

**Town of Castle Rock, Colorado**



**Citizen Participation Plan**

**June 2021**

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## Introduction

As a new entitlement community, the Town of Castle Rock receives funding through the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program.

As a requirement for receiving these funds, the Town must complete several planning and reporting requirements to be submitted to HUD for approval. These reports include:

- 1) Five Year Consolidated Plan (ConPlan);
- 2) Analysis of Impediments to Fair Housing Choice (AI);
- 3) Annual Action Plan (AAP);
- 4) Consolidated Annual Performance Evaluation Report (CAPER);
- 5) Citizen Participation Plan; and
- 6) A Substantial Amendment to any of the above plans or reports (as defined below)

Citizen Participation must be an integral part of the planning process for the Consolidated Submission for all Community Planning and Development Programs (CPD). Much of the citizen participation process involves scheduling, publicizing and conducting public meetings and hearings. HUD, in its attempt to ensure adequate opportunity for participation by program beneficiaries, has prescribed minimum Citizen Participation, plan submission, performance reporting, and record maintenance requirements. These Citizen Participation Requirements are established in 24 Code of Federal Regulations (CFR) Part 91.105.

The CDBG program is administered by the Town of Castle Rock. The local citizen participation process generally includes a yearly series of well-advertised community/neighborhood public meetings held at Town Hall and/or virtually, to review the Annual Action Plan and the Consolidated Annual Performance Evaluation Report as well as any amendments or changes to the Consolidated Plan. All meetings and public hearings are advertised in accordance with applicable HUD, State and local regulations. Public notices for environmental procedures and project related purposes are also part of the citizen participation process.

## Public Notice

To encourage low- and moderate-income persons to attend and participate, the annual community public meetings and public hearings are held in the early evening, Monday through Thursday at various public venues throughout the Town. Town staff also tries to avoid scheduling meetings on nights common with other major events which may require the participation of affected area residents and community leaders. Public hearings are typically conducted at Town Hall located at 100 N. Wilcox Street, Castle Rock, CO 80104. However, public meetings (and in some instances public hearings) may also be held in public venues throughout the community like public libraries and community centers.

All public hearings shall be announced at least five (5) calendar days before the date of the meeting. The Town will utilize the following media to notify program beneficiaries regarding upcoming meetings.

- A. Newspaper advertisements, of no smaller than eight (8) point size, are published in adjudicated newspapers of general circulation serving the Town. Each publication is published at least five (5) calendar days before the date of the public hearing.
- B. Public Hearings are always advertised on the Town of Castle Rock's website.
- C. During declared emergency situations, such as pandemics or natural disasters, the requirement to publish the notice and summary in a newspaper of general circulation described above may be suspended. The Town shall at a minimum publish public notices on the Town of Castle Rock's website and promote such advertisements on social media as available. Furthermore, a shorter time period for notification may be allowable by HUD waivers. The timelines adopted will be those established by HUD at the time.

## Public Hearings & Public Meetings

At least two public hearings must be held each year. One of which must be held as part of the Consolidated Plan and/or Annual Action Plan and a second public hearing must be held to provide information related to the CAPER which details the Town's performance towards meeting annual goals and objectives for the CDBG program. Additional public meetings may be held at the discretion of Town staff.

The public hearings will serve several purposes:

- 1) inform potential recipients of the functions of the Town and its relationship to both Castle Rock's Town Council and HUD;
- 2) explain the rules and regulations governing the CDBG program;
- 3) explain how the program relates to the needs of individuals/neighborhoods/non-profit organizations, etc.;
- 4) provide information regarding the amount of CDBG funds expected to become available;
- 5) explain the types of eligible projects;
- 6) discuss the status of previously funded projects;
- 7) determine citizen's perceived housing and non-housing community development needs and possible activities to address those needs;
- 8) review of performance and compliance issues;
- 9) detail the Town's plan to minimize displacement;
- 10) and receive comments, input and feedback related to each plan and/or report.

During declared emergency situations, such as pandemics or natural disasters, public meetings and hearings may be held in an online capacity as allowed by HUD. In this situation, the ability for public comment will be provided.

## Publication of Plans & Reports

The Town of Castle Rock makes available to the public, the following plans and reports:

- 1) Five Year Consolidated Plan
- 2) Analysis of Impediments to Fair Housing Choice (AI)
- 3) Annual Action Plan
- 4) Consolidated Annual Performance Evaluation Report (CAPER)
- 5) Citizen Participation Plan (CPP)
- 6) A Substantial Amendment to any of the above plans or reports (as defined below)

The publication is made to afford citizens an opportunity to examine the documents' contents, and to provide further opportunity for comments (written and orally) and citizen feedback regarding the proposed document. A brief summary of each plan and/or report is to be published in newspapers of general circulation in English. Translation services will be available upon request.

Additionally, all plans and reports, listed above, shall be made available, in their entirety, for further review in the following manner: 1) a PDF copy available on the Town's website, 2) hard copies available for review at the Castle Rock Town Hall and 3) hard copies available at the Castle Rock Public Library branches. Furthermore, copies of the proposed plan and/or report will be made available, free of charge, for individuals who request them.

A period of no less than thirty (30) days shall be made available for public review and comment for the Consolidated Plan, Annual Action Plan, and the Citizen Participation Plan. The Town shall make the Consolidated Annual Performance and Evaluation Report available for no less than fifteen (15) days. Substantial Amendments to these Plans shall be available for public comment for a minimum of thirty calendar days (30) for a Consolidated Plans or fifteen (15) calendar days for an Annual Action Plan or Consolidated Annual Performance and Evaluation Report, prior to finalization by Town staff. The Analysis of Impediments to Fair Housing Choice does not require a public comment period.

During declared emergency situations, such as pandemics or natural disasters, the public comment period may be shortened, as described by HUD, to as little as five (5) days to accelerate the process. In these cases, public documents will be made available on the Town of Castle Rock's website only.

## Amendments to Plans & Reports

In the event the Town needs to make changes to the Consolidated Plan and the Annual Action Plan, the Town must determine the nature of the required changes and in such cases where the changes are considered substantial, the Town must produce what HUD refers to as a Substantial Amendment to the Consolidated Plan and/or Annual Action Plan.

The Substantial Amendment process will occur when the following program changes exist:

To the Consolidated Plan:

- 1) there is a change to the Priority Needs identified in the Strategic Plan;
- 2) there is a change to the Goals and Objectives identified in the Strategic Plan;
- 3) there is a change to the Target Geographies/Areas identified in the Strategic Plan; and
- 4) new entitlement grants are awarded to the Town.

To the Annual Action Plan:

- 1) there is a change to the Annual Goals and Objectives identified in the Action Plan;
- 2) there is a change to the Target Geographies/Areas identified in the Action Plan
- 3) when a Project previously described in the Action Plan is canceled;
- 4) creation of a new Project not previously described in the Action Plan;
- 5) the funding allocated to an existing Project is adjusted by whichever is lesser: 20%, or more, or \$25,000 of the initial funding amount; and
- 6) revision to an existing project which changes the purpose, scope, location, or beneficiaries of the program.

All other changes will be considered revisions (non-substantial) and will be accomplished administratively by the Town.

Prior to amending a Consolidated Plan and/or Annual Action Plan, the Town will provide citizens with reasonable notice of, and opportunity to comment on, proposed program changes in its use of Action Plan funds for a project (either funded in whole or in part). This involves a 30-day review period for the Consolidated Plan or a 15-day review period for the Annual Action Plan. A summary of citizen comments or views and the reasons any such comments or views were not accepted will be attached to amendments of the Plan. The Town will consider any such comments, and if the grantee deems appropriate, modify the changes.

## Citizen Comments & Feedback

During all public meetings and hearings citizens are encouraged to comment or submit written comments/complaints to the Town of Castle Rock concerning the proposed plans, reports and the performance of the Town departments and entities under contract with the Town for the implementation of program related activities. All comments, written and oral, will be accepted and included as part of the citizen participation records for the associated plan and/or report.

Citizens may also provide written and oral comments at public hearings and written feedback via mail addressed to the following:

Town of Castle Rock  
Attention: Matt Gohl  
Special Projects Manager  
Town Hall  
100 N. Wilcox St.  
Castle Rock, CO 80104

The Special Projects Manager from above may also be reached by telephone for oral comments and email comments at [mgohl@crgov.com](mailto:mgohl@crgov.com) or by calling (303) 660-1359.

When responses are warranted, written comments/complaints regarding any facet of the CDBG program or its implementation in Castle Rock are answered in writing. Unless specific circumstances exist, which prevent immediate action, written replies are mailed within fifteen (15) working days, where practical, after receipt of the written comment/complaint (or oral comment/complaint if made during a public meeting/hearing).



## Accessibility of Meetings & Documents

### Bilingual Information

With at least two business day of advanced notice Spanish translators will be provided at public meetings. Translation services will also be provided for persons who may need assistance reviewing printed documents, reports and/or other related materials. Citizens may contact the Town of Castle Rock at 303-660-1374 at least 48 hours in advance to request such services.

### American With Disabilities Act (ADA) - 1973 Rehabilitation Act

With at least two business day of advanced notice, the Town shall provide assistance and special arrangements for those who are disabled in order to provide information and services concerning federally funded programs. All Town CDBG program related plans will be placed in the Castle Rock Public Libraries. Each library has reader magnification machines to aid the visually handicapped to read Town records. Proposed plans are placed on the Town's website at [www.CRgov.com/cdbg](http://www.CRgov.com/cdbg).

All visual aids used in the Town Council Chambers are displayed on large screens to help all sighted people to see them better. All public meetings are held in buildings which are accessible to the handicapped. Citizens may contact the Town at 303-660-1374 at least 48 hours in advance to request such services.

## Additional Citizen Participation Activities

### Consultation of Area Agencies

Under 24 CFR.91.100 (a)(1) as part of the Consolidated Plan process, the Town shall consult with other public and private agencies that provide assisted housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families and homeless persons. The Town shall also consult with community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws when preparing the Consolidated Plan including participants in Fair Housing organizations, nonprofit organizations that receive funding under the Fair Housing Initiative Program and other public and private fair housing service agencies, to the extent that such entities operate within the jurisdiction. Additionally, the consultation process will include consultation with regional government agencies in addition to adjacent units of general local government and local government agencies. This includes local government agencies with metropolitan-wide planning and transportation responsibilities, partially for problems and solutions that go beyond the Town's jurisdiction.

Under 24 CFR.91.100 (c)(1) as part of the Consolidated Plan development process, the Town shall also consult with public housing authorities (PHAs) operating within the jurisdiction. This consultation will continue to consider public housing needs, planned programs and activities under the Consolidated Plan as well as strategies for affirmatively furthering fair housing specifically to address any fair housing issues in the public housing and Housing Choice Voucher programs. The consultation process requires the Town to address the needs of public housing and, where necessary, the manner in which it will provide financial or other assistance to a troubled PHA to improve the PHA's operations and remove the designation of troubled.

### Public Access to Records

The Town maintains copies of all plans, reports and amendments for each program year in the department office. Additionally, the Town maintains a library of rules, regulations, and records required by HUD and the Town of Castle Rock. This library of records will include records related not only to the plans and reports but also all programmatic documents, meeting notes, written and oral comments received, environmental reviews, office publications, etc., produced since the inception of the CDBG program in Castle Rock. This information is available for public review and copying during normal business hours, provided that the requested document is public information pursuant to applicable federal, state and local laws.

### Public Access to Data Sources

As part of the Consolidated Plan and the Analysis of Impediments to Fair Housing Choice, the Town will utilize HUD provided data sets and mapping tools. When applicable, the Town will reference these data sets in plans and reports as well as provide a link to such data sources within the draft documents. This shall provide citizens and community stakeholders the opportunity to review the data utilized to set priority needs, goals and objectives.

### Residents of Public and Assisted Housing

Residents of public and assisted housing are stakeholders with HUD in that they receive rental assistance from HUD. These residents are therefore encouraged to participate in the planning and execution of the CDBG program, because they are also eligible to benefit from the expenditure of HUD federal funds.

### Environmental Review

In certain instances, the participation consists of publication of specific actions/findings, including a description of the project, its locations, submission of relevant data to applicable local, state and federal agencies for review and comment, and the Town Manager's approval of federal environmental findings relating to the Request for Release of funds from HUD.

### Miscellaneous and Informal Meetings

Town staff attends and/or conducts miscellaneous meetings and hearings throughout the program year. While many of these meetings are project specific, many others are held at the request of individuals, groups, other Town departments or Town Council members for the purpose of disseminating or receiving information about the CDBG program in general, or about issues of specific interest. These meetings generally are not advertised, since the meeting is attended by the parties requesting the meeting, Town staff and various other invited participants.

The Town of Castle Rock will maintain an Initial Contact/Proposed Project file and Citizen Comment/Complaint file. These mechanisms allow the Town to record correspondence with individuals and/or organizations that submit proposals or make comments or requests of the department during the program year. Requests, proposals and questions received during the program year are researched and discussed during applicable local public meetings and during the planning of subsequent programs. This information is on file in the Town Hall and is processed at a time appropriate to the nature of the specific contact.

### Technical Assistance

Pursuant to the Housing and Community Development Act of 1974 (as amended) and its implementing federal regulations, the Town shall provide technical assistance when requested by public and private agencies, non-profit public benefit organizations and individuals for the purpose of assisting the agency or individual in developing its proposal for consideration of Consolidated Plan funding, provided the proposal is eligible and qualifies per HUD regulations. Technical assistance shall include but not be limited to:

- A. Assisting in better defining the proposal by outlining specific information the applicant(s) should gather and include in their proposal.
- B. Referring applicant to other public and private agencies which may help gather or provide needed information and/or technical assistance.

- C. Developing preliminary cost estimates for the proposal.
- D. Preparing very basic conceptual descriptions and/or drawing of the proposal.
- E. Providing for final review of the proposal for completeness prior to its official submission to the Town for consideration for funding.

In addition to the technical assistance for development of proposals, the Town of Castle Rock will continue providing assistance for implementation; and administration and monitoring of CDBG, funded projects. This assistance includes such things as:

- A. Obtaining environmental clearance for projects.
- B. In certain instances (depending on staff workload), implementing activities on behalf of the subrecipient.
- C. Providing guidance in the solicitation and contracting process for hiring a consultant to ensure compliance with applicable local, state and federal regulations.
- D. Assisting in reviewing and monitoring consultant's work.
- E. Providing guidance in bid advertisement for construction to ensure compliance with all applicable requirements.
- F. Assisting in monitoring contractors and subcontractors during and after construction for compliance with HUD regulations.
- G. Acting as mediator in disputes between subrecipient and contractor.
- H. Providing CDBG application workshops for non-profit organizations.

#### Plans to Minimize Displacement of Persons and to Assist any Persons Displaced

The Town of Castle Rock in accordance with the Uniform Relocation Assistance and real Property Acquisition Policies Act of 1970, the 1988 Common Rule, and the 1989 Barney Frank Act, will provide relocation assistance, as described in 24 CFR 570.606(b)(2), 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.

Consistent with the goals and objectives of activities assisted under the Act, the Town of Castle Rock will include, but not be limited to, the following steps to minimize the displacement of persons from their homes:

1. Avoid, as much as possible, Action Plan funded projects which permanently displace persons from their homes.
2. Fully advise any residents who may be displaced of their rights and options for relocation benefits as required by federal regulations.
3. Assist displaced residents in filling out any required forms for assistance or to appeal Town decisions regarding displacement or the level of relocation benefits.

## Four-Factor Analysis and Language Action Plan (LAP)

**Purpose:** In compliance with Executive Order 13166, Castle Rock has developed the following Four-Factor Analysis and Language Action Plan (LAP) for Limited English Proficiency (LEP) persons living in the Town.

**History:** Under Federal law Title VI of the Civil Rights Act of 1964, discrimination was made illegal in programs that received federal financial assistance. In particular for LEP persons, it protects individuals on the basis of their race, color, or national origin. In certain situations, failure to ensure that persons who have LEP can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against race/ethnicity and national origin discrimination.

Persons who, as a result of their race/ethnicity and national origin, do not speak English as their primary language and have limited ability to speak/read/write, or understand English may be entitled to language assistance under Title VI in order to receive Town services, benefits, and/or participate in sponsored programs.

**Four-Factor Analysis:** There is no specific method for ensuring compliance but undertaking a four-factor analysis, adoption of a Language Access Plan (LAP) for vital materials, and making necessary translation will be considered "strong evidence" of compliance.

**Factor 1:** Determine the number or proportion of LEP persons in the eligible service population. HUD provides the following guidance for what documents should be provided and when:

Size of Language Group	Recommended Provision of Written Language Assistance
1,000 or more LEP persons in eligible population	Translate vital documents
>5% of eligible population and more than 50 are LEP persons	Translate vital documents
>5% of eligible population and 50 or less are LEP persons	Translated written notice of right to receive free oral interpretation of documents
5% or less of eligible population and less than 1,000 are LEP persons	No written translation required

**Factor 2:** The frequency with which LEP persons come in contact with the program

**Factor 3:** The nature and importance of the program, activity, or service

**Factor 4:** The resources available and costs to the recipient

Examples of language assistance include, but are not limited to oral interpretation, bilingual staff, telephone service interpreter, written translation services, notices to staff and recipients about the availability of LEP services, or referrals to community liaisons. When the four-factor analysis

is complete the jurisdiction should produce a Language Access Plan and follow through with the plan.

Due to the importance of HUD programs and the universal availability of some programs, the entire jurisdiction was analyzed. Additional four-factor analyses can be conducted on a program basis with a more limited geographic range.

Overall, Castle Rock does not have a significant limited English proficiency population that may require translation services. In 2019, an estimated 1,209 individuals spoke English less than “very well,” with Spanish speaking individuals the largest part of this group with 928.

<b>TABLE: Primary Language and Limited English-Speaking Households</b>					
<b>Language</b>	<b>Primary Language Spoken at Home</b>		<b>Limited English-Speaking Households</b>		
	<b>#</b>	<b>%</b>	<b>#</b>	<b>% of Total Households</b>	<b>% of Prim. Home Lang.</b>
Population 5 years and over	57,743	--	1,209	2.09%	--
Spanish	2,730	4.73%	928	1.61%	33.99%
Other Indo-European	902	1.56%	108	0.19%	11.97%
Asian and Pacific Island	479	0.83%	173	0.30%	36.12%
Other	213	0.37%	0	0.00%	0.00%

Source: 2014-2018 American Community Survey 5-Year Estimates (S1601)

**Conclusion**

The size of the LEP population in Castle Rock is not large enough to require formal language policies. However, the Town is committed to ensuring that all residents have access to affordable housing and translation services will be provided upon request.

## Complaints

Citizens wishing to submit a complaint regarding any portion of the citizen participation process and/or development of the CDBG application, Consolidated Plan, Performance Report or amendment to the Consolidated Plan, may do so according to the following procedure:

1. Formal complaints should be submitted in writing to:

Town of Castle Rock  
Attention: Matt Gohl  
Special Projects Manager  
Town Hall  
100 N. Wilcox St.  
Castle Rock, CO 80104

The Special Projects Manager will refer the complaint to the appropriate Town staff member for written response regarding the complaint. The written response will be mailed within fifteen business days of the receipt of the complaint.

2. If the complainant is not satisfied with Town's response, the complainant can appeal the decision to the Special Projects Manager. The Special Projects Manager will have thirty business days to take further action as deemed necessary to address the complainant's concerns.

3. If complainants are not satisfied with the decision of the Special Projects Manager, a written complaint may be submitted to the HUD Regional Office at:

Erik Amundson, Deputy Regional Administrator  
U.S. Department of Housing and Urban Development  
Denver Regional Office  
1670 Broadway, 25<sup>th</sup> Floor  
Denver, CO 80202-4801