

# CITY OF SAN LEANDRO



## **CITIZEN PARTICIPATION PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT**

City of San Leandro  
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July 6, 2004

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## **1.0 INTRODUCTION**

The City of San Leandro is required by law to have a detailed Citizen Participation Plan that describes the City's policies and procedures for public involvement in the development of the Five-Year Consolidated Plan and its component Annual Action Plans, amendments to these plans, as well as the Citizen Participation Plan and review of the Consolidated Annual Performance and Evaluation Report (CAPER). The projects described in the Consolidated and Annual Plans use Community Development Block Grant (CDBG), HOME, Housing Set-Aside and other funds. The Citizen Participation Plan (CPP) is a tool to encourage residents to become involved in the development of the plans and documents that outline the housing and community development needs, goals, objectives and activities.

## **2.0 OBJECTIVE**

The law states that the primary purpose of the programs covered by this CPP is to create viable communities by providing decent housing, a suitable living environment and expanding economic opportunities, primarily for very low, low and moderate income people. As per the requirements of 24 CFR § 91.105, the CPP shall identify the implementation process for encouraging public participation and reviewing their recommendations to the Five-Year Consolidated Plan and its component Annual Action Plans, Substantial Amendment(s) to these plans and the CPP, if any, and the CAPER. The objective of the CPP is to involve citizens during all stages of the process, and to respond to specific complaints and needs of citizens. The City will take all actions necessary to encourage the participation of all citizens, including minorities and non-English speaking persons, persons with disabilities, and residents of public and assisted housing, in addition to all San Leandro residents, and public and private agencies. Citizens are asked to identify needs and objectives, prioritize these needs, recommend how much money should be allocated to each high-priority need and suggest the types of programs to meet these needs.

The parties involved in the process comprise neighborhood and citizen groups, non-profit agencies, community-based organizations, social service agencies, business organizations, homeowners associations and San Leandro residents, especially minorities, non-English speaking persons, persons with disabilities and residents of public and assisted housing (referred to as the "public"); the Housing Services Division staff (referred to as "staff") and the City of San Leandro Mayor and Council (referred to as "Council"). All the parties play an integral role in the development of the CPP, the Consolidated Plan, the Action Plans, and the CAPER.

## **3.0 PUBLIC NOTICE**

An advance public notice shall be published at least 15 days prior to a scheduled public hearing. The notice is an invitation to the public to participate in the planning process for the preparation of the Five-Year Consolidated Plan and its component Annual Action Plans, Substantial Amendments to the Plans, and the CAPER. The public notice will announce the date and location of the public hearing. The notice will summarize a list of the proposed needs, objectives and goals, along with the proposed projects and activities for the Plans and Substantial Amendments to the Plans, including the CPP. The content of notices shall convey

to the residents a clear understanding of the event being announced.

- Public Notices shall be published as legal advertisements in at least one newspaper of general circulation serving the San Leandro residents. Notices will also be posted at City Hall, Main Library and other buildings which provide access to the public, as listed in Section 4.0.
- The notices will be posted on the City's website at <http://www.ci.san-leandro.ca.us/slcommunitydev.html> and <http://www.ci.san-leandro.ca.us/newsbriefs.html>.
- Copies of the notice will be available at the City Clerk's Office and in the Community Development Department.
- A copy of the notice will be provided to any person or organization on the CDBG mailing list. All interested parties may request listing on the mailing list.
- The City may hold additional community meetings at neighborhood locations before preparing the Five-Year Consolidated Plan. Notice of community meetings will be given in a manner designed to maximize public participation, such as display ads in The San Leandro Times, fliers in newspapers, postings in neighborhoods, e-mail notices and advertise on the local television cable channel and the local radio station.

#### **4.0 PUBLIC ACCESS TO INFORMATION**

As required by law, the City of San Leandro will provide the public reasonable and timely access to information and records relating to the Consolidated Plan, the Action Plans, and Consolidated Annual Performance and Evaluation Report.

- Copies of the documents will be available at:
  - San Leandro Main Library, Government Document Section, 300 Estudillo Avenue, San Leandro, CA 94577
  - Housing Services Division, Community Development Department, City Hall, 835 East 14<sup>th</sup> Street, 1<sup>st</sup> Floor, San Leandro, CA 94577
  - City Clerk's Office, City Hall, 835 East 14<sup>th</sup> Street, 2<sup>nd</sup> Floor, San Leandro, CA 94577
- Copies of the document will also be made available at the city's website, <http://www.ci.san-leandro.ca.us/slcommunitydev.html> and <http://www.ci.san-leandro.ca.us/newsbriefs.html>.
- Upon request, documents will be made available in a format accessible to persons with disabilities.

#### **5.0 PUBLIC HEARINGS**

Public hearings are required in order to obtain the public's views and to provide the public with the City's responses to public questions and proposals.

Public hearings will be held after a notice has been published in a local newspaper, at least 14 days prior to the date of the scheduled meeting. An agenda for the meeting shall be posted at City Hall 72-hours prior to the meeting. Public hearings are usually held during City Council meetings on every other Monday of the month at 7:00 p.m. at the Council Chambers at City Hall. Although the City does not provide transportation to meetings, the City could assist in finding transportation programs that could provide rides for low income persons, seniors, or disabled persons. Every effort will be made to hear the testimony of all who wish to comment at a public hearing; however, in the event that there is not enough time to hear everyone's testimony, the public is encouraged to submit their comments in writing.

Special accommodations will be made for people with disabilities if a request is submitted within five working days before the hearing. The request shall be submitted to the City Clerk's Office.

The City will make every effort to provide translators for people who do not speak English, if requests are made within five working days prior to the hearing to the City Clerk's office.

## **6.0 PLAN DEVELOPMENT**

### **6.1 The Five-Year Consolidated Plan ("Consolidated Plan")**

6.1.1 GENERAL INFORMATION: The Five-Year Consolidated Plan is a comprehensive document, providing a detailed description of the housing and community development needs in San Leandro, prioritizes them and then develops a strategy with goals and activities for addressing the needs.

#### **6.1.2 THE PROCESS:**

1. In 2004, and every five years thereafter, the San Leandro Housing Services Division will prepare a calendar containing a schedule for the preparation of the Consolidated Plan. The schedule shall contain tentative dates for the preparation of the Plan along with the dates for community meetings, public notices, public hearings, comment period start and end dates, and when the proposed and final Plans are expected to be available to the public.
2. Community meetings will be held at various locations convenient to the public. Because the goal of the planning process is to have as many citizens as possible participate, the City will send out notices to individuals and organizations on the CDBG mailing list, post notices at neighborhood centers and other locations accessible to the public, and advertise in the newspaper, local television cable channel and local radio station. The objective of these meetings is to explain the purpose and process of the Consolidated Plan, identify the needs in the community and clarify the vision San Leandro residents have for the City. The needs will be prioritized and goals, objectives, and activities developed that will be incorporated into the Five-Year Consolidated Plan.

3. Presentation to Council Sub-Committee: An initial draft of the Consolidated Plan will be presented to the Council Business Development Sub-Committee, before presenting it to the City Council at a public hearing.
4. First Public Notice: Presentation of the proposed plan requires advance notices to the public. The publication notice should follow steps in Section 3.0 of this Plan. Notices of the public hearing shall be sent to all persons on the CDBG mailing list and attending the community meetings.
5. First Public Hearing: A public hearing will be held at a Council meeting on a date announced in the public notice, outlined in Section 3.0. Please refer to Section 5.0 for public hearing procedures. The City Council will approve the proposed Consolidated Plan and direct staff to solicit public comments for at least 30 days and set the next hearing date.
6. Second Public Notice: A summary of the proposed Consolidated Plan shall be published to solicit comments over at least a 30-day period. The publication should clearly state the start and end date of the comment period. The publication shall include a list of locations, as listed in the Section 4.0, where copies of the Plan will be available to the public. The notice will include information about the date, time and location of the final public hearing. The notice shall include a brief summary of a description of the contents and purpose of the Plan including a list of the goals, objectives, and activities that will be undertaken over the next five years. The objectives and activities need to be measurable for each year, so that the City can annually compare the outcomes against the proposed outcomes in the Plan. The estimated amount of assistance that the City expects to receive and the amount that will be used to undertake activities that will benefit persons of low and moderate income must also be included in the publication. Free copies of the Plan will be made available to the public upon request. Copies will also be made available in a format accessible to persons with disabilities, upon request.
7. Final Public Hearing: The final public hearing will be held at a scheduled Council meeting. All comments submitted by the public, either in writing or orally at public hearings and during the comment period, shall be taken into consideration. A summary of the comments or views accepted and those not accepted, and reasons for not accepting them, shall be attached to the final Consolidated Plan. The Council will adopt the final Plan with any amendments and submit the Plan to HUD at the San Francisco Office.

## **6.2 The Annual Action Plans (“Action Plans”)**

6.2.1 GENERAL INFORMATION: The Annual Action Plans will implement the objectives, goals and strategies formulated in the Five-Year Consolidated Plan. The Annual Action Plans shall outline the amount and source of funding available, the activities for each objective, and the measurable targeted goal for each of these activities for the year.

### 6.2.2 THE PROCESS:

1. In late fall of every year, the San Leandro Housing Services Division will prepare a calendar containing a schedule for the preparation of the Annual Action Plan for that year. The schedule shall contain tentative dates for the preparation of the Action Plan, along with the dates for publication of public notices, public hearings, comment start and end period, and when the proposed and final plans are expected to be available to the public.
2. Technical Assistance: City staff will provide technical assistance to individuals and organizational representatives of very low, low and moderate income people who are interested in submitting a proposal to obtain funding for an activity. The assistance would include providing guidance, informational sources, and training. The City will not write proposals for an applicant.
3. Human Services Commission and Public Services: Proposed public service objectives and/or activities listed in the Five Year Consolidated Plan shall be presented to the Human Services Commission. The Recreation and Human Services Department shall issue a Request for Proposals for both the CDBG public service activities and the City's Community Assistance Grants. The City staff and the Commission will evaluate the proposals and provide a recommendation to the City Council of agencies with whom the City could contract for public services to meet the objectives in the Consolidated Plan.
4. Council Business Development Sub-Committee Review: The proposed Plan shall be presented to the Council Business Development Sub-Committee for recommendations, before presenting it to the City Council at the first public hearing.
5. First Public Notice: Presentation of the proposed plan requires advance notice to the public. The publication notice should follow steps in Section 3 of this Plan. Notices of the public hearing shall be sent to all persons on the CDBG mailing list. The estimated amount of assistance that the City expects to receive, including program income will be listed in the notice.
6. First Public Hearing: A public hearing will be held at a Council meeting on a date announced in the public notice as described Section 5.0 for public hearing procedures. The City Council will approve the proposed Annual Action Plan, direct staff to solicit public comments for at least 30 days, and set the next public hearing date.
7. Second Public Notice: A summary of the proposed Action Plan shall be published to solicit comments over at least a 30-day period. The publication should clearly state the start and end date of the comment period and list the locations, as identified in the Section 4, where copies of the Plan will be available to the public. The notice will include information about the date, time and location of the final public hearing. The notice shall include a brief description of the proposed activities with the amount of funding for each project and the amount that will be used to undertake activities that will benefit persons of low and moderate income. Upon request, free copies of the Plan will be made available to the public and will also be made available in a format accessible to persons with disabilities.

8. Final Public Hearing: The final public hearing will be held at a scheduled Council meeting, where all comments received will be taken into consideration. These comments, along with reasons for those not accepted shall be attached to the final Annual Action Plan, which will be adopted by the City Council.

The final plan will be then submitted to HUD by May 15. If requested by the HOME Consortium, a copy will also be submitted to the County of Alameda. Copies of the final Plan will be made available to the public at locations listed in Section 4.0.

### **6.3 Amendments to the Five-Year Consolidated Plan and the Annual Action Plans**

- 6.3.1 GENERAL INFORMATION: Throughout the term of the Five-Year and the Annual Plan, the plans may be amended to add or delete action items or objectives. The Plans must be amended through the citizen participation process, if any changes meet the definition of "Substantial Change".

Substantial Change for the Consolidated Plan is defined as:

- The deletion or addition of an objective, program or project, or any changes to the Priority Needs Summary Table.

Substantial Change for the Annual Action Plan is defined as:

- Addition of a new project or an activity not described in the Annual Action Plan
- Elimination of an existing activity described in the Annual Action Plan
- Change in the funding amount for a project or activity by 50% or more
- Change in the purpose or scope of a project or an activity to the extent that it would be considered a new project or an activity
- Change in the location of the project or activity
- A change in more than 50% of the original beneficiaries

These substantial amendments are subject to the citizen participation process in accordance with this CPP. The amendment(s) must be available to the public for comment, through a process described below.

#### **6.3.2 THE PROCESS**

1. Public Notice: Presentation of the substantial amendment(s) made to either the Five-Year Consolidated Plan or the Annual Action Plans require advance notice to the public. These notices shall be published at least 30 days prior to the scheduled date for the presentation of the amendment(s) to the Council at a public hearing. The notice shall be published in, at least, one newspaper of general circulation, containing the date, time and location of the public hearing. The notice may also be advertised through the local television cable channel and the local radio station.
2. Public Hearing: A public hearing to consider the amendments will be held at a City Council meeting on a date announced in the a notice published in accordance with the requirements described in Section 5.0.

3. Public Comment Period and Public Notice: A summary of the amendment(s) will be published in a newspaper of general circulation to solicit comments within at least a period of 30 days before the amendment is implemented. The publication should clearly state the start and end date for the comment period. The publication shall also include a list of locations, as stated in Section 4.0, where a list of the amendments will be available to the public for comment. Free copies will be made available to the public upon request. Copies will also be made available in a format accessible to persons with disabilities, upon request. The notice will include the date, time and location of the public meeting when the Council will approve the amendments.
4. Public Meeting to Approve the Amendment(s): The public meeting will be a scheduled Council meeting. The Council will approve the amended Plan which will include all the comments received and the reason any comments might not been considered.
5. The amendment(s) will then be submitted to HUD Office in San Francisco. Copies of the amended Plan(s) will be made available to the public at locations listed in Section 4.0.

#### **6.4 The Consolidated Annual Performance and Evaluation Report (CAPER)**

6.4.1 GENERAL INFORMATION: Every year, the City must send HUD a Consolidated Annual Performance and Evaluation Report (CAPER) within 90 days of the close of the program year. The CAPER outlines how funds were actually used and the extent to which these funds were utilized for activities benefiting very low, low and moderate income groups. The CAPER also provides a narrative on progress towards meeting the goals set forth in the Five-Year Consolidated Plan and Annual Action Plan, comparing actual accomplishments to planned actions, and assessing the City's overall performance.

#### **6.4.2 THE PROCESS:**

1. Public Notice: A public notice shall be published at least 20 days prior to the scheduled date for the presentation of the CAPER to the Council at a public hearing. The notice shall be published in, at least, one newspaper of general circulation, containing the date, time and location of the public hearing. The notice shall indicate that the CAPER is available for review and comment for at least a period of 15 days, clearly stating the start and end date for the comment period. Free copies will be made available to the public upon request and a copy of the proposed CAPER shall be available on the City's web site. Copies will also be made available in a format accessible to persons with disabilities, upon request.
2. Public Hearing: A public hearing to review the proposed CAPER will be held at a City Council meeting on a date announced in the notice published in the newspaper. Section 5.0 describes the public hearing requirements. All comments received will be taken into consideration. The approved CAPER shall include a summary of the comments and views of the citizens and shall be attached to the CAPER.

3. The CAPER will be sent to HUD every year by September 28. If requested by the HOME Consortium, a copy will also be submitted to the County of Alameda. Copies of the CAPER will be made available to the public at locations listed in Section 4.0.

## **6.5 Citizen Participation Plan and Amendments to the Citizen Participation Plan**

- 6.5.1 **GENERAL INFORMATION:** The CPP adoption and the amendment process for the CPP are the same. HUD regulations require that the City provide reasonable opportunity to the public to comment and present their views on the original CPP and substantial amendments to it. These amendments may be made through the Citizen Participation process, meeting the definition of “Substantial Change”.

Substantial Change for the Citizen Participation Plan is defined as:

A change in the participation process stated in the original CPP for the Consolidated and Annual Plans, amendments to them and the participation process for the CAPER.

### **6.5.2 THE PROCESS**

1. **Public Notice:** Presentation of the CPP or substantial amendment(s) made to the CPP requires advance notice to the public. This notice shall be published at least 30 days prior to the scheduled date for the presentation of the Plan or the amendment(s) to the Council at a public hearing. The notice shall be published in, at least, one newspaper of general circulation, containing the date, time and location of the public hearing. The notice shall contain information about the purpose of the CPP or any substantial amendment. The publication shall also include a list of locations, as stated in Section 4.0, where the CPP and /or a list of the amendments will be available to the public for comment. Free copies will be made available to the public upon request. Copies will also be made available in a format accessible to persons with disabilities, upon request.
2. **Public Hearing:** A public hearing to consider the amendments will be held at a City Council meeting on a date announced in the notice published in the newspaper. See Section 5.0 on public hearing requirements. Copies of the CPP or the amended CPP will be made available to the public at locations listed in Section 4.0.

## **7.0 COMPLAINT PROCEDURES**

Citizens are encouraged to provide their input to the City. A substantive written response will be sent by the City within 15 working days of receipt of the comment. Citizens making the complaints will be encouraged to propose alternative solutions. If there has been any infraction of contract responsibilities, the citizens will be informed of this, and the City will be advised to take measures to enforce the contract and rectify the situation.

## **8.0 ANTI-DISPLACEMENT POLICY**

In the event that any residential displacement and relocation must take place in order to carry out a project or activity, the City will ensure that an anti-displacement and relocation plan is developed in connection with that project, as applicable per Federal regulations. The

relocation plan will be available to the public at the locations described in Section 4.0. The Consolidated Plan and Annual Action Plan activities shall minimize the extent to which very low, low and moderate income people will be displaced as a result of any proposed project.

In the event that any acquisition and relocation must take place in order to carry out a project or activity, the City will also comply with the acquisition and relocation requirements of the U.S. Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended.