LEP services will be monitored as part of the Consortium’s overall monitoring program of a fiscal year.

ORAL INTERPRETATION ASSISTANCE: FACE-TO-FACE AND TELEPHONE COMMUNICATION

Face-to-face contact or telephone contact is the most frequent mode of contact with the public or beneficiaries of a program. In most of these cases oral interpretation will be the mode most likely to take place to assist an LEP resident.

In face-to-face contact, staff should follow the following steps to ensure access to language assistance:

- Staff shall notify the LEP resident, to the best of their ability, that language assistance is available to them free of charge and can be arranged for them. A notice stating that free language assistance is available from the City will be posted in the lobby of the Community Development department division lobby in the most “frequently encountered” language of Spanish.
- If the LEP resident is not in any of the “frequently encountered” language groups, the provision of “I Speak” cards shall be presented to the LEP resident to determine what language is appropriate.
- Once the language is determined, staff will arrange language assistance for the LEP person with bilingual staff, language assistance telephone lines, language assistance agencies, or community staff, depending on the nature of assistance needed.

The assistance from a family member or friend is discouraged; however, if the LEP person has a family member or friend that they would like to utilize and they have been notified that there is free assistance available to them, staff must document that free language assistance was offered but the LEP resident elected to utilize a family member or friend.

In situations where precise, complete, and accurate translations of information are critical (i.e. lease agreements, loan documents, legal documents, etc.), the City reserves the right to use a professional interpreter, regardless of whether the LEP individual provides his/her interpreter.

To respond to LEP telephone calls, staff should follow these steps to ensure access to language assistance:

- Staff must, to the best of their ability, try to ascertain the language of the LEP caller. At the very least, staff must ask a “do you speak...” question. Staff should start with the most frequently encountered languages (e.g. “Do you speak Spanish?”).
- If the language can be determined and there is bilingual staff available to assist the caller, staff must inform the LEP caller that there will be an attempt to transfer the call to the bilingual staff and also give the phone number of the bilingual staff member to the LEP resident. If there is knowledge that the bilingual staff member is on leave/vacation, staff shall try to obtain the phone number of the LEP person for the bilingual staff member to call back, or get assistance from an outside interpreter (i.e. language assistance line, existing contract with a language assistance agency, etc.) to assist the LEP caller.
- If there is no bilingual person on staff that can assist the LEP person, staff shall contact an outside language assistance interpreter that the City may have available (i.e. language assistance phone line, interpreter from a language assistance agency on retainer, etc.) and work with the outside interpreter and assist the LEP caller.

ORAL INTERPRETATION ASSISTANCE: PUBLIC MEETINGS/HEARINGS

If a significant number of LEP residents are expected to attend a public meeting/hearing, the City shall provide oral interpretation assistance for the meeting. To determine if written translated materials (if any) are also required for the meeting, see section on “Safe Harbor” Threshold below.

WRITTEN TRANSLATION ASSISTANCE OF VITAL DOCUMENTS

The City shall provide access to written translation of vital documents in programs that are funded with CDBG. A vital document is any document that is critical for ensuring meaningful access to the City’s major activities and programs by beneficiaries generally and LEP persons specifically. Depending on the nature and importance of the document, it is encouraged that vital documents be translated by a highly competent professional translator as many vital documents contain legal and/or technical concepts. Vital documents include but not limited to:

- Legal or binding documents that participants must execute (i.e. loan documents for homeownership, housing applications, rental agreements);
- Information and Outreach materials for housing and housing-related programs;
- Public Notices of public meetings/hearings.*

*** Note:** Not all public notices may warrant written translation. The City’s notice for the Action Plan hearing or Consolidated Annual Performance and Evaluation Report (CAPER) usually would not warrant written translation; however, a non-English notice for a substantial amendment to the Action Plan may be warranted if the substantial amendment is regarding a specific program/project that has a large non-English speaking clientele. In addition, notices requesting resident input or participation (i.e. 5-year Consolidated Plan meetings) should be translated in the most frequently encountered languages, and the notice should also state that if a resident requires language assistance in the form of oral interpretation, the resident shall notify the City within 72 hours of the meeting/hearing.

“SAFE HARBOR” THRESHOLD AND WRITTEN TRANSLATION ASSISTANCE

In any case in which a language population exceeds 5% of a target population for a program or exceeds 1,000 persons for one language involved in a program, the City shall provide written translation of program materials regardless of the type or nature of the program. These materials also include public notices of public hearings/ meetings in regards to the specific program, service, or activity.

TRAINING STAFF TO PROVIDE ACCESS TO LEP RESIDENTS

City CDBG-funded staff shall be trained and knowledgeable of the resources available to LEP residents of Antioch. As part of an orientation, new staff shall be instructed of all the necessary steps of providing meaningful access to LEP residents.

Staff shall be re-trained on the necessary steps at a minimum of every two years. If there are new requirements or new procedures, staff shall be informed and trained on the new requirements or procedures as soon as possible, but no later than 14 days of the receipt of the new requirements or procedures. All staff having contact with the public shall be trained effectively to work with in-person and/or telephone interpreters.

PROVIDING NOTICE TO LEP PERSONS

The City's Community Development department, under which the CDBG program operates, shall post signs stating that free language assistance is available from the City in the lobby of that department on the 2nd floor at 3rd and H Streets in Antioch, as this is the common area where the public is frequently encountered. The signs shall be translated in the most frequently encountered language of Spanish. All outreach materials of the CDBG program shall state that free language assistance services are available. The statement shall be translated in the most frequently encountered language of Spanish.

Depending on the nature and/or importance of the notice and the population of the target audience, notices in local non-English newspapers shall be posted. The City's notices for the public hearings on the Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER) usually would not warrant the necessity of posting in non-English newspapers; however, a non-English notice for a substantial amendment to the Action Plan may be warranted if the substantial amendment is regarding a specific program/project that has a large non-English speaking clientele. Notices regarding the 5-year Consolidated Plan should be posted in non-English newspapers, especially if it is a notice asking for resident input or participation on determining the City's priorities, goals, and needs. Notices requesting resident input or participation shall also state that if a resident requires language assistance in the form of oral interpretation, the resident shall notify the City within 72 hours of the meeting/hearing.

Any notice or information televised on local access television shall also state that free language assistance is available in the frequently encountered languages of Spanish. A notice requesting resident input shall be translated in the most frequently encountered language of Spanish and the notice shall also state that if a resident requires language assistance in the form of oral interpretation, the resident shall notify the City within 72 hours of the meeting/hearing.

MONITORING AND UPDATING THE LAP

Given that the demographics and the needs of Antioch residents are in constant flux, the City will periodically monitor and update the LAP. In order to consider changes to demographics, types of services, or other needs, the evaluation of the LAP shall be conducted annually in conjunction with the development of the City's Consolidated Annual Performance and Evaluation Report (CAPER) of the CDBG program. In addition, the LAP shall be reevaluated in conjunction with the development of the Contra Costa County Consortium's 5-year Consolidated Plan for the CDBG, HOME, ESG, and HOPWA programs, and when new census data is released.

Areas that shall be considered during the evaluation and assessment of the LAP shall include the following:

- Current LEP populations in the jurisdiction geographic area or population affected or encountered;
- Frequency of encounters with LEP language groups;
- The nature and importance of activities/services/programs to LEP persons;
- The availability of resources, including technological advances and sources of additional resources, and the costs imposed;
- Whether existing assistance is meeting the needs of LEP persons;
- Whether staff knows and understands the LAP and how to implement it; and
- Whether identified sources for assistance are still available and viable.

III. RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

All jurisdictions receiving CDBG and other sources of federal funding are subject to the Uniform Relocation Act (URA) and must comply with its requirements. The purpose of the URA is to provide displaced persons with fair, equitable treatment and protection from disproportionate injury by projects designed to benefit the public as a whole. This includes displacement that results from acquisition, demolition, or rehabilitation for HUD-assisted projects carried out with Antioch CDBG funds, and real property acquisition for HUD-assisted projects, whether publicly or privately undertaken. The URA protects all persons who are displaced by a federally assisted project, regardless of their income.

The City of Antioch has developed this Residential Anti-displacement and Relocation Assistance Plan ("Plan") in Under Section 104(d) of the Housing and Community Development Act of 1974, as Amended, and in accordance 24 CFR part 42, subpart B, to certify that the City is following a Plan that will minimize the displacement of persons as a result of assisted activities.

A COMMITMENT TO MINIMIZE DISPLACEMENT

Consistent with the goals and objectives of activities assisted under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("URA") as amended, the City of Antioch will minimize the displacement of persons from their homes by:

1. Evaluating projects submitted for Community Development Block Grant funding that might involve displacement of low/moderate-income households and advising the sponsor/developer of the relocation and replacement housing obligations.
2. Encouraging the funding of projects that will not involve the displacement of low/moderate-income households.
3. Encouraging sponsors/developers of projects that will involve the displacement of low/moderate-income households to seek alternative sites for development.
4. Requiring the sponsor/developer of low/moderate-income housing to give preference to displaced low/moderate-income households in the new projects, if the person or family qualifies for the project.

A COMMITMENT TO PROVIDE RELOCATION ASSISTANCE

The City shall provide relocation assistance as described in 24 CFR 570.606, to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities. This includes the levels of assistance outlined in Section 104(d) of the Housing and Community Development Act of 1974 and further defined in 24 CFR 42.350 which provide for rental assistance over a 60 month period.

The City shall provide each household with the option of receiving assistance as described in 49 CFR 24 which provides for rental assistance over a 42 month period if it is determined that such assistance is in the household's best interest.

Temporarily displaced households shall be provided with assistance to cover reasonable out-of-pocket expenses during displacement. This can include advisory assistance and monetary assistance for increased rent, moving costs, security deposits and increased utility costs. In rare cases, a per-diem may be provided for food costs if comparable housing is not available.

Displaced persons shall be relocated into comparable, decent, safe and sanitary dwellings that are adequate in size to accommodate the dwelling occupants. Replacement dwellings shall be functionally equivalent to the acquired dwellings and shall not be subject to unreasonably adverse environmental conditions.

Displaced persons shall have the right to appeal a claim that is denied by the City or its grantee.

Distribution of relocation assistance payments shall be made on a timely basis in a minimum of two installments. A displaced household may elect to receive a lump-sum payment equal to the capitalized value of the relocation assistance payment to allow for the purchase of replacement housing in accordance with program restrictions.

A COMMITMENT TO PROVIDE ONE-FOR-ONE REPLACEMENT

The City shall replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(b)(1) and 24 CFR 42.375. Dwellings shall be provided within Antioch and shall be designed to remain affordable to persons of low and moderate income for ten years from the date of initial occupancy.

All replacement housing will be provided within three years of the commencement of the demolition and rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the City will make public and submit to the HUD Field Office the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of the initial occupancy.

Appendix A – Summary of Public Meetings, Noticing, and Publishing

ITEM	Public Meetings	Noticing	Publishing
Five (5)-Year Consolidated Plan (ConPlan) and Analysis of Impediments to Fair Housing Choice (AI)	At least one focus group meeting to identify housing and community development needs	By email invitation	A copy of the ConPlan and AI will be made available on the City’s website, and at City Community Development office, located at 200 “H” Street, 2 nd Floor, Antioch CA. Also available on the County website and at one library in each of the three regional areas of the County.
	At least two public meetings to identify housing and community development needs	By letters (U.S. mail and/or email) to interested party mailing list and published in non-legal section (if funds allow) of at least one local newspaper at least 14 days (not counting the date of publication) prior to the meeting date.	
	One prior to the City Council meeting to consider the Consolidated Plan recommendations	By letters (regular U.S. mail and/or email) to interested party mailing list and published in non-legal section (if funds allow) of at least one local newspaper at least 30 days (not counting the date of publication) prior to the meeting date; AND Posting at Antioch City Hall, 200 “H” Street, Antioch Notice must include a summary of the proposed plan.	
Annual Action Plan (1 st year of Two Year Funding Cycle)	Notice of Funding Availability (NOFA)	By letters (U.S. mail and/or email) to interested party mailing list and published in non-legal section (if funds allow) of at least one local newspaper at least 30 days (not counting the date of publication) prior to the application due date.	A copy of the Action Plan, Consolidated Plan and any Substantial Amendments, as well as the CAPER, will be made available on the City’s website, and at City Community Development office, located at 200 “H” Street, 2 nd Floor, Antioch
	At least two public meetings - One during development	By letters (U.S. mail and/or email) to interested party mailing list and published in non-legal section (if funds allow) of at least one local newspaper at least 14 days (not counting the date of publication) prior to the meeting date.	
	- One at the City Council meeting to consider the Action Plan, prior to consideration.	By letters (U.S. mail and/or email) to interested party mailing list and published in non-legal section (if funds allow) of at least one local newspaper at least 30 days (not counting the date of publication) prior to the meeting date; AND Posting at Antioch City Hall, 200 “H” Street, Antioch Notice must include a summary of the proposed plan.	
Annual Action Plan (2 nd year of 2-yr Funding Cycle)	One at the City Council meeting to consider the Action Plan, prior to action.	By letters (U.S. mail and/or email) to interested party mailing list and published in non-legal section (if funds allow) of at least one local newspaper at least 30 days (not counting the date of publication) prior to the meeting date; AND Posting at Antioch City Hall, 200 “H” Street, Antioch Notice must include a summary of the proposed plan.	
Substantial Amendment	One at the City Council meeting to consider the Amendment, prior to action.	Published in non-legal section (if funds allow) of at least one local newspaper at least 30 days (not counting the date of publication) prior to the meeting date; AND Posting at Antioch City Hall, 200 “H” Street, Antioch	
Consolidated Annual Performance & Evaluation Report (CAPER)	Preferably one City Council meeting to consider CAPER in conjunction with Action Plan development for next year.	Published in non-legal section (if funds allow) of at least one local newspaper at least 15 days (not counting the date of publication) prior to the meeting date; AND Posting at Antioch City Hall, 200 “H” Street, Antioch	