CITY OF WEST SACRAMENTO

Citizen Participation Plan

Engaging the Community in Planning, Implementation and Assessment of the Community Development Block Grant Program

Adopted February 3, 2016
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EQUAL HOUSING OPPORTUNITY

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Introduction

Beginning fiscal year 2016/2017, the City of West Sacramento (City) will receive designation as a Community Development Block Grant (CDBG) Entitlement community and will be eligible to receive funding from the U.S. Department of Housing and Urban Development (HUD) authorized under Title 1 of the Housing and Community Development Act of 1974, as amended under Title 1 of the Housing and Community Development Act of 1977 and the Cranston-Gonzalez National Affordable Housing Act of 1990. The goal of the CDBG Program is to develop and maintain viable urban communities by providing decent housing, a suitable living environment and expanded economic opportunities for persons from low- and moderate-income households. As a condition of CDBG Entitlement status, communities must develop a Citizen Participation Plan that meets federal requirements at 24 CFR 91.100 and 24 CFR 91.105.

The Citizen Participation Plan outlines the City's process for engaging the community in the planning, implementation and assessment of programs and projects receiving CDBG funding. In particular the plan encourages participation by residents who are from low- and moderate-income households, persons living in low- and moderate-income neighborhoods, households receiving federal rental assistance, minorities, non-English speakers and persons with disabilities. The CDBG planning process includes the creation of a five-year Consolidated Plan, followed by the development of Annual Action Plans and concludes each year with the preparation of a Consolidated Annual Performance and Evaluation Report. Citizen participation is required during the development of each of these documents.

Public Hearing Requirements

Public hearings regarding the CDBG planning process will be noticed in English and Spanish in the newspaper of record for the City of West Sacramento at least fourteen (14) days before a hearing is held concerning CDBG funding and when any of the following draft or final documents are available for review:

- Citizen Participation Plan;
- Consolidated Plan;
- Annual Action Plan; or
- Consolidated Annual Performance and Evaluation Report.

For the purposes of this document and the City's CDBG program, the public notice for a public hearing shall contain, at a minimum: the date, time and the location of the hearing or document available for review; contact information for the City staff person handling the issue under consideration; a mailing address for written comments; an explanation of how to request a reasonable accommodation for a disability and an explanation of how to request assistance for non-English speaking persons. Notices will be posted on the City's website and emailed to any persons or organizations requesting to be placed on the email notification list.

Public hearings will be held at times and locations with easy access to transit that are convenient to potential and actual beneficiaries of CDBG funding. Hearings will be held in facilities accessible to persons with mobility impairments and are available to view and/or listen to online at www.cityofwestsacramento.org. Persons requiring assistance to participate a meeting due to a disability should contact the City Clerk at (916) 617-4500. Notification seventy-two (72) hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility at the meeting. Written comments may be submitted prior to the date of the hearing to: City of West Sacramento, Economic Development and Housing Department, 1110 West Capitol Ave., West Sacramento, CA 95691. Information may be obtained, or a public file on CDBG

activities may be reviewed at: City of West Sacramento, Economic Development and Housing Department, 1110 West Capitol Avenue, West Sacramento, CA 95691 between the hours of 8:00 a.m. and 5:00 p.m. on weekdays. The Economic Development and Housing Department may be contacted at (916) 617-4555 or by email at housing@cityofwestsacramento.org

Accessible Format

CDBG related documents including draft and final Citizen Participation Plan, Annual Action Plan and Consolidated Plan will be available in electronic format at www.cityofwestsacramento.org.

Large print versions of CDBG related documents may be requested by contacting the Economic Development and Housing Department at (916) 617-4555 or by email to housing@cityofwestsacramento.org. Documents will be made available for pick up or mailed within three (3) business days, as requested.

Citizen Participation Plan Development Process

At a minimum, the following organizations will be consulted during the development of the draft Citizen Participation Plan:

- Economic Development and Housing Commission;
- City Council; and
- Required public and private agencies described at 24 CFR 91.100

The draft Citizen Participation Plan will be made available for review for a 30-day public comment period announced through a public notice in English and Spanish published in the City's newspaper of record and on the City's website at www.cityofwestsacramento.org. The draft will be available at the following locations:

- City of West Sacramento, Economic Development and Housing Department, 1110 West Capitol Avenue, West Sacramento, CA 95691;
- The West Sacramento branch of the Yolo County Library (Arthur F. Turner Library), 1212 Merkley Avenue, West Sacramento, CA 95691; and
- www.cityofwestsacramento.org.

Following the 30-day public comment period, a properly noticed public hearing will be conducted before the City Council prior to adoption and submission to HUD for approval.

Amendments to the Citizen Participation Plan

A substantial amendment to the Citizen Participation Plan shall be defined as any action that will substantially change the outreach and engagement policies for the Citizen Participation Plan, Consolidated Plan, Annual Action Plan or Consolidated Annual Performance and Evaluation Report. Substantial amendments will be made available for review for a 30-day public comment period announced through a public notice in English and Spanish published in the City's newspaper of record and on the City's website at www.cityofwestsacramento.org. The public comment period will be followed by a properly noticed public hearing before the City Council prior to adoption and submission to HUD for approval.

Minor amendments to the plan that do not substantially change the outreach and engagement policies of the Citizen Participation Plan may be approved by the City Manager prior to submission to HUD for approval.

Consolidated Plan Development Process

As a recipient of CDBG funding, the City is required to develop a Consolidated Plan that evaluates the needs of low- and moderate-income residents. This assessment includes a review of the City's affordable housing stock; homeless and disabled populations; the needs of youth and seniors, community development needs and resources currently deployed in the community to address these issues. The Consolidated Plan sets five-year goals for leveraging existing resources to address unmet needs.

The Consolidated Plan analyzes available data regarding the needs of low- and moderate-income residents from the U.S. Census, the member agencies of the local Continuum of Care and relevant City, County or regional planning studies including the City's Vision, Mission and Strategic Plan.

To provide an opportunity for all segments of the West Sacramento community to participate, the five-year planning process will include outreach and consultation with multiple local organizations, including, but not limited to, those listed below. A summary of these discussions will be included in the Consolidated Plan document.

- City of West Sacramento Economic Development and Housing Commission;
- Housing Authority of the County of Yolo;
- West Sacramento Chamber of Commerce;
- Yolo County Health and Human Services Agency;
- Yolo County Homeless and Poverty Action Coalition which acts as the local Continuum of Care;
- Faith-based community; and
- Residents of lower-income neighborhoods including Bryte, Broderick, Washington and old West Sacramento.

The City will notify adjacent units of general local governments during the Consolidated Plan development process including:

- The County of Yolo;
- The City of Sacramento;
- The County of Sacramento; and
- The City of Davis.

The City will conduct a properly noticed public hearing before the Economic Development and Housing Commission and/or the City Council to notify the public of the availability of CDBG funding prior to the completion of the draft Consolidated Plan. The notice will include the amount of funds the City expects to receive, the total amount available for use, the range of activities eligible for funding and the amount of funding expected to benefit low- and moderate-income households.

Once a draft Consolidated Plan has been completed, it will be made available for review on the City's website and at the following locations for a 30-day public comment period:

- City of West Sacramento, Economic Development and Housing Department, 1110 West Capitol Avenue, West Sacramento, CA 95691;
- The West Sacramento branch of the Yolo County Library (Arthur F. Turner Library), 1212 Merkley Avenue, West Sacramento, CA 95691; and
- www.cityofwestsacramento.org.

The 30-day public comment period will be announced on the City's website and through a public notice in English and Spanish published in the City's newspaper of record that includes a summary of the contents and purpose of the Consolidated Plan. Comments received during the public comment period will be summarized in the final Consolidated Plan document which will include an explanation of how comments were incorporated into the plan or why they were not incorporated into the plan. Written comments will receive a response in writing.

Following the 30-day public comment period, a second properly noticed public hearing will be conducted before the City Council to review the Consolidated Plan before adoption. Once adopted, the Consolidated Plan shall be submitted to HUD at least 45 days before the start of the five-year plan period (by May 15th).

Amendments to the Consolidated Plan

If a substantial amendment is needed during the five-year term of the Consolidated Plan, the amendment will require a 30-day public comment period announced through a public notice in English and Spanish published in the City's newspaper of record. At a minimum, the Economic Development and Housing Commission and/or the City Council will be consulted during development of the amendment.

Following the 30-day public comment period, a properly noticed public hearing will be conducted before the City Council prior to adoption and submission to HUD. Comments of citizens received in writing or orally during the 30-day public comment period will be considered prior to preparation of the substantial amendment.

A substantial amendment shall be defined as an action that results in any of the following:

- A transfer of CDBG funds from one activity to another activity of more than $100,000;
- Addition of more than $100,000 CDBG funds to an existing activity;
- Adding a new activity;
- A change in the beneficiaries of an activity; or
- A change in the location of an activity.

Minor amendments shall be defined as actions that do not include any of the substantial amendment items listed above, as well as appropriating program income. Other minor amendments may be approved by the City Manager prior to submission to HUD.

Annual Action Plan

Each year the City will develop an Annual Action Plan detailing the allocation of CDBG funds to move towards achieving the five-year goals in the Consolidated Plan. The Annual Action Plan is due to HUD at least 45 days before the start of each fiscal year (by May 15th). During development of the plan, at a minimum, the following organizations will be consulted:

- Economic Development and Housing Commission or the City Council to announce availability of CDBG funding; and the
- City Council for workshops and public hearings.

The City will conduct a properly noticed public hearing before the Economic Development and Housing Commission and/or the City Council to notify the public of the availability of CDBG funding prior to the completion of the draft Annual Action Plan and a second properly noticed public hearing will be held before the City Council prior to adoption of the plan. The two hearings must

be at least 30 days apart.

Amendments to the Annual Action Plan

If a substantial amendment to the Annual Action Plan is needed, the amendment will require a 30-day public comment period announced through a public notice in English and Spanish published in the City's newspaper of record. At a minimum, the Economic Development and Housing Commission and/or the City Council will be consulted during development of the amendment.

Following the 30-day public comment period, a properly noticed public hearing will be conducted before the City Council prior to adoption and submission to HUD. Comments of citizens received in writing or orally during the 30-day public comment period will be considered prior to preparation of the substantial amendment.

A substantial amendment shall be defined as an action that includes any of the following:

- A transfer of CDBG funds from one activity to another activity of more than $100,000;
- Addition of more than $100,000 CDBG funds to an existing activity;
- Adding a new activity;
- A change in the beneficiaries of an activity; or
- A change in the location of an activity.

Minor amendments shall be defined as actions that do not include any of the substantial amendment items listed above, as well as appropriating program income. Other minor amendments may be approved by the City Manager prior to submission to HUD.

Consolidated Annual Performance and Evaluation Report

At the end of each fiscal year, the City must conduct a self-assessment of progress towards implementation of the Consolidated Plan and the Annual Action Plan goals, known as the Consolidated Annual Performance and Evaluation Report (CAPER). The report is due to HUD no later than September 28th for the previous fiscal year ending June 30th.

Once the draft CAPER has been completed, it will be made available for review at the following locations for a 15-day public comment period prior to submission to HUD:

- City of West Sacramento, Economic Development and Housing Department, 1110 West Capitol Avenue, West Sacramento, CA 95691;
- The West Sacramento branch of the Yolo County Library (Arthur F. Turner Library), 1212 Merkley Avenue, West Sacramento, CA 95691; and
- www.cityofwestsacramento.org.

The 15-day public comment period will be announced on the City's website through a public notice in English and Spanish published in the City's newspaper of record. The CAPER will be emailed to any persons or organizations requesting to be placed on the email notification list and will be forwarded to the Economic Development and Housing Commission. Comments of citizens received in writing or orally during the 15-day public comment period will be considered prior to preparation of the CAPER. Comments received during the public comment period will be summarized in the final CAPER document submitted to HUD.

Minimizing Displacement

The City is committed to administering CDBG funds in a manner that will minimize displacement of residents or businesses. If, as a result of a CDBG funded activity, any residential or business

displacement or relocation must occur, the City assures that an anti-displacement and relocation plan will be developed to address the needs of the activity in accordance with federal regulations. Specifically, the City will comply with the anti-displacement and relocation requirements of the Uniform Relocation Act and the Housing and Community Development Act of 1974, as amended, and implementing regulations of 24 CFR Part 42.

Access to Records

Public information and documentation regarding CDBG funded activities may be obtained or reviewed at the City of West Sacramento, Economic Development and Housing Department, 1110 West Capitol Avenue, West Sacramento, CA 95691 Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Public information also may be requested through the Office of the City Clerk, City of West Sacramento, 1110 West Capitol Avenue, West Sacramento, CA 95691 or online at www.cityofwestsacramento.org.

Technical Assistance

Technical assistance will be provided to groups representing low-income residents that may be interested in requesting CDBG funds for a program or project. Information and technical assistance may be requested by contacting the Economic Development and Housing Department at (916) 617-4555 or by email at housing@cityofwestsacramento.org.

Comments or Complaints

Comments or complaints regarding the City's use of CDBG funding should be made to the Housing Manager. Comments received in writing will receive a written response within 10 working days. Complaints will be investigated by staff from the Economic Development and Housing Department who will prepare an analysis and recommended action. A written response including the recommended action will be mailed to the complainant within 15 working days. If the matter is not resolved to the satisfaction of the person filing the complaint, this person may submit a written appeal addressed to the Director of the Economic Development and Housing Department. The City will mail a written response of the Director's decision to the appellant within 10 working days. If the appellant still is not satisfied with the decision, an appeal may be submitted to the City Manager in writing. The City Manager's decision is final and will be mailed to the appellant within 10 working days.