

**CITY OF LOGAN
RESOLUTION NO. 20-15**

A RESOLUTION ADOPTING AN AMENDMENT TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM YEAR 2019 (PY2019) ANNUAL ACTION PLAN (AAP) AND AN AMENDMENT TO THE 2019 CITIZENS PARTICIPATION PLAN FOR THE CITY OF LOGAN.

WHEREAS, the PY2019 AAP, which identifies the CDBG funding allocations for PY2019, was adopted by the Municipal Council and was approved by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was adopted by the U.S. Congress and signed by President Trump on March 27, 2020 to respond to the growing effects of the coronavirus pandemic; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has awarded Logan City a special allocation of CDBG-CV funds to be used to prevent, prepare for, and respond to the coronavirus pandemic; and

WHEREAS, HUD has authorized Logan City to amend PY2019 AAP to allocate the special allocation of CDBG-CV funding in response to the coronavirus pandemic; and

WHEREAS, the CARES Act and HUD have provided for a modified public involvement process due to the immediate needs created by the coronavirus pandemic; and

WHEREAS, the CDBG 2019 Citizen Participation Plan for the City of Logan is amended to reflect a modified public involvement process dictated by the coronavirus pandemic including a reduced public comment period, the allowance of virtual public hearings due to limitations on public gatherings, and a description of the alternative methods for the acceptance of public comments; and

WHEREAS, notice of these amendments have been published and made available for public comment.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LOGAN, UTAH:

1. That Amendment 1 of the PY2019 AAP, attached hereto as Exhibit A and incorporated herein by reference, is hereby adopted by the City of Logan and approved to be submitted to HUD.
2. That the Amendment to the 2019 Citizens Participation Plan, attached hereto as Exhibit B and incorporated by reference, is hereby adopted by the City of Logan and approved to be submitted to HUD.
3. That this resolution shall be effective immediately as of the date of its adoption.

2508

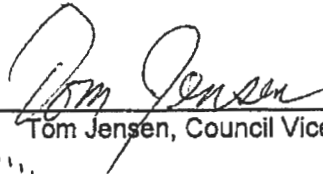
PASSED BY THE LOGAN MUNICIPAL COUNCIL THIS 5 DAY OF May, 2020.

AYES: M. Anderson, Bradford, Jensen, Simmonds

NAYS: none

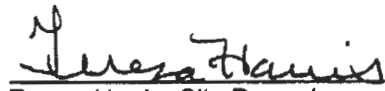
ABSENT: none

ABSTAINED: A. Anderson



Tom Jensen, Council Vice Chair

ATTEST



Teresa Harris, City Recorder



EXHIBIT A

LOGAN CITY CDBG PROGRAM PROGRAM YEAR 2019 (PY2019) ANNUAL ACTION PLAN (AAP) AMENDMENT 1

Summary

The purpose of this amendment is to make identify funding alternatives authorized under the CARES Act and CDBG-CV guidance in response to the coronavirus pandemic and include those in Logan City's PY2019 Annual Action Plan (APP). The proposed changes to the PY2019 AAP are as follows:

- Allocate \$25,000 to the Cache Community Food Pantry for emergency food purchasing and distribution.
- Allocate \$11,000 to the Cache Community Food Pantry for new coolers to improve their long-term cooling/freezing capacities for food distribution.
- Allocate \$20,000 to CAPSA for emergency shelter needs.
- Allocate \$20,000 to CAPSA for client rental assistance.
- Allocate \$6,000 to BRHD for PPE supplies and thermometers.
- Allocate \$10,000 to BRHD for a telehealth system.
- Allocate \$50,000 for a microenterprise/small business assistance grant program to help small businesses owned/operated or employing low/mod residents with utilities, rent, supplies or other operational expenses.
- Allocate \$50,000 for a low/mod resident assistance grant program to help with rent, utilities, or other supplies.
- Allocate \$50,000 for a non-profit assistance grant program to help with utilities, rent, supplies or other operational expenses.
- Allocate \$25,000 for a restaurant food voucher program.
- Allocate \$17,000 to Sunshine Terrace for a segregated patient care space.
- Allocate \$5,000 to Sunshine Terrace for segregated staff changing area.
- Designate a number of receiver projects for funding reallocations from completed projects, cancelled projects, or recaptured funds.

These funding alternatives reflect Logan City's strategies for distributing the supplemental funding of CDBG-CV funds in response to the impacts and demands of COVID-19 on Logan residents.

EXHIBIT B

LOGAN CITY CDBG PROGRAM CITIZENS PARTICIPATION PLAN AMENDMENT 1 (COVID-19)

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136) has made available supplemental funding, flexibilities, and waivers in response to COVID-19. The U.S. Department of Housing and Urban Development (HUD) has allocated supplemental CDBG funding in response to COVID-19. The supplemental awards are to prevent, prepare for, or respond to coronavirus. The CARES Act also provides CDBG grantees with flexibilities for 2019 and 2020 CDBG Grant Amendments for coronavirus response. The Citizen Participation requirements for CDBG grantees have been waived or changed by HUD.

In response to the unique challenges of COVID-19, Logan City's Community Development Block Grant (CDBG) Program is requesting program, process, and amendment flexibility. These flexibilities and amendments establish expedited procedures to draft, propose, or amend consolidated plans (including annual action plans) and citizen participation plans. The minimum 5-day public comment period cited below for substantial amendments may run concurrently with a minimum 5-day public comment period on amendments to the Logan City CDBG 2019 Citizen Participation Plan as outlined in "CARES Act Flexibilities for CDBG Funds Used to Support Coronavirus Response" dated April 9, 2020.

Given the need to expedite actions to respond to COVID-19, HUD waives 24 CFR 91.105(c)(2) and (k), as specified below, in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirement to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning the proposed uses of CDBG funds.

The 30-day minimum required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments on each substantial amendment. This waiver is in effect until it is determined that COVID-19 no longer poses a threat to public health.

As noted above, the regulations at 24 CFR 91.105 set forth the citizen participation plan requirements for recipients. For substantial amendments to the consolidated plan, the regulations require the recipient to follow its citizen participation plan to provide citizens with reasonable notice and opportunity to comment. Logan City's 2019 Citizen Participation Plan states how reasonable notice and opportunity to comment are provided.

HUD recognizes the efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and that there is a need to respond quickly to the growing spread and effects of COVID-19. Therefore, HUD has waived 24 CFR 91.105(c)(2) and (k) and 24 CFR 91.401 as specified below to allow Logan City to determine what constitutes reasonable notice and opportunity to comment given the circumstances related to COVID-19. Logan City may use alternative methods for public participation and will allow for reasonable notification and access for citizens. This authority is in effect until it is determined that COVID-19 no longer poses a threat to public health.

Logan City will implement a virtual public hearing process in order to comply with social distancing requirements. Methods of public noticing, the platform for where the public meeting will be held, and how public comments are to be submitted are described in the section below.

This amendment will be published and comments received as follows:

- Publication on the City's website at www.loganutah.org
- Notice of publication on the City's social media platforms, including Facebook and Twitter.
- A comment period running from April 28, 2020 through May 5, 2020.
- A virtual hearing on the proposed Citizen Participation Plan shall commence no earlier than 5:30pm on Tuesday, May 5, 2020, via ZOOM Webinar at this link: <https://zoom.us/j/97587136977> or Webinar ID:975 8713 6977. Instructions for downloading and using ZOOM can be found at <https://support.zoom.us/hc/enus/articles/201362193-Joining-a-Meeting>. To listen to the meeting by phone call: US: +1 669 900 9128.
- Comments can be submitted as follows: Due to meeting restrictions because of COVID-19 precautions, if you want to make public comments on this specific Amendment there are two options: First, email comments to either Mike DeSimone, Director, at mike.desimone@loganutah.org, 435.716.9022 or Debbie Zilles, CDBG Coordinator, at Debbie.zilles@loganutah.org 435.716.9021 by Monday, May 4 at 5:00 p.m. to guarantee they will be distributed to the Mayor and Councilmembers prior to the public hearing; and two, join the meeting via ZOOM Webinar ID: 975 8713 6977. A host will monitor the online meeting. When we get to the agenda item where you wish to comment, use the "Raise your Hand" feature to indicate you want to speak, and the host/or Chair will recognize you in turn.

PASSED BY THE LOGAN MUNICIPAL COUNCIL THIS 5 DAY OF May, 2020.

AYES: M. Anderson, Bradfield, Jensen, Simmonds

NAYS: none

ABSENT: none

ABSTAINED: A. Anderson

Tom Jensen, Council Vice Chair

ATTEST

Teresa Harris
Teresa Harris, City Recorder





MEMORANDUM TO MUNICIPAL COUNCIL

DATE: May 5, 2020
FROM: Mike DeSimone, Director
SUBJECT: Resolution #20-015 (CDBG-CV Supplemental Funding)
PY 2019 Annual Action Plan Amendment
Citizens Participation Plan Amendment

Amendment Summary

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development (HUD) has awarded Logan City \$299,912 as a special allocation of Community Development block Grant Coronavirus (CDBG-CV) funds to be used to **prevent, prepare for, and respond to** the coronavirus pandemic (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The City may use 2019 funding, 2020 funding and the new COVID-19 funding toward pandemic response. At this time, Logan City's 2019 Annual Action Plan (AAP) and 2019 Citizen Participation Plan will be amended to enable the City to receive and administer the \$299,912 of CDBG-CV funding only.

PY 2019 Annual Action Plan Amendments

CDBG-CV \$299,912

CDBG-CV is to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). In planning for the utilization of the funds, the City will prioritize the needs of low and moderate-income residents and the development of partnerships in both the private for-profit and non-profit sectors.

According to HUD guidance, the range of potential CDBG-eligible activities to support the COVID-19 response may include, but are not limited to, the following:

- Building and improvements, including public facilities such as constructing testing and diagnosis, or treatment facility; rehabilitation of a community facility to establish an infectious disease treatment clinic; acquisition and rehabilitation, or construction of a group living facility that may be used to centralize patients undergoing treatment; rehabilitation of a commercial building or closed school building to establish an infectious disease treatment clinic, e.g. by replacing the HVAC system; acquisition and rehabilitation of a motel or hotel building to expand the capacity of hospitals to accommodate isolation of patients during recovery; or to make interim

improvements to private properties to enable an individual patient to remain quarantined on a temporary basis;

- Assistance to businesses, including special economic development activities such as providing grants or loans to support new business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease; avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons; or to provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine;
- Public services such as emergency grant payments for rent and utilities, job training to expand the pool of health care workers and technicians that are available to treat a disease within a community; provide testing, diagnosis or other services at a fixed or mobile location; increase the capacity and availability of targeted health services for infectious disease response within existing facilities; provide equipment, supplies, and materials necessary to carry out a public service; deliver meals on wheels to quarantined individuals that need to maintain social distancing due to medical vulnerabilities;
- Planning, capacity building, and technical assistance such as gathering data and developing non-project specific emergency infectious disease response plans; and
- Any other activity allowed under current CDBG regulations.

In determining the priorities of where to expend these funds, we considered the impacts of the Coronavirus pandemic to Logan City and its residents. The rate of infection and hospital utilization has not been significant nor taxing to our local health care system. The most significant impacts of the pandemic have been the economic impacts due to job losses, job reductions, wage reductions, loss of income, business & event closures, and the mental health impacts resulting in greater demand on social service providers. These in turn have placed greater demands on emergency food needs, temporary and emergency housing, and have called into question the long-term viability and sustainability of small businesses and local non-profit service providers. This event has also demonstrated that our local health department needs the ability to respond to emerging health issues as well as ensuring that those facilities currently caring for the most vulnerable segments of our population need to be able to respond to the ensure that any virus contamination and spread is contained quickly.

In generating this preliminary list of funding alternatives, staff reached out to all of the local non-profits and service providers through the Cache Interagency Council to determine any of their specific needs relative to COVID-19. We also notified them again when we issued the public notice for this Council hearing, so you may receive some additional suggestions. We have identified the following list of potential activities and estimated funding amounts:

- Allocate \$25,000 to the Cache Community Food Pantry for emergency food purchasing and distribution. This meets an immediate need as they have seen the numbers of people served increase dramatically.
- Allocate \$11,000 to the Cache Community Food Pantry for new coolers to improve their long-term cooling/freezing capacities for food distribution.
- Allocate \$20,000 to CAPSA for emergency shelter needs. Due to COVID-19 limitations, CAPSA is utilizing local hotels for emergency shelters for victims of domestic violence.
- Allocate \$20,000 to CAPSA for client rental assistance. This will help facilitate the movement of their clientele from emergency shelters into more stable, long term housing.
- Allocate \$6,000 to BRHD for PPE supplies and thermometers.

- Allocate \$10,000 to BRHD for a telehealth system.
- Allocate \$50,000 for a microenterprise/small business assistance grant program to help small businesses owned/operated or employing low/mod residents with utilities, rent, supplies or other operational expenses.
- Allocate \$50,000 for a low/mod resident assistance grant program to help with rent, utilities, or other supplies.
- Allocate \$50,000 for a non-profit assistance grant program to help with utilities, rent, supplies or other operational expenses.
- Allocate \$25,000 for a restaurant food voucher program. Work with restaurants to purchase food vouchers, meals, gift cards, etc., and distribute through the Food Pantry, Senior Center and/or CAPSA.
- Allocate \$17,000 to Sunshine Terrace for a segregated patient care space. The segregated patient care space is being created out of their physical therapy area and includes the equipment and PPE costs necessary to operate this unit.
- Allocate \$5,000 to Sunshine Terrace for segregated staff changing area. This creates a separate clean area where staff can change from street clothes to work clothes in order to minimize transferring contaminants into the facility.

We have sent this list to HUD for review and they have indicated these are acceptable funding alternatives that meet the underlying purpose of CDBG-CV funds. During this public hearing, the Municipal Council can consider other funding alternatives provided they meet the CARES Act mandate: CDBG-CV is to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). We had originally included supplemental funding for the Senior Center Meals on Wheels program but have removed them from the list as they have adequate funding to meet their needs.

We would encourage the Council to also designate a couple of Receiver Activities for funding reallocations from completed projects, cancelled projects, or recaptured funds in case funds. It is also important to note that we must follow a HUD directive that these funds cannot duplicate other funds that are potentially available to meet a specific need. For example, if a small business received a paycheck protection loan/grant to help with employee's salaries, we could not duplicate that

While currently unclear, additional CDBG funding may be made available through the CARES Act. We are assuming that if and when these additional funds are made available to Logan City, we will follow this same process for identifying specific funding alternatives, soliciting public input and conducting a public meeting with the Council.

The CARES Act provides procedural flexibility for the CDBG-CV grant. It authorizes the HUD Secretary to grant waivers and alternative requirements to meet existing statutes and regulations that are administered in connection with the use of these funds. To expedite and facilitate the use of the CDBG-CV funds, Logan City will, as necessary, avail itself of the additional flexibility being provided and request the appropriate available waivers through HUD.

Further guidance defining what qualifies as a CDBG-CV response, and other information, is forthcoming from HUD. The public services cap is suspended for these specific funds. The CARES Act allows for these specific CDBG-CV funds to be used to reimburse pre-award expenses. Eligible CDBG costs incurred as of March 27, 2020, and paid for with nonfederal funds, may be repaid with CDBG-CV funds.

All eligible CDBG activities must meet one of the national objectives which are: (1) Benefit to low and moderate-income (LMI) residents; (2) Aid in the prevention of slums or blight; and (3) Meet a need having a particular urgency. Logan City may undertake CDBG eligible activities to meet needs resulting from declared disasters or emergencies under any one of the three national objectives.

Citizen Participation Plan Amendments

As part of this amendment, Logan City has also revised the 2019 Citizens Participation Plan. For CDBG-CV funding under the CARES Act, Logan City is utilizing a minimum five-day public notice process as allowed under a HUD waiver. The amendment also addresses virtual meetings, accommodations for reasonable notice and opportunities for public comment while limiting public gatherings to prevent the spread of COVID-19.

Opportunity for Public Comment

Opportunities for public comment were published as following:

- Publication on the City's website at www.loganutah.org
- Notice of publication on the City's social media platforms, including Facebook and Twitter.
- A comment period running from April 28, 2020 through May 5, 2020.
- A virtual hearing on the proposed Citizen Participation Plan shall commence no earlier than 5:30pm on Tuesday, May 5, 2020, via ZOOM Webinar at this link: <https://zoom.us/j/97587136977> or Webinar ID:975 8713 6977. Instructions for downloading and using ZOOM can be found at <https://support.zoom.us/hc/enus/articles/201362193-Joining-a-Meeting>. To listen to the meeting by phone call: US: +1 669 900 9128.
- Comments can be submitted as follows: Due to meeting restrictions because of COVID-19 precautions, if you want to make public comments on this specific Amendment there are two options: First, email comments to either Mike DeSimone, Director, at mike.desimone@loganutah.org, 435.716.9022 or Debbie Zilles, CDBG Coordinator, at Debbie.zilles@loganutah.org 435.716.9021 by Monday, May 4 at 5:00 p.m. to guarantee they will be distributed to the Mayor and Councilmembers prior to the public hearing; and two, join the meeting via ZOOM Webinar ID: 975 8713 6977. A host will monitor the online meeting. When we get to the agenda item where you wish to comment, use the "Raise your Hand" feature to indicate you want to speak, and the host/or Chair will recognize you in turn.

We have reached out to the Cache Interagency Council and are working with the Bear River Association of Governments to identify and prioritize funding opportunities that meet the greatest needs in response to this emergency.

If you have any questions, please let me know.

Attachments

*Resolution No. 20-015
Notice of Public Hearing
Citizen Participation Plan – 2019
Presentation Slides*

NOTICE OF PUBLIC HEARING
LOGAN CITY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
ANNUAL ACTION PLAN (PY2019)
CITIZEN PARTICIPATION PLAN
CDBG-CV (COVID-19) AMENDMENT

Notice is hereby given that Logan Municipal Council will hold a public hearing on Community Development Block Grant (CDBG) Program funds HUD has allocated to Logan City in the amount of \$299,912 as authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136. These special CDBG-CV funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) and to mitigate the impacts of COVID-19 in Logan City. The Logan Municipal Council will also consider amendments to the 2019 Citizens Participation Plan as authorized under the CARES Act.

THE PUBLIC HEARING on the proposed PY2019 AAP (CDBG-CV) Amendment and the Citizen Participation Plan Amendment #1 (COVID-19) shall commence no earlier than 5:30pm on Tuesday, May 5, 2020, via ZOOM Webinar at this link: <https://zoom.us/j/97587136977> or Webinar ID: 975 8713 6977. Instructions for downloading and using ZOOM can be found at <https://support.zoom.us/hc/enus/articles/201362193-Joining-a-Meeting>. To listen to the meeting by phone call: US: +1 669 900 9128

THE PUBLIC COMMENT PERIOD for the PY2019 AAP (CDBG-CV) Amendment and the Citizen Participation Plan Amendment #1 (COVID-19) runs from April 28, 2020 through the Council's public hearing on May 5, 2020. A summary of these amendments is available on the CDBG webpage at www.loganutah.org.

Due to meeting restrictions because of COVID-19 precautions, if you want to make public comments on these specific CDBG-CD Amendments there are two options:

1. Email comments to either Mike DeSimone, Director, at mike.desimone@loganutah.org, 435.716.9022 or Debbie Zilles, CDBG Coordinator, at Debbie.zilles@loganutah.org 435.716.9021 by Monday, May 4 at 5:00 p.m. to guarantee they will be distributed to the Mayor and Councilmembers prior to the public hearing. Emailed comments ahead of time are highly encouraged.
2. Join the meeting via ZOOM Webinar ID: 975 8713 6977. A host will monitor the online meeting. When we get to the agenda item where you wish to comment, use the "Raise your Hand" feature to indicate you want to speak, and the host/or Chair will recognize you in turn.

The Municipal Council will consider the following list of suggested funding recommendations, may modify the list of recommendations, and may consider alternative funding recommendations:

Proposed PY2019 (CDBG-CV) AMENDMENT:

- Allocate \$25,000 to the Cache Community Food Pantry for emergency food purchasing and distribution.
- Allocate \$11,000 to the Cache Community Food Pantry for new coolers.
- Allocate \$10,000 to the Senior Center Meals on Wheels program for emergency food purchasing and distribution.
- Allocate \$20,000 to CAPSA for emergency shelter needs.

- Allocate \$20,000 to CAPSA for client rental assistance.
- Allocate \$6,000 to BRHD for PPE supplies and thermometers.
- Allocate \$10,000 to BRHD for a telehealth system.
- Allocate \$50,000 for a microenterprise/small business assistance grant program.
- Allocate \$50,000 for a low/mod resident assistance grant program.
- Allocate \$50,000 for a non-profit assistance grant program.
- Allocate \$25,000 for a restaurant food voucher program.
- Allocate \$17,000 to Sunshine Terrace for a segregated patient care space.
- Allocate \$5,000 to Sunshine Terrace for segregated staff changing area.
- The Council may designate a number of receiver projects for funding reallocations from completed projects, cancelled projects, or recaptured funds.

For further information, visit the CDBG web page at www.loganutah.org or contact Mike DeSimone, Director, at 435.716.9022 or mike.desimone@loganutah.org, or Debbie Zilles, CDBG Coordinator, at 435.716.9021 or Debbie.zilles@loganutah.org.

Pursuant to City of Logan Resolution NO. 05-71 and Utah Governor Gary R. Herbert's executive Order 2020-1, this Council Meeting is being held by electronic means as set forth herein. Council Members and all other participants will participate in the meeting electronically. In compliance with the American with Disabilities Act, individuals needing special accommodations or assistance during this meeting shall notify Teresa Harris, City Recorder, at 435-716-9002, at least 24 hours prior to the meeting. Logan Municipal Council Meetings are televised live as a public service on Channel 17, City Logan Facebook page: <https://www.facebook.com/cityoflogan> or KSL live at <https://live.ksl.com/>



Citizen Participation Plan - 2019

Logan CDBG Program

COVID-19 Citizen Participation Plan Amendment 2020

GLOSSARY

- **Community Development Block Grant (CDBG):** A program designed primarily for the benefit of low/moderate income population, for which the City of Logan receives an annual allocation.
- **US Department of Housing and Urban Development (HUD):** The federal department responsible for the administration of the CDBG program.
- **Consolidated Plan (ConPlan):** A five-year plan submitted to US Department of Housing and Urban Development (HUD) that includes a housing and community development needs analysis, a survey of resources available to address those needs, and a five-year strategy that includes goals and priorities for the use of CDBG funds.
- **Consolidated Annual Performance Evaluation Report (CAPER):** Narrative descriptions of each activity and quantitative analysis of the funds expended and services provided during the program year.
- **Citizen participation plan:** A distinct element of the five-year Consolidated Plan; policies and procedures to provide for and encourage citizen participation
- **Steering committee guidelines:** Another distinct element of the five-year Consolidated Plan; policies and procedures related to the body charged with annually creating a funding recommendation.
- **Annual Action Plan (AAP):** Also referred to as the Consolidated Plan (on a one-year basis); it is a plan submitted to HUD annually, which specifically describes the allocation of CDBG funds to activities to be conducted in support of the priorities presented in the five-year Consolidated Plan.
- **Substantial amendment to a Consolidated Plan:** Amendments meeting the criteria described below.
- **Any other amendment to the above plans:** Amendments meeting the criteria described below.

PURPOSE OF THE CITIZEN PARTICIPATION PLAN

The City shall encourage participation from the following group:

- by low/moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used;
- by residents of predominantly low/moderate-income neighborhoods, as identified by federal tract and block information; and
- by all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities.

OUTREACH FOR CONSOLIDATED PLAN REVIEW/APPROVAL PROCESS

In order to reach these groups for participation, the CDBG Coordinator shall work to engage:

- All residents through a combination of:
 - Neighborhood meetings
 - Website postings
 - City social media
 - Herald Journal newspaper and local media

- The staff and beneficiaries of:
 - Nonprofit, governmental, educational, faith-based, and private agencies that are most likely serving low/moderate income households; including but not limited to those serving minorities, non-English speaking persons, and those with disabilities.
 - The Bear River Association of Governments, which is the local housing authority and the purveyor of housing, homeless, senior care, and continuum of care programs and services.
- All City departments and the Mayor.
- All members of Logan's City Council and Neighborhood Council.

INFORMATION TO BE MADE PUBLIC DURING OUTREACH

Before adoption of the ConPlan and any AAP, through outreach methods to the groups listed above and in conjunction with the public hearing process identified below, the CDBG Coordinator shall make available:

- The projected amount of assistance Logan will receive (total of grant funds and program income)
- The range of activities that may be undertaken
- The estimated amount that will benefit people with low- and moderate-incomes
- Plans to minimize displacement and what assistance will be there for those displaced, even if no displacement is anticipated

PUBLIC HEARING STANDARDS

The CDBG program administrator shall conduct public hearings, based on CDBG regulations and as specified in the following table, as part of the process of preparing and adopting:

- The Consolidated Plan (ConPlan)
- Each Annual Action Plan (AAP)
- The Consolidated Action Performance and Evaluation Report (CAPER)
- Any amendments to the Plan or an AAP, with exception to any adjustments or amendments required by HUD or for additional allocation with specific or abbreviated notice and hearing requirements

Accordingly, a minimum of two hearings must be conducted for the ConPlan and any AAP. One public hearing will be held prior to the formulation of the proposed ConPlan or update (AAP) to comply with the outreach guidelines. A second public hearing will be held after the ConPlan and/or AAP is prepared following the first public hearing and other outreach efforts. The ConPlan and each AAP, amendment, or CAPER for the preceding time period, must be approved by Council following a public hearing, unless otherwise noted.

Each ConPlan, AAP and amendment hearing shall allow a minimum of 30 days to receive public comment commencing on the date the first notice appears, excluding amendments required by HUD which do not require the usual public process or for which abbreviated or specific standards are provided. Each CAPER hearing shall allow at least 15 days for public comment, commencing on the date the first notice appears. Formal Council approval of the ConPlan submission to HUD does not require an additional hearing.

Hearings must be held at established Logan Municipal Council (Council) meeting times and locations to ensure convenience to potential and actual beneficiaries. Accommodation for persons with disabilities and assistance for non-English speaking persons shall be available, as needed.

Public Hearing Notice Content

Notice of each hearing must be sufficiently detailed for citizens to identify the content of the hearing and the types of programs or services eligible for CDBG funding. Notice of the Plan or AAP second hearing must be accompanied by a summary of the proposed activities and indicate that complete copies of the documents can be found at the CDBG Office, the City Library and on the CDBG web page.

Procedures for Receiving Public Comment for ConPlan and AAP

A summary of comments received during the public comment period and at any public hearing for an amendment or CAPER shall be recorded, considered and summarized in an attachment with the final Council-approved documents submitted to HUD. A written record of comments received during the first hearing for the Plan or update shall be considered in preparing the Plan or AAP. A summary of the written comments received timely during the public comment period prior to the second public hearing and those written and verbal comments received at the second public hearing shall be included as an attachment with the final version of the Plan or AAP to be submitted to HUD, along with an explanation of where the comments were addressed in the document or why they were not, if not.

AMENDMENTS TO CONPLAN or AAP

Substantial changes to the City's planned or actual activities will require an amendment to the Consolidated Plan. Substantial Amendment Criteria:

- Change in allocation priorities or method of distribution of funds, or
- Change in the purpose, scope, location or beneficiaries of an activity, or
- To carry out an activity using funds from any program covered by the consolidated plan (including program income), not previously described in the action plan, or
- Changes which exceed 50% or \$25,000, whichever is less, of the CDBG funding amount allocated to the subrecipient in the approved Plan.

Public notice standards outlined in the Citizen Participation Plan shall be upheld. HUD will be notified of the amendment (available to the public at the CDBG Office or on the CDBG web site for the City), and the City will submit amendment documentation to HUD with the CAPER at the end of the Program Year.

Changes Not Requiring Plan Amendment

Allocation changes shall be reviewed and approved by the City and will not require an amendment to the Plan if the change is not greater than \$25,000 or 50% of the total project cost, whichever is less, unless the change requires an amendment to the plan based on other Substantial Amendment Criteria.

PERFORMANCE REPORTS

The public will be asked to review and comment on the draft CAPER using the relevant public hearing standards and procedures for receiving public comment set forth in this Citizen Participation Plan. Notification shall include a brief summary of the uses of funds included in the Performance Report.

ACCESS TO RECORDS

The CDBG program administrator will provide online access to all CDBG documents in review or in final format and limited free copies upon request. The CDBG Office must also provide reasonable public access to records relating to the Consolidated Plan and use of assistance for a period of five years.

TECHNICAL ASSISTANCE

Upon request, limited technical assistance for developing funding proposals will be provided by the CDBG program administrator to groups representative of low-to-moderate income beneficiaries; funding is not assured.

COMPLAINTS

As reasonably possible, the CDBG program administrator shall issue a written, substantive response to every written citizen complaint regarding the Consolidated Plan, Plan Update or annual Performance Report within 15 working days of receiving the complaint.

COMPLIANCE

The City of Logan and the CDBG program administrator must follow this Citizen Participation Plan. Conflict of interest statements are required as applicable according to Steering Committee Guidelines.

	Public comment period	Public Notice	Drafts for public review	Newspaper Legal Notice	Public hearings	Technical assistance & other outreach
ConPlan (strategic plan)	Commenced at least 30 days prior to City Council Public Hearing	Posted at least 30 days prior to City Council Public Hearing	<ul style="list-style-type: none"> • Executive summary available at least 30 days prior to City Council Public Hearing • Full draft available 15 days prior to City Council Public Hearing 	Published at least 30 days prior to City Council Public Hearing	1 City Council Public Hearing	<ul style="list-style-type: none"> • At least three public outreach meetings • Solicit opportunities to present to groups • Presentation to Neighborhood Council and neighborhood meetings, as available. • Online survey (optional) • Newspaper ad
ConPlan (Final adoption)	Commenced at least 30 days prior to City Council Public Hearing	Posted at least 30 days prior to City Council Public Hearing	<ul style="list-style-type: none"> • Executive summary available at least 30 days prior to City Council Public Hearing • Full draft available 15 days prior to City Council Public Hearing 	Published at least 15 days prior to City Council Public Hearing	1 City Council Public Hearing	<ul style="list-style-type: none"> • 2 application workshops • Presentation to Neighborhood Council, as available
AAP	Commenced at least 30 days prior to City Council Public Hearing	Posted at least 30 days prior to City Council Public Hearing	<ul style="list-style-type: none"> • Executive summary available at least 30 days prior to City Council Public Hearing • Full draft available 15 days prior to City Council Public Hearing 	Published at least 15 days prior to City Council Public Hearing	1 City Council Public Hearing	<ul style="list-style-type: none"> • 2 application technical assistance meetings • Presentation to Neighborhood Council • Utility billing memo (as available) • Media release prior to public hearing

Public comment period	Public Notice	Drafts for public review	Newspaper advertising	Public hearings	Technical assistance & other outreach
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Amendment to ConPlan or AAP	Commenced at least 30 days prior to City Council Public Hearing	Posted at least 30 days prior to City Council Public Hearing	Available at the beginning of the public comment period	Published at least 15 days prior to City Council Public Hearing (legal notice)	1 City Council Public Hearing	<ul style="list-style-type: none"> • Presentation to Neighborhood Council (as available)
CAPER	Commenced at least 15 days prior to City Council Public Hearing	Posted at least 30 days prior to City Council Public Hearing	<ul style="list-style-type: none"> • Executive summary available at least 30 days prior to City Council Public Hearing • Full draft available 15 days prior to City Council Public Hearing 	Published at least 15 days prior to City Council Public Hearing (legal notice)	1 City Council Public Hearing	<ul style="list-style-type: none"> • Presentation to Neighborhood Council (as available)
Citizen participation plan		Posted at least 30 days prior to City Council Public Hearing	Available at the beginning of the public comment period	None	None	

	Public comment period	Public Notice	Drafts for public review	Newspaper advertising	Public hearings	Technical assistance & other outreach
Steering committee guidelines		Posted at least 30 days prior to City Council Public Hearing	Available at the beginning of the public comment period	None	None	
General CDBG program						

**CITIZEN PARTICIPATION PLAN
AMENDMENT NO. 1: COVID 19
(5/5/2020)**

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136) has made available supplemental funding, flexibilities, and waivers in response to COVID-19. The U.S. Department of Housing and Urban Development (HUD) has allocated supplemental CDBG funding in response to COVID-19. The supplemental awards are to prevent, prepare for, or respond to coronavirus. The CARES Act also provides CDBG grantees with flexibilities for 2019 and 2020 CDBG Grant Amendments for coronavirus response. The Citizen Participation requirements for CDBG grantees have been waived or changed by HUD.

In response to the unique challenges of COVID-19, Logan City's Community Development Block Grant (CDBG) Program is requesting program, process, and amendment flexibility. These flexibilities and amendments establish expedited procedures to draft, propose, or amend consolidated plans (including annual action plans) and citizen participation plans. The minimum 5-day public comment period cited below for substantial amendments may run concurrently with a minimum 5-day public comment period on amendments to the Logan City CDBG 2019 Citizen Participation Plan as outlined in "CARES Act Flexibilities for CDBG Funds Used to Support Coronavirus Response" dated April 9, 2020.

Given the need to expedite actions to respond to COVID-19, HUD waives 24 CFR 91.105(c)(2) and (k), as specified below, in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirement to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning the proposed uses of CDBG funds.

The 30-day minimum required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments on each substantial amendment. This waiver is in effect until it is determined that COVID-19 no longer poses a threat to public health.

As noted above, the regulations at 24 CFR 91.105 set forth the citizen participation plan requirements for recipients. For substantial amendments to the consolidated plan, the regulations require the recipient to follow its citizen participation plan to provide citizens with reasonable notice and opportunity to comment. Logan City's 2019 Citizen Participation Plan states how reasonable notice and opportunity to comment are provided.

HUD recognizes the efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and that there is a need to respond quickly to the growing spread and effects of COVID-19. Therefore, HUD has waived 24 CFR 91.105(c)(2) and (k) and 24 CFR 91.401 as specified below to allow Logan City to determine what constitutes reasonable notice and opportunity to comment given the circumstances related to COVID-19. Logan City may use alternative methods for public participation and will allow for reasonable notification and access for citizens. This authority is in effect until it is determined that COVID-19 no longer poses a threat to public health.

Logan City will implement a virtual public hearing process in order to comply with social distancing requirements. Methods of public noticing, the platform for where the public meeting will be held, and how public comments are to be submitted are described in the section below.

This amendment will be published and comments received as follows:

- Publication on the City's website at www.loganutah.org
- Notice of publication on the City's social media platforms, including Facebook and Twitter.
- A comment period running from April 28, 2020 through May 5, 2020.
- A virtual hearing on the proposed Citizen Participation Plan shall commence no earlier than 5:30pm on Tuesday, May 5, 2020, via ZOOM Webinar at this link: <https://zoom.us/j/97587136977> or Webinar ID: 975 8713 6977. Instructions for downloading and using ZOOM can be found at <https://support.zoom.us/hc/enus/articles/201362193-Joining-a-Meeting>. To listen to the meeting by phone call: US: +1 669 900 9128.
- Comments can be submitted as follows: Due to meeting restrictions because of COVID-19 precautions, if you want to make public comments on this specific Amendment there are two options: First, email comments to either Mike DeSimone, Director, at mike.desimone@loganutah.org, 435.716.9022 or Debbie Zilles, CDBG Coordinator, at Debbie.zilles@loganutah.org 435.716.9021 by Monday, May 4 at 5:00 p.m. to guarantee they will be distributed to the Mayor and Councilmembers prior to the public hearing; and two, join the meeting via ZOOM Webinar ID: 975 8713 6977. A host will monitor the online meeting. When we get to the agenda item where you wish to comment, use the "Raise your Hand" feature to indicate you want to speak, and the host/or Chair will recognize you in turn.



Municipal Council Meeting

**CDBG-CV
PY2019 AAP AMENDMENT**

**CITIZENS PARTICIPATION PLAN
AMENDMENT**

May 5, 2020



2019 AAP Amendment CDBG-CV

CARES ACT

Coronavirus Aid, Relief, and Economic Security Act

- March 27, 2020
- HUD Awarded Logan City \$299,912
- Purpose: Prevent, Prepare for, and Respond to the Coronavirus Pandemic (COVID-19)



2019 AAP Amendment CDBG-CV

CARES ACT

- **Modified Traditional CDBG Processes**
- **Allow for Expedited Review and Approval Process**
- **Goal –Respond Quickly to Immediate Needs**



2019 AAP Amendment CDBG-CV

CDBG-CV Process

- Amend 2019 Annual Action Plan to include Additional Activities
- Amend 2019 Citizens Participation Plan Modifying Public Process
- Public Services Funding Cap Does Not Apply to these Funds



2019 AAP Amendment CDBG-CV

Eligible Activities Supporting COVID-19 Response

- **Building and Improvements**
- **Business Assistance**
- **Public Services/Social Services**
- **Planning, Capacity Building, Technical Assistance**
- **Any Activity Typically Allowed Under CDBG (LMI, ED, Urgency)**



2019 AAP Amendment CDBG-CV

COVID-19 Impacts in Logan

- **Lessor Impact - Healthcare Impacts
(Infection rate stable - could change)**
- **Greater Impact – Job losses, business closing, job reductions, loss of income**
- **Mental Health Impacts – increase in domestic violence**



2019 AAP Amendment CDBG-CV

Potential Activities & Estimated Funding

**Total CDBG-CV Funding Available
\$299,912**

**Purpose – Prevent, Prepare for, and Respond to
the Coronavirus Pandemic**



2019 Moderate Income Housing Plan

Cache Community Food Pantry

- \$25,000 - Purchase & Distribute Food
- \$11,000 - Purchase New Coolers

CAPSA

- \$20,000 – Emergency Shelters
- \$20,000 – Rental Assistance (Long Term Housing)



2019 Moderate Income Housing Plan

Bear River Health Department

- \$6,000 - PPE Supplies/Thermometers
- \$10,000 – Telehealth System

Logan City/Other

- \$50,000 – Small Business Assistance
- \$50,000 – LMI Resident Assistance
- \$50,000 – Non-profit Assistance
- \$25,000 – Restaurant Food Voucher



2019 Moderate Income Housing Plan

Sunshine Terrace

- \$17,000 – Segregated Patient Care
- \$5,000 – Segregated Staff Changing

Designate Receiver Projects

Other Ideas for Assistance Funding



2019 AAP Amendment CDBG-CV

2019 Citizens Participation Plan Amendment

- **Minimum 5 Day Public Comment Period**
- **Virtual Meetings**
- **Limit Public Gatherings**
- **Outline Ways the Public can Comment**



2019 Moderate Income Housing Plan

Questions