

CITIZEN PARTICIPATION PLAN

**FOR
THE COUNTY OF FRESNO
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM,
HOME INVESTMENT PARTNERSHIPS PROGRAM AND
EMERGENCY SHELTER GRANT PROGRAM**



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Prepared by the Department of Public Works and Planning
Community Development Division

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FRESNO COUNTY HOUSING AND COMMUNITY DEVELOPMENT CITIZEN PARTICIPATION PLAN

INTRODUCTION

The Citizen Participation Plan briefly describes the Fresno County Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Shelter Grant (ESG) Programs and the process by which citizens may become involved in the preparation of the Consolidated Plan and activity selection process for the three programs. The Plan is designed to meet the citizen participation requirements of the Federal Housing and Community Development Act of 1974, as amended.

In order to receive an annual allocation from HUD, the County and cities participating in the County's CDBG, HOME and ESG Programs are required to prepare a five-year Consolidated Plan and an annual Action Plan, which are sent to and approved by HUD. The Consolidated Plan is a long range planning document that describes Fresno County's housing and community development needs and strategies for addressing those needs.

The Action Plan describes what the County proposes to accomplish in a given year and serves as the County's annual application to HUD for the CDBG, HOME and ESG programs. During the first year, the Action Plan is included as part of the Consolidated Plan. For the next four years, the County submits only an annual Action Plan to HUD along with any revisions to the Consolidated Plan that may be needed.

SUMMARY OF THE CDBG PROGRAM

The Fresno County CDBG Program is a federally assisted program administered by the United States Department of Housing and Urban Development (HUD). The CDBG Program was authorized in 1974 for a three-year period and has since been extended every three years. The primary objective of the CDBG Program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities principally for low- and moderate-income persons. (For specific eligible and ineligible activities, as well as County priorities, refer to Appendix I, under Eligible Activities.)

The County is responsible for the development and implementation of the CDBG program in the unincorporated areas and those small cities participating in the County's CDBG program. The cities that may or may not elect to participate in the County program include Coalinga, Firebaugh, Fowler, Huron, Kerman, Kingsburg, Mendota, Orange Cove, Parlier, Reedley, Sanger, San Joaquin and Selma. The cities that choose not to participate in the County program can instead compete for the small cities' CDBG program administered by the State of California.

The City of Clovis is eligible for its own direct annual entitlement of CDBG funds from HUD, but may continue to participate in the County program as it has historically. The City of Fresno is eligible for its own direct annual entitlement of CDBG funds from HUD and is not a part of the County program.

The Fresno County Board of Supervisors has determined that the participating partner cities shall receive an annual allocation of CDBG funds from the County and are responsible for conducting a public meeting to set their own local priorities and to prepare their annual programs. The County, as program administrator, works with its partner cities to ensure that selected activities are eligible and meet one of the required national objectives. The Board of Supervisors retains final authority in project selection and submission of the application to HUD.

Unincorporated Area Programs

The Fresno County Board of Supervisors has established four CDBG-funded programs for the unincorporated area. These programs include 1) Housing Rehabilitation, 2) Sheriff's Area Based Policing, 3) Public Facility and Infrastructure Improvement Projects and 4) Community-based Social Services. The Board may delete programs or establish additional programs at a public hearing. Early each calendar year, the Board of Supervisors sets the funding levels for the above programs at a public hearing. The four CDBG-funded programs for the unincorporated area are discussed below:

Housing Rehabilitation

Low- and moderate-income homeowners or landlords renting to low- and moderate-income tenants in the unincorporated areas may apply directly to the County Community Development Division for low-interest housing rehabilitation loans. The office is located at:

Fresno County Department of Public Works and Planning
Community Development Division
2220 Tulare Street, 8th Floor
Fresno, CA 93721
(559) 262-4292 or 1-800-742-1011, ext. 2-4292 (toll free)

Area Based Policing

The Sheriff's Area Based Policing Program provides crime prevention, community education, and intervention activities to eligible unincorporated neighborhoods and communities. These activities are carried out primarily by deputies and community

service officers. To receive these services, the area must have a median income that is no more than 80 percent of the County median income.

Public Facility and Infrastructure Improvement Projects

The Housing & Community Development Citizens Advisory Committee (CAC) reviews all public facility and infrastructure improvement project proposals from the unincorporated area and makes annual funding recommendations to the County Board of Supervisors. In evaluating the proposed applications that are presented, the CAC considers the priorities that are established by the Board of Supervisors. High priority projects established by the Board are economic development, health and safety, and fire protection projects. Medium priority projects are virtually all public works improvements. Low priority projects are neighborhood facilities, parks and recreation facilities, improvements to historical facilities and projects that remove barriers for the disabled. The priorities are discussed in more detail in Appendix I.

Community-based Social Services

The Human Resources Advisory Board (HRAB) has been entrusted by the Fresno County Board of Supervisors with the fair and impartial evaluation of proposals seeking CDBG funding for Social Services. The HRAB also is involved in evaluating proposals for using Emergency Shelter Grant (ESG) funds. ESG funds are also applied for in the annual Action Plan. The HRAB is composed of twenty members, appointed by the Board of Supervisors on an at-large basis. Each Supervisor appoints four (4) committee members for a four-year (coterminous) term. The HRAB makes recommendations to the Board of Supervisors, which is ultimately responsible for acting on the recommendations. The process is discussed in greater detail under CDBG and ESG Funding for Social Service Agencies (page 9). Methods of citizen involvement for all aspects of the Consolidated Plan are discussed below.

METHODS OF CITIZEN INVOLVEMENT

Fresno County encourages citizen involvement in the development and implementation of the CDBG Program particularly from those living in low- and moderate-income areas and in slum and blighted areas. Citizen involvement occurs at four stages of program planning: 1) at local public meetings regarding needs in the cities and unincorporated communities within the County, 2) through the work and evaluations by the Housing & Community Development Citizens Advisory Committee for proposed public facility & infrastructure improvement projects in the unincorporated areas, 3) through the work of the Consolidated Plan Committee and 4) at public hearings before the County Board of Supervisors.

Local Public Meeting Process

The process begins with the County staff notifying all participating cities and districts, with significant concentrations of lower-income residents and/or slum or blighted areas, about the opening of the application period. Interested organizations, citizen and neighborhood groups, and affected County departments are also notified of the application period opening. Each of these entities is advised of the program

requirements and the process for submitting an application for funding. An application packet can be picked up at the Community Development Division (CDD) office or mailed upon request. The application packet is also available on the County's web page at www.fresno.ca.gov. The CDD office location is noted under Submission of Proposals on page 5 of the Plan.

The County requires that the governing board of any agency or organization intending to apply for CDBG funds conduct a public meeting or meetings to provide interested citizens the opportunity to comment on the development of the application. The County may waive this annual local public meeting if an agency intends to continue only with a multi-year project or resubmit only previously considered projects. County staff may initiate and assist in coordinating meetings with these local groups.

Interested and affected persons and groups may be advised of the time, place and purpose of the public meetings or hearings at least one week prior to the meeting through press releases and/or legal notices in the appropriate local and/or bilingual newspaper(s). In some communities, noticing is better accomplished by other methods such as flyers or postings in prominent places throughout the area. These methods may be utilized in addition to or in lieu of newspaper articles and legal notices.

County staff will attend local public meetings to describe the CDBG program requirements, review citizen involvement process, as described in this plan, and answer questions. Emphasis is particularly given to Appendix I of this Plan, which is a description of the CDBG Program and activity priorities. Copies of Appendix I are distributed to those in attendance. If a significant number of non-English speaking residents are expected to participate at a public meeting, arrangements are made to have a translator available.

The County may also initiate neighborhood meetings where there is interest in applying for Community Development funds (or where an activity is already proposed). In these instances, letters, news releases, bilingual flyers, or reliance upon existing neighborhood organizations' processes are utilized to advise residents of the purpose, time and place of the meetings. All interested persons are invited to attend and express their views.

If there is no local governing board to sponsor a project, a group of residents or a County department may submit a proposal directly to the County's Community Development Division. In some instances, Community Development staff may waive the local public meeting requirement for these proposals.

Every effort is made to conduct all public meetings at times and locations that are convenient to the public and accessible to persons with disabilities.

Submission of Proposals

Once a public meeting is conducted, the governing board (or the residents, if there is no governing board), prioritize proposed projects to meet local identified need and submit the proposal(s) in the form of a project application to:

Fresno County Department of Public Works and Planning
Community Development Division
2220 Tulare Street, 8th Floor
Fresno, CA 93721
Phone (559) 262-4292 or 1-800-742-1011, ext. 2-4292 (toll free)

Upon request, County staff provides technical assistance to community groups in identifying local needs and solutions, preparing necessary cost estimates, and conducting preliminary engineering, so that governing boards or neighborhood groups may adequately submit funding proposals and complete the required project application forms.

Upon receipt of a proposal application, County staff reviews each one to determine eligibility and, within fifteen working days where practicable, acknowledges receipt and eligibility of the proposal. Staff then begins an environmental assessment, evaluates and upgrades cost estimates, and, for projects in the unincorporated areas, prepares information for consideration by the Housing & Community Development Citizens Advisory Committee (CAC).

Citizens Advisory Committee Process

The Housing & Community Development Citizens Advisory Committee (CAC) reviews all public facility and infrastructure improvement project proposals from the unincorporated area and makes annual funding recommendations to the County Board of Supervisors. The CAC also makes recommendations to the Board of Supervisors regarding revisions to the Consolidated Plan, annual Action Plan, and the Citizen Participation Plan and provides comments on housing programs and issues. In addition, the CAC serves as part of the Consolidated Plan Committee, as described on page 8.

Project Selection (unincorporated areas):

In evaluating the proposed applications that are presented, the CAC considers the priorities that are established by the Board of Supervisors. High priority projects established by the Board are economic development, health and safety, and fire protection projects. Medium priority projects are public works improvements, including water, sanitary sewer, and storm drainage improvements. Low priority projects are neighborhood facilities, parks and recreation facilities, improvements to historical facilities, and projects that remove barriers for the disabled. The priorities are discussed in more detail in Appendix I.

In making their recommendation, CAC members are advised of the federal program objectives, local accomplishments, program performance and statistical data, County priorities, community needs, CAC responsibilities and available funding. CAC members are also encouraged to generate interest and provide information about the program in the local community or neighborhood they represent as well as to understand local needs and priorities.

During the preparation of the annual Action Plan, the CAC reviews each unincorporated area proposal application submitted to the County, most of which originated at the local public meetings. County staff prepares a briefing report for each proposed project which includes a project description, eligibility statement, cost estimate, community profile, and project analysis for the community. When the proposed project is to be presented to the CAC, proponents of the proposal are invited to attend the meeting in order to show their support and answer any questions from CAC members.

From the information received at the CAC meetings, the CAC member scores each proposal through a secret balloting process. If multiple proposals are received from one applicant, the applicant is asked to state which proposal is the top priority (see Appendix I for Countywide priorities.) CAC members may consider the order of priority expressed by the applicant, however, members weight the priorities along with Countywide priorities and needs. Based on the cumulative scoring of each proposal, the CAC develops a list of projects for the Public Facility and Infrastructure Improvements Program in the unincorporated area in funding priority order, beginning with the highest ranking project numbered as number 1. Within the list of projects, a funding cut-off point is determined based on the availability of funds. The number of projects to be funded may also be set based upon available resources to administer the project grants in accordance with federal requirements. Projects not funded are placed on a back-up list, to be funded should funds become available from completed project savings or other sources. The entire list of projects is recommended to the Board of Supervisors for consideration at a public hearing held each spring when the CDBG Annual Action Plan is considered for approval. The Board of Supervisors retains sole discretion for determining which projects are actually funded.

CAC members that are either district board members or employees of a district may not participate in the committee discussion or score projects submitted by that district, due to a potential conflict of interest. CAC members who live in the neighborhood where a project is proposed may score a project affecting their neighborhood, as such action is not considered a conflict.

During the program year, County staff may periodically inform the CAC on progress related to CDBG program activities and requirements such as housing programs, minority contractor participation, labor compliance, economic development, fair housing, and other equal opportunity requirements.

CAC Member Selection/Appointment/Meetings:

The Housing and Community Development Citizens Advisory Committee (CAC) includes representatives from 17 unincorporated communities and areas within Fresno County. These areas currently are:

Auberry/Tollhouse	Del Rey	Lanare
Biola	District One Metro Area	Laton
Calwa	District Two Metro Area	Malaga
Cantua Creek/ El Porvenir	District Three Metro Area	Riverdale
Easton	Squaw Valley/Dunlap	Caruthers
Friant	Tranquillity	

CAC members are selected by their respective Board of Supervisors member and confirmed by the entire Board. Their terms coincide with the term of the Supervisor appointing them to the CAC. Their term may be as long as four years and may be renewed.

CAC members are briefed on the need to be cognizant and responsive to the needs within the entire County, as well as the communities and neighborhoods they represent. Substantial CAC representation from program beneficiary groups is encouraged.

CAC members are sent an agenda prior to each meeting identifying the matters to be brought before the committee, and the time, date, and location of the meeting. Members are also reminded of the meeting by telephone one or two days prior to the meeting.

All CAC meetings are open to the public and are generally held at the:

Fresno County Plaza, Eighth Floor, Conference Room A
2220 Tulare Street
Fresno, CA 93721

Committee meetings are normally held monthly from September to March, on Wednesday evenings at 7:00 p.m., or whenever sufficient business warrants them. Since the CAC may meet on an irregular basis, interested citizens wishing to attend a CAC meeting should contact the Community Development Office at 262-4292 or toll free at 1-800-742-1011 (ext. 2-4292) for the time and place of the next meeting. Meeting notices and Agendas are also available on the County's website, at www.fresno.ca.gov under the Department of Public Works and Planning, Community Development Division. Persons interested in serving on the Citizens Advisory Committee are encouraged to contact the Community Development Division, their representative on the Board of Supervisors, or the Office of the Clerk to the Board of Supervisors.

City Project Selection Process

The County and its CDBG partner cities enter into a Joint Powers Agreement (JPA) every three years to become an Urban County eligible for annual entitlements of CDBG funds. An "Urban County", as provided for under the CDBG program, must have a population of at least 200,000. Every three years, cities have the option of remaining part of the "Urban County" or they may choose to separate and apply directly to the State for CDBG funds. Cities can also rejoin the County program for two or one year periods. Because the specific cities participating in the Urban County Program may change periodically, persons interested in obtaining the most current list of participating cities should contact the Community Development Division at (559) 262-4292 or toll free at 1-800-742-1011, extension 2-4292.

Through the JPA, the Board of Supervisors has determined that the cities participating with the County are guaranteed an annual allocation of CDBG funds for eligible activities. After conducting a local public meeting, each City annually submits an application or applications to the County describing activities that would utilize its annual funding allocation. If a request is for less than a City's allocation, then other cities may

make requests to utilize that City's unallocated funds as an advance on their next year's allocation. Permission for such an advance is granted by a majority of the managers of the participating cities. The City advancing the funds receives its allocation back the following year. When an application is received, the County staff determines each project's eligibility and completes the required environmental work. The recommended City projects are submitted to the Board of Supervisors for consideration at the annual public hearing at the same time the CDBG Action Plan is considered for submission to HUD.

Consolidated Plan Committee

The Housing & Community Development Citizens Advisory Committee members and one representative from each participating city serve as the Consolidated Plan Committee. The Consolidated Plan Committee meets each spring to review and make recommendations regarding the County's Consolidated Plan including the annual Action Plan. The committee also holds a public hearing each fall to review accomplishments of the preceding fiscal year and to hear citizen comments about housing and community development needs. Individual programs described by the Plan are developed through other processes described in this Plan.

The purpose of the Consolidated Plan Committee public hearing is to obtain citizen comments on housing and community development needs, assess the need for any amendments to the consolidated plan, and evaluate program performance. Citizens are notified of the time, place and purpose of the public hearing in a legal notice published at least ten days prior to the hearing in a local newspaper of general circulation. Press releases are also sent to local community and bilingual newspapers.

County Public Hearings on CDBG Program

While the Citizens Advisory Committee is conducting its meetings to evaluate and rank the projects, the Board of Supervisors conducts a public hearing to establish the level of funding for the programs funded by the County's allocation of CDBG funds. These four programs currently are: Public Facility and Infrastructure Improvements, Housing Rehabilitation, Area Based Policing and Social Services. This hearing typically is held in January or February. The Board of Supervisors conducts a second public hearing in April on housing and community development needs to consider for approval, and to direct staff to submit the County's annual Action Plan comprised of all County and City proposed activities to HUD. This hearing affords the public an opportunity to testify on all aspects of the CDBG, HOME, and ESG programs, and enables the Board to obtain comments of interested persons on the proposed program. The hearing is scheduled for continuation of discussion on a later date if necessary. The purpose of the hearing is to consider public comments and authorize County staff to submit the Action Plan to HUD by May 15th each year. The annual Action Plan is a dynamic document and sometimes circumstances necessitate changes to the original document, either deletions or additions to the Plan. The Board of Supervisors always retains discretion to make whatever changes are needed and directs staff to submit an amendment to the Plan.

Citizens are notified of the time, place, and purpose of the public hearing in a legal notice published at least ten days prior to the hearing in a local newspaper of general circulation. If the hearing is being conducted as part of the five-year consolidated plan process, then the legal notice must be published at least 30 days prior to the hearing. All public hearings before the Board of Supervisors are held in the:

Board of Supervisors Chambers
Hall of Records, Room 301 (Third Floor)
2281 Tulare Street
Fresno, CA 93721

HOME PROGRAM

Created by Congress in 1990, the HOME Investment Partnerships Program (HOME) is an annual federal entitlement program to expand the supply and improve the quality of affordable housing for very low- and low-income households. The program can be used for a variety of activities, and as recommended by a Board-appointed Affordable Housing Task Force, the County operates down payment assistance, owner-occupied rehabilitation, self-help construction, and rental rehabilitation programs utilizing its HOME Program grant funds. The County also uses HOME funds to assist new housing construction for owner-occupied homes and rental projects. HOME activities are carried out in the unincorporated area and in the cities participating in the Urban County CDBG Program on a first-come, first-serve basis. The Board of Supervisors may reevaluate the progress being made in implementing the various HOME programs and make funding adjustments accordingly in response to the demand for funds and housing market forces. The deletion or addition of a housing activity included in the Action Plan is considered a substantial amendment to the Action Plan and must be considered by the Board of Supervisors following the publication of a public notice. What constitutes a substantial amendment can be found on page 13 of this Plan under Amendments to the Action Plan.

CDBG AND ESG FUNDING FOR SOCIAL SERVICE AGENCIES

The County receives an annual entitlement of Emergency Shelter Grant (ESG) funds from HUD to improve the quality of existing emergency shelters for the homeless, provide additional shelters, meet the costs of operating shelters, and provide essential social services. Since funding is limited, only one or two projects are typically funded each year Countywide.

Most of the County's homeless facilities are located in the City of Fresno and unlike the CDBG program, County ESG funds can be spent inside the City of Fresno. ESG is administered through the County's Human Services System (HSS). The cities participating in the CDBG program do not receive an allocation of ESG funds separate from this program.

The Human Resources Advisory Board (HRAB) has been entrusted by the Fresno County Board of Supervisors with the fair and impartial evaluation of proposals seeking funding through the County Human Services System, the Emergency Shelter Grants (ESG), Marriage License Fees, and the Community Development Block Grant (CDBG) for Social Services. The HRAB is composed of twenty members, appointed by the

Board of Supervisors on an at-large basis. Each Supervisor appoints four (4) committee members for a four-year (coterminous) term.

Each year, the County Human Services System (HSS) publishes a Request for Proposals (RFP) under Public Notice, in the Fresno Bee. Additionally, the RFP is sent to previous applicants that have demonstrated satisfactory performance. Community-based organizations (CBO) providing social services are also encouraged to submit proposals.

The County of Fresno Human Services System request for proposal funding instructions, application form, guidelines, and criteria can be obtained at the County of Fresno Purchasing Division located at 4525 E. Hamilton Avenue in Fresno. The deadline for submitting a completed application is February 1st each year. Late or post marked applications are not accepted.

All proposals submitted are first reviewed by County staff for eligibility. Those that meet the eligibility criteria are presented to the County HRAB for review. An on-site visit and hearing is conducted by HRAB as part of the proposal review process.

The HRAB conducts interviews with agency representatives from each of the eligible proposals. After interviews with the agencies are completed, the proposals are ranked and grouped into the following four separate categories:

- 1). Health
- 2). Welfare
- 3). Social Development (including recreation)
- 4). Probation

An applicant may have the option of a multi-year funding agreement. One-third of the total applicants will be considered for a three-year agreement with renewal, one-third for a two-year agreement with renewal, and the remaining applicants receive a one-year agreement. The HRAB has sole discretion when recommending an agency for a multi-year funding agreement with a renewal option. Multi-year funding is always contingent upon sufficient funds being available.

The appeals process has been established by the Human Resources Advisory Board (HRAB). All appeals must be in writing and must be submitted to the County Purchasing Division and HSS within five (5)-days of HRAB's publicly posted recommendations. If an agency's application was set aside, the agency may appeal to the HRAB. Agencies may also appeal to the HRAB and the Board of Supervisors if one or all of the following occur: 1) A proposal is not recommended for funding, 2) A proposal is not recommended for 100 percent funding, 3) A proposal is not recommended for multi-year funding.

The HRAB will review the annual performance of those agencies that receive a multi-year funding agreement. The HRAB will consider continued funding for those agencies that demonstrate satisfactory performance. If HRAB determines that an agency, which received a multi-year funding agreement, is not performing satisfactorily, the HRAB may recommend that funding be discontinued and that the agency be required to go through the regular funding process to be considered for funding in subsequent years.

The HSS presents the HRAB's recommendations to the Board of Supervisors in September of each year. The Board has discretion to approve which agencies are funded. The Board-approved agreements become effective October 1st and last for one year, terminating the following September 30th.

For more information about the application process, please contact:

Human Services System
2600 Ventura
Fresno, CA 93721
Phone (559) 253-9153

After completion of the Board of Supervisors' final public hearing on the County's Consolidated Plan and/or annual Action Plan, the County submits the plan(s) as approved by the Board of Supervisors to the Department of Housing and Urban Development (HUD) for a 45-day review period.

Copies of the Consolidated Plan, annual Action Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), and the Citizen Participation Plan are available to interested parties upon request at:

Fresno County Department of Public Works and Planning
Community Development Division
2220 Tulare Street, 8th Floor
Fresno, CA 93721
Phone (559) 262-4292 or 1-800-742-1011, ext. 2-4292 (toll free)

STATE CLEARINGHOUSE REVIEW

Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, allows each State to establish its own process for review and comment on proposed federal financial assistance programs. The E.O. 12372 applies to the CDBG Entitlement program where there is a proposal to use funds for the planning or construction (reconstruction, rehabilitation, or installation) of water or sewer facilities. Such facilities include storm sewers as well as all sanitary sewers, but do not include water or sewer line connections from a structure to the lines in the public right-of-way or easement. If no funds are to be used for such activities, the E.O. 12372 does not apply.

For activities subject to review under the E.O. 12372, the proposed Consolidated Plan and/or annual Action Plan are to be sent to the following:

State Clearinghouse
State of California Governor's Office
Office of Planning & Research
1400 Tenth Street
Sacramento, CA 95814

Council of Fresno County Governments (COFCG)
2100 Tulare Street, Suite 619
Fresno, CA 93721

The COFCG is the regional metropolitan planning organization serving Fresno County. The COFCG disseminates information on the proposed grant application to appropriate parties in the region, which may be affected by or interested in the projects. It is also reviewed by the COFCG staff to determine the relationship to adopted regional policies, plans, or programs. The County requires COFCG to send its comments to the State Clearinghouse (with a copy to the County) and requests the State to provide all comments to the HUD Field Office.

The State may waive the review process with a letter to be included in the grant application. However, the County must still respond to comments prepared by the regional metropolitan planning organization. Upon submission of the County's annual Action Plan to HUD, the County specifies the date the annual Action Plan was sent to the State and regional metropolitan planning organization. The State and regional clearinghouses have up to 60 days from the date the proposed annual Action Plan is sent to provide their comments to HUD. An additional 5 days are allowed for HUD to receive the comments.

GENERAL COMMENTS

Any comments about the Fresno County Community Development Program should be directed to:

Fresno County Department of Public Works and Planning
Community Development Division
2220 Tulare Street, 8th Floor
Fresno, CA 93721
Phone (559) 262-4292 or 1-800-742-1011, ext. 2-4292 (toll free)

The County will attempt to respond to complaints in a timely and responsive manner and, if possible, within 15 working days.

OBJECTIONS TO PLAN APPROVAL

The federal government has given the County Board of Supervisors sole responsibility and authority to develop and implement the Consolidated Plan and annual Action Plan. Nothing in this Plan should be construed as a restriction upon the Board's authority to carry out the responsibilities of the CDBG, HOME or ESG Programs. Persons wishing to object to approval of the annual Action Plan by the Department of Housing and Urban Development (HUD) must make objections on the following basis:

1. The description of needs and objectives in the Consolidated Plan and annual Action Plan is plainly inconsistent with available facts and data;
2. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by Fresno County;

3. The application does not comply with the requirements of the federal housing and community development programs; or
4. The annual Action Plan includes activities which are ineligible.

Objections to the annual Action Plan should include an identification of the requirements not met. Objections made on the grounds that the description of needs and objectives is plainly inconsistent with significant, generally available, facts and data should be accompanied by the data upon which the person relied.

Objections to the annual Action Plan may be submitted to:

U. S. Department of Housing and Urban Development
Community Planning and Development Division
450 Golden Gate Avenue, P.O. Box 36003
San Francisco, CA 94102-3448

HUD will consider objections submitted at any time preferably within 30 days after the County's presubmission hearing.

AMENDMENTS TO THE ACTION PLAN

Occasionally it becomes necessary to substantially amend the Action Plan between submissions to HUD. A substantial amendment is the addition or deletion of an activity to the Board of Supervisors-approved Action Plan. This includes a housing activity, a public service activity or agency, a public facility and infrastructure improvement project, or any other specific activity for which the Board approves CDBG, HOME, or ESG funds. Before the Board adds a new public facility and infrastructure improvement project, the project is either approved by the appropriate City Council or recommended for approval by the CAC. An unincorporated area project is reviewed and recommended by the CAC as a mid-year project (see mid-year projects below).

The Board of Supervisors must approve a substantial amendment to the Action Plan. The date, time, and place that the Board will consider the item must be published in the Fresno Bee at least thirty days prior to the Board meeting. The Board may substantially amend the Action Plan at the same time it authorizes execution of an Agreement for the activity, project, or with any agency. Following Board approval, HUD is advised of the substantial amendment.

Other changes to the Action Plan that are not considered substantial include the addition of an activity that is necessary to address an emergency condition which threatens the public health or safety (see discussion of Interim Assistance Activities on page 15). Also, the funding of a city or unincorporated public facility and infrastructure improvement project from the Board-approved back-up list and increases in CDBG project costs are not considered substantial. However, if the additional funds are more than the greater of \$30,000 or 10% of the total amount of CDBG funds previously approved by the CAC, the increase must be approved by a majority vote of the CAC. This is discussed more fully in the following section.

Increases in CDBG Project Costs

Increases in the amount of CDBG funds for a public facility and infrastructure improvement project must always be approved by the Board of Supervisors, but a public notice is not necessary. Cost increases to a project are considered through an amendment to the project Agreement between the County and the City or District. If there is no Agreement required to implement the project, as in the case of a County Service Area project, the Board must still approve the additional funds, typically via a Consent Agenda Item. The Board can also be asked to approve the additional funds as part of an Agenda Item requesting authority to award a construction contract.

Cities are allocated CDBG funds per the Joint Powers Agreement by formula. If a City needs additional funds to complete or advance a project, it may utilize uncommitted funds on hand from its own allocation or from another city, by mutual consent of the County and participating cities, as an advance on its next-year allocation. In rare instances, a city may be advanced funds from the County's allocation by mutual consent if such funds are available and the advance does not impact the County's project schedule.

For unincorporated area projects, staff may recommend that the Board approve small cost increases without involving the CAC. However, if the additional funds are more than the greater of \$30,000 or 10% of the total amount of CDBG funds previously approved by the CAC, the increase must be approved by a majority vote of the CAC members present. Staff prepares a recommendation for the CAC to review. If the CAC approves the recommendation, final approval of the increase is requested from the Board of Supervisors.

Back-up Projects

Each year the list of public facility and infrastructure improvement projects approved by the Board for funding in unincorporated areas also includes back-up projects. Additionally, the participating partner cities may also choose to submit back-up projects. The County may activate these projects at any time when funding becomes available. The County receives HUD approval for back-up projects along with the approved projects, as they are included in the annual Action Plan.

Mid-Year Projects

A mid-year CDBG project addresses a need that arises during the middle of the year. The project must be an activity with urgent qualities, and due to its recent origin, was not included nor even considered during the regular application process and cannot wait to be considered in the next application cycle. The process for approving a mid-year project is the same as for any proposal considered during the normal application process with two exceptions. First, the approval period is generally abbreviated. Second, a finding of urgency must be made, based on guidelines as outlined in Appendix III. After local approval, (the local public meeting requirement may be waived by the County) the proposal is submitted to the County's Community Development Division for eligibility determination. If the project is in an unincorporated area, the proposal is first presented to the Housing & Community Development Citizens Advisory Committee (CAC) for review, scoring and recommendation. After the Committee scores the project, the project is placed on the current year's unincorporated area project list by

scoring rank, and funded as monies become available. Refer to Appendix III for Committee guidelines in approving mid-year project requests. The CAC and/or staff recommendation is then presented to the Board of Supervisors for approval along with any necessary project Agreement. City mid-year project requests are taken directly to the Board of Supervisors for approval, typically in the form of a new or amended Agreement.

Since a mid-year project is not included in the Action Plan approved by the Board of Supervisors, adding it to the Plan constitutes a substantial amendment. This means the Board considers the mid-year project at a public hearing that is noticed in the Fresno Bee at least 30 days prior to the hearing. If the Board approves the project, an amendment to the annual Action Plan is published and sent to HUD along with a release of funds request (if required by the project's environmental assessment determination).

Mid-year projects, back-up projects, as well as cost overrides for unincorporated area projects are funded out of a small CDBG project contingency fund. The contingency funds are derived from cost savings from completed and/or cancelled unincorporated area projects. Mid-year projects can only be funded to the extent that there are sufficient contingency funds available.

Interim Assistance Activities

Interim Assistance Activities are those immediate activities typically involving a quick repair or temporary alleviation of a sudden emergency by performing work that would otherwise be considered ineligible.

There are two types of interim assistance activities. The first type of interim assistance activity is an activity that is required to make immediate interim repairs to prevent further deterioration of public improvements and facilities. There must be commitments by the agency to make permanent improvements as soon as practicable. Examples of these kinds of eligible activities include repairing streets, sidewalks, parks, playgrounds, utilities and public buildings. Neighborhood cleanup programs are also eligible under this provision.

The second type of interim assistance is an activity that alleviates emergency conditions threatening the public health and safety. For an activity to qualify, the County Administrative Officer, Board of Supervisors, or the mayor of one of the participating cities must determine that an emergency condition exists and requires immediate resolution. Examples of this type of activity include those listed in the previous paragraph, with the exception of parks and playgrounds, and are limited to the extent necessary to alleviate the emergency. They also include clearance of streets, including snow removal, and the improvement of private properties.

Due to their emergency nature, interim assistance activities are exempt from the citizen participation, public hearing and legal noticing processes. The Board of Supervisors is required to adopt a resolution documenting the emergency nature of the activity at the time it is asked to approve the activity for funding. However, these projects are not exempt from all federal regulations such as Davis-Bacon wage rates. After the County

responds to the emergency, the CAC is advised of the action if it occurred in an unincorporated area.

All interim assistance activities must still meet at least one of the national objectives of the Community Development Block Grant (CDBG) Program to be an eligible interim assistance activity. (See "National Objectives" in Appendix I.)

Urgent Need National Objective

One of the three national objectives of the CDBG program is to address needs having a particular urgency. Urgent Need activities must meet three criteria: 1) Existing conditions must pose a serious and immediate threat to the health and welfare of the community, 2) Need must be of recent origin or recently became urgent (18 months preceding certification) and 3) Neither the submitting agency nor the County must be able to finance the activity on its own and must demonstrate that other sources of funding are not available. HUD typically defines Urgent Need as activities being carried out in response to a natural disaster such as an earthquake. The Urgent Need National Objective is typically only invoked in this kind of circumstance and only when neither of the other two National Objectives apply.

Unless the activity meets the interim assistance activity requirements, an Urgent Need activity is not necessarily exempt from environmental work or the citizen participation process. Potential Urgent Need activities are rare and must be carefully evaluated individually by County staff.

AMENDMENTS TO THE CITIZEN PARTICIPATION PLAN

When it may become necessary to amend the Citizen Participation Plan, the following procedure will be followed:

Amendments to the Citizen Participation Plan will be considered for significant changes or additions, and will require approval by the CAC and by the Board of Supervisors. These amendments include policy, project priority and procedural changes to what has been previously established and approved by both the CAC members and the Board of Supervisors. The date, time, and place that the Board will consider the item must be published in the Fresno Bee at least thirty days prior to the Board meeting.

Other modifications or additions to the Citizen Participation Plan that will not require re-approval by the CAC and the Board of Supervisors include those that further outline or clarify existing policies or procedures and/or that are changes or modification to format. County staff will determine the significance of any proposed changes or modifications to determine if CAC or the Board of Supervisors' approval is warranted. In any case, the CAC members will be advised of all changes or modifications to the Plan, and will be provided with updated copies.

HISTORIC PRESERVATION PLAN

The purpose of this section of the Citizen Participation Plan is to inform the public, Citizen Advisory Committee members and County staff of the County's commitment to federal and state environmental guidelines with respect to historic properties. The County is required, by mandate and by process, to ensure that every effort is taken to

identify historic properties that could potentially be affected by any County undertaking, to assess the effects, and to seek ways to avoid, minimize or mitigate any adverse effects on historic properties.

The County of Fresno's process for the "Protection of Historic Properties" follows the requirements as outlined in the Code of Federal Regulations (36 CFR Part 800) in accordance with Section 106 of the National Historic Preservation Act of 1966, (the Act) and the California Environmental Quality Act (CEQA). State CEQA Guidelines and the Act require agencies to take into account the effects of their undertakings on historic properties and to afford the public, the Office of State Historic Preservation, and the Advisory Council on Historic Preservation a reasonable opportunity to comment.

As part of its current review process, the County reviews all projects utilizing federal, state or local funds for compliance with environmental regulations, which includes determination of whether the project could affect historic properties. Historic properties, as identified by the National Historic Preservation Act, are those properties that are included in or that meet the criteria for the National Register of Historic Places. These criteria are designed to provide guidance to State and local governments, federal agencies, and others in evaluating potential entries in the National Register.

As a recipient of federal monies, the County of Fresno is subject to and follows the National procedures for the identification and protection of historically significant properties. It is the County's intention to adhere to the Section 106 review process and follow the National Register's standards for evaluating the significance of properties. These criteria are included in Appendix V of this document.

The public is encouraged to become involved and comment on County undertakings at each step of an activity's development. The process for public participation is discussed in this document under Methods of Citizen Involvement (pages 3 through 8). For more information on the documentation of historic properties and use of the Criteria for Evaluation of historic properties, citizens are encouraged to contact the following agencies:

1. Office of Historic Preservation, P.O. Box 942896,
Sacramento, CA 94296-0001; Phone (916) 653-6624
2. Advisory Council on Historic Preservation, Office of Planning and Review,
12136 West Bayaud Avenue, Suite 330, Lakewood, CO 80228;
Phone (303) 969-5115, www.achp.gov
3. Keeper of the National Register-USDI National Park Service, National
Register History & Ed., 1849 C Street, N. W. Rm. NC 400,
Washington DC, 20240; Phone (202) 343-9559, www.cr.nps.gov/nr/index.htm
4. County of Fresno, Development Services Division,
Planning & Environmental Analysis Section; Phone (559) 262-4055

DISPLACEMENT PLAN

Whenever possible, the displacement of individuals as a result of activities assisted under the CDBG, HOME and ESG programs will be discouraged. However, in the event a project's activities cause voluntary or involuntary displacement, the County of Fresno will take steps to ensure that any family, individual, business, nonprofit organization, or farm displaced as a result of CDBG-, HOME- and ESG-assisted projects are treated fairly, consistently and equitably so that those affected will not suffer disproportionately as a result of the project design. In order to ensure the above, the County assures that any and all real property acquisition will be in accordance with subpart K 570.606 of Title I of the Housing and Community Development Act of 1974 and under State law governing land acquisition policies and the Uniform Act, (42 U.S.C. 4651) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 d. et. seq.) and HUD implementing regulations at 24 CFR Part 1, Title III of the Civil Rights Act of 1968 (42 U.S.C. 3601 et. seq.) and executive Order 11063. The County assures that it will:

- (a) Carry out the policies and procedures of this part in a manner that ensures that the acquisition and relocation process do not result in different or separate treatment to person on account of race, color, religion, sex, national origin, or source of income.
- (b) Assure that, within a reasonable period of time prior to displacement, comparable replacement dwellings will be available to all displaced families and individuals and that the range of choices offered to such persons will not vary on account of their race, color, religion, sex, national origin, or source of income.
- (c) Carry out relocation services in a manner that will promote maximum choice in housing, that will promote lessening of racial, ethnic and economic concentrations, and that will facilitate desegregation and racially inclusive patterns of occupancy and use of public and private facilities.
- (d) Make available to the public, information regarding the relocation procedures and payments, which are included in the Community Development Affordable Housing Manual under Relocation Procedures.
- (e) Inform affected persons of their rights under the policies and procedures set forth under the regulations under Uniform Act, including their rights under Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968.

APPENDIX I

DESCRIPTION OF THE FRESNO COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND ACTIVITY PRIORITIES (County Funded Projects)

Background: The CDBG Program is a Federally assisted program initiated in 1974. Under the program Fresno County is entitled to receive a certain annual allocation for various housing and community development activities.

Primary Objectives of the Federal Program: "...the development of viable urban communities including decent housing and a suitable living environment and expanding economic opportunities, principally for person of low-and moderate-income."

Purpose: To consolidate a number of complex and overlapping programs of financial assistance into a consistent system of Federal aid which:

1. Provides assistance on an annual basis, with maximum certainty and minimum delay, upon which communities can rely.
2. Encourages activities consistent with the community plans.
3. Endeavors to meet the Federal housing goals of a decent home and suitable living environment for all Americans.
4. Foster activities in a coordinated and mutually supportive manner.

Urban County: Fresno County and its smaller cities participate together to be eligible for an annual entitlement of CDBG funds as an urban county. A county qualifies as an urban county if the population of its unincorporated areas and participating cities exceeds 200,000. Under this program, the County must be responsible for meeting the Federal requirements of the program. Every three years, the cities each choose whether they wish to participate with the County in this program.

National Objectives: Each activity must meet one of the following National Objectives:

1. Directly benefit low- and moderate-income persons (the project must be located in a neighborhood which has a median income less than 80 percent of the County's median income or must principally serve those whose income is less than that median income figure).
2. Aid in prevention or elimination of slum or blight (the applicant must supply proof that the area meets the State or local government's definition of slum and blight).
3. Meet an urgent need (the activity provides a remedy to a serious health or welfare problem; and there are no other funds available; and the problem is of recent origin).

Total Funds Available: The County has agreed to set aside a certain percentage of the total CDBG funds for each participating city for eligible activities determined by that city. The Board of Supervisors determines the programs and funding for programs in the unincorporated area from the County's portion of the grant. Specific activities proposed for unincorporated areas are funded by the County's portion of the grant and are approved by the Board of Supervisors.

Eligible Activities: The following list describes the types of activities that can be funded by the CDBG Program for the unincorporated area through the funding set aside by the Board of Supervisors for Public Facility and Infrastructure Improvement Projects, provided that the activity meets one of the three National Objectives described on the previous page. These activities reflect the emphasis of the county program and are classified as high, medium, and low priority activities. The priority listing is intended to assist applicants and the CAC in assessing needs and considering activities for funding priority.

I. High Priority Activity

A. Economic Development

Examples: Commercial revitalization, business expansion, job creation, industrial development and pre-development planning can occur through off- or on-site public works improvements, and low-interest business loans for rehabilitation, improvement or new construction.

B. Health and Safety

Examples: A project that will correct a documented serious, immediate or imminent health or safety hazard.

C. Fire Protection

Examples: Fire stations, trucks, hydrants, and equipment.

II. Medium Priority Category

A. Water System Improvements

Examples: Wells, water treatment facilities, distribution lines, pumps.

B. Sanitary Sewer System Improvements

Examples: Collection lines, lift stations and treatment facilities.

C. Storm Drainage Improvements

Examples: Lines, catch basins and ponding basins.

D. Other Public Works Improvements

Examples: Canal undergrounding, street reconstruction, installation of curb, gutters and sidewalks.

III. Low-Priority Category

A. Neighborhood Facilities

Examples: Single- or multi-purpose facilities to provide health, social, recreational, or similar services as well as branch libraries, and facilities for specific groups such as senior citizens and the handicapped.

B. Parks and Recreation

Examples: Site acquisition, development and improvements to new and existing parks, playgrounds and other recreational facilities.

C. Historical Facilities

Examples: Improvements to facilities on the National Register of Historic Places.

D. Americans with Disabilities Act Improvements

Examples: Curb cuts, wheelchair ramps, specialized playground equipment and surfaces.

IV. Ineligible Activities

A. Civic Buildings - Such as city halls, courthouses, and police stations

B. Operating and Maintenance Expenses

C. General Government Expenses

D. Political Activities

E. Purchase of Equipment - (Except for fire and solid waste)

F. Furnishings and Personal Property

G. Income Payments

H. New Housing Construction

Community Development Block Grant Application Approval Process: for Unincorporated Area Public Facility and Improvement Projects

1. Local Public Meeting Conducted by Applicant (June-September)
2. Submission of Application Forms by Applicant (September)
3. Proposal Application Considered by 17-Member Citizens Advisory Committee (October - February)
4. After All Proposals Have Been Considered, All are Scored and the Highest Scoring Projects are Recommended for Funding (March)
5. Board of Supervisors Conducts Public Hearing on Committee Recommendation (April), Program is Submitted to Housing and Urban Development Department (HUD) (May)

6. HUD Approves Action Plan and Funds Become Available to County (July)
7. County Enters Into Agreement with Applicants and Funds Become Available for Projects (June-October)

APPENDIX II

CDBG PROGRAM DOCUMENTS AVAILABLE FOR REVIEW BY INTERESTED PERSONS

The following documents are available for review:

1. All mailings and promotional materials
2. All records of hearings
3. All key documents including:
 - Five-Year Consolidated Plan and Annual Action Plan
 - Consolidated Annual Performance and Evaluation Report (CAPER)
 - Current Census Data
 - Citizen Participation Plan
 - Project Environmental Review Records
 - Proposed and Approved Applications for the Current Year
4. Copies of the regulations and issuances governing the CDBG Program

These documents are available at the following locations:

1. Fresno County Department of Public Works and Planning
Community Development Division
2220 Tulare Street, 8th Floor
Fresno, CA 93721
Phone (559) 262-4292 or 1-800-742-1011, ext. 2-4292 (toll free)
Monday through Friday, 8:00 am to 5:00 pm
Closed on Legal Holidays
2. Fresno County Public Library
Central Library – Reference Desk
2420 Mariposa Street
Fresno, CA 93721
Phone (559) 488-3195
3. Website: Fresno County Department of Public Works and Planning
Community Development Division
www.fresno.ca.gov

APPENDIX III

CONSIDERATIONS FOR FUNDING MID-YEAR PROJECTS

The Community Development Block Grant (CDBG) Program maintains a small contingency fund that is used to cover unanticipated costs to complete approved projects in the unincorporated areas. The contingency funds are derived from savings from completed and/or cancelled unincorporated area projects. These funds may also be used for new mid-year projects in the unincorporated area. Unless the proposed mid-year project is an emergency interim assistance activity, it must be reviewed, scored and recommended for funding by the Housing & Community Development Citizens Advisory Committee (CAC). After the Committee scores the project, the project is placed on the current year's unincorporated area project list by scoring rank, and funded as monies become available. The CAC uses the following guidelines in making its recommendation whether to fund a mid-year project:

1. Delay in CDBG funding would jeopardize funding commitments that the applicant has already received from other agencies.
2. Project alleviates a serious health and safety problem.
3. Project involves correction of a problem, which is of recent origin.
4. The applicant has demonstrated that other funds are not available.
5. The project cost can be handled by available uncommitted CDBG funds.
6. If necessary, the applicant is willing to set aside a previously committed CDBG project in their community in order to accomplish the project.
7. There were unusual circumstances for the project not to have been previously considered during the regular application process.

APPENDIX IV

HOUSING & COMMUNITY DEVELOPMENT CITIZENS ADVISORY COMMITTEE ANNUAL REPORT

The Fresno County Board of Supervisors requires that each Board-Appointed Committee such as the Housing & Community Development Citizens Advisory Committee (CAC) prepare and submit an annual report to the Board on or before May 1 each calendar year. The annual report typically is 3 to 5 pages, and consists of the following:

- a. Major issues reviewed by the CAC;
- b. Items the CAC has referred to the County Departments or to the Board of Supervisors for action;
- c. A brief statement regarding the number of meetings held and the attendance of the CAC membership; and
- d. Any upcoming issues of major importance.

The CAC is also required to send a copy of the minutes from each meeting to each member of the Board of Supervisors.

APPENDIX V

NATIONAL REGISTER OF HISTORIC PLACES CRITERIA FOR EVALUATION

The National Register's standards for evaluating the significance of properties were developed to recognize the accomplishments of all peoples who have made a contribution to our country's history and heritage. The criteria are designed to guide State and Local Governments, Federal Agencies, and others in evaluating potential entries in the National Register.

Criteria for Evaluation

The quality of significance in American History, architecture, archeology, engineering and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association and:

- a. that are associated with events that have made a significant contribution to the broad patterns of our history; or
- b. that are associated with the lives of persons significant in our past; or
- c. that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- d. that have yielded, or may be likely to yield, information important in prehistory or history.

Criteria Considerations

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- a. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- b. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historical person or event; or
- c. a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his productive life; or

- d. a cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- e. a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- f. a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or
- g. a property achieving significance within the past 50 years if it is of exceptional importance.

Information on documentation of properties and use of the Criteria for Evaluation may be obtained by writing to:

National Register of Historic Places
National Park Service
U.S. Department of the Interior
Washington, D.C. 20240

The Secretary Of The Interior's Standards For Rehabilitation

The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- (1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- (2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- (3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- (4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- (5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterized a historic property shall be preserved.
- (6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and

other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

- (7) Chemical or physical treatments, such as sandblasting that causes damage to historical materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- (8) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measure shall be undertaken.
- (9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- (10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.