

***Community Development
Block Grant
Citizen Participation Plan
2010-2015***



**City of Richmond,
California**

INTRODUCTION

Title 1 of the Housing and Community Development Act of 1974 authorized Community Development Block Grant entitlement funds to qualifying cities. Subsequently, Title 1 of the Housing and Community Development Act of 1977 and the Cranston-Gonzalez National Affordable Housing Act of 1990 have amended this act. The overall goal of the community planning and development programs authorized under Title 1 is to develop and maintain viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities primarily for low- and moderate-income persons.

By implementation of this Citizen Participation Plan, the City of Richmond intends to encourage and facilitate the participation of Richmond residents in the formation of the Community Development Block Grant (CDBG) priorities, strategies and funding allocations in the Consolidated Plan and the Annual Action Plan. Community input is also encouraged for substantial amendments thereto and to review the Consolidated Annual Performance Evaluation Report (CAPER).

Use Of The Citizen Participation Plan

The City of Richmond must implement a viable Citizen Participation Plan in order to receive annual funding. This plan will identify the required activities to effectively administer the CDBG program. It will also provide guidance to the methods and practices used to develop and implement such activities. The Citizen Participation Plan provides for and encourages citizen participation in developing and amending its Consolidated Plan, the Annual Action plan and the CAPER. Particular emphasis is placed on ensuring participation by low- and moderate-income persons who reside in slum and blighted areas where funds are proposed to be used.

The plan also provides for participation by residents in low- and moderate-income neighborhoods, as well as minorities, non-English speaking persons, and persons with disabilities. In addition, this plan outlines the City's policies regarding written complaints and grievances, and displacement.

Revisions to the Citizen Participation Plan

The Citizen Participation Plan sets forth the City's policies and procedures for citizen participation. All residents are encouraged to participate in the development of this plan, especially, low and moderate-income households and those receiving federal rental assistance. This plan must address the availability of materials and documents. It must also allow provisions for adequate timelines for public review and comment.

The following activities must be conducted:

- A Public Notice
- At least one Public Hearing
- A 30-day public comment period

The final Annual Action Plan considers all comments received in writing or verbally. A summary of these comments or views and a summary of the comments or views not accepted and the reasons therefore, will be attached to the document.

Cost of the Plan

This plan is available at no cost at www.casahomehelp.com

Citizen Inclusion

To ensure that this plan reflects the priorities and needs of Richmond residents, staff will engage in the following activities:

1. Provide citizens an opportunity to comment on the draft Citizen Participation Plan and or any substantial amendment on it.
2. Encourage participation by minorities, non-English speaking persons and persons with disabilities.
3. Upon request, all CDBG documents shall be provided in user friendly formats including but not limited to Braille, large print, various languages, oral format, and delivering copies to homebound individuals.

DEFINITIONS

Consolidated Plan - As an entitlement city recipient of Community Development Block Grant (CDBG) funding, the City is required by HUD to develop a Consolidated Plan that evaluates the needs of our low- and moderate-income residents.

This assessment includes a review of the City's housing, homeless, and community development needs, provides a housing market analysis, and creates a strategy to address the needs identified. This plan is revised every 3-5 years. The current Consolidated Plan is in effect from July 1, 2010 to June 30, 2015.

Annual Action Plan - The Annual Action Plan, which is submitted to HUD annually, details the expenditure of the annual CDBG grant and ensures that the funds are directed towards activities addressed in the Consolidated Plan. HUD requires the City to maintain a significant correlation between the goals identified in the Consolidated Plan with the use of CDBG funds. The Community Development Commission evaluates and recommends activities to the City Council. However, the City Council has the right to approve activities outside the recommendations of the Commission. The Annual Plan is due to HUD May 16, which is 45 days before the start of our new fiscal year on July 1.

Consolidated Annual Performance and Evaluation Report (CAPER) - This report is a self-assessment of the implementation of the Consolidated Plan and the Annual Action Plan. Activity outcomes and outputs are reported showing the effectiveness of the CDBG funds. This report includes details of the number and demographics of the community served. The CAPER is due to HUD by September 30, which is 90 days from the end of the fiscal year.

RESPONSIBILITIES AND OBLIGATIONS

This section offers guidance to the various stakeholders in the activities required to develop and implement the Consolidated Plan, the Annual Action Plan and the review of the Consolidated Annual Performance Evaluation Report. These guidelines are in place to be inclusive and protect the fairness and integrity of the Community Development Block Grant program. They are not intended, in any manner, to exclude or limit access to the process.

Assignments

This plan describes the roles of the City Council and others in developing and evaluating progress toward implementation of the Consolidated Plan.

The ***Richmond City Council*** serves as the body of elected community-wide representatives responsible for addressing policy issues related to the Consolidated Plan. The City Council gives direction to CDBG staff as to how to proceed in assessing Richmond's housing, homeless, and community development needs, provide a housing market analysis, and a strategy to address the needs identified. They must approve the Consolidated Plan and Annual Action plan before submission to HUD. They must comment and approve revisions to the Citizen Participation Plan and amendments to the Consolidated Plan.

City Staff will facilitate the process by assisting the City Council to meet the City's obligations and responsibilities as an entitlement city of the U. S. Department of Housing and Urban Development Community Development Block Grant program. Other interested ***Citizens*** are encouraged to participate in the process via Public Input. The City and HUD recognize community input as an important element in identifying high priority needs in the community and ensuring that CDBG funds are used for activities that address those issues and concerns.

Public Meetings

All meetings related to the Community Development Block Grant program are considered public meetings and subject to the requirements of the Brown Act which includes, but is not limited to:

- a. Public allowed to comment on items under consideration
- b. Non-discriminatory facilities, public must not pay to attend
- c. No secret ballots, all votes cast in public
- d. Materials provided to the board must be made available to the public.

More information on the Brown Act can be obtained at the following website:

http://www.cfac.org/Law/BrownAct/Text/ba_text.html.

Meetings will be published once in the local paper at least 14 days in advance of the meeting date. The published information will include:

Description of the activity;

What entity is conducting the meeting;
Amount and source of funds;
Where and how information may be obtained;
The date, time and location of the public meetings(s);
Timeframe for the public to submit public comments;
How and what format comments will be accepted;
Contact person for additional information.

Meeting Times and Locations

Meetings will be held at times and locations convenient to potential and actual beneficiaries of CDBG funding. Meetings will be held in facilities accessible to persons with mobility impairments.

Reasonable Accommodation

Reasonable Accommodations will be made for persons with disabilities when requested at least 48 hours in advance of the meeting. Materials provided at the meeting will be available to in a format accessible to persons with disabilities upon request.

Translations and Interpretation Services

Anticipated significant turn-out The City will endeavor to provide translators upon request or when it can be reasonably expected that a significant number of non-English speaking persons will participate in the meeting.

Individual request

The City will endeavor to provide translations services if a request is made 48 hours before the meeting date and time.

Agendas

The timing for posting agendas is determined by the type of meeting.

Regular Meeting

Brief description of items posted 72 hours before the meeting

Special Meeting

24 hour notice to board and media with brief description

Emergency Meeting

One hour notice except in cases of a dire emergency
Meeting agendas will be posted according to the protocol established by the City Clerk's office.

PUBLIC NOTICES

As time and funds allow, CDBG staff may utilize the following:

- Use larger and more attractive advertising to advertise and promote the CDBG program.
- Announce the new CDBG funding cycle at a Public, Community or City Council
- Advertise in the local paper, such as the Daily Republic, and use other newspapers or community bulletins for Public Notices.
- Advertise and promote the CDBG program in Spanish speaking newspapers.
- Promote the activities of the CDBG program whenever possible. This includes the local newspaper and other media that highlight the contribution and success of the program.
- The City will endeavor to directly notify interested parties of scheduled public hearings. A list of persons and community groups interested in receiving such notices will be maintained by CDBG staff.

Access to Records

The City will provide access to public records related to the Consolidated Plan and the Annual Action Plan and the use of assistance under the programs covered by the plans during the proceeding five years through written request. The City may charge a fee for copies to recover cost of material and operations. The City will require an appointment to view records and will require CDBG staff to be present during the inspection of records.

OUTREACH

Although this plan is designed to guide activities enhancing general public participation, we understand that special outreach must target under-represented members of this community. Richmond places special emphasis on connecting with the following groups:

- Non English speakers
- Persons with disabilities
- Youth
- Residents of slum and blighted areas
- Predominantly low and moderate income neighborhoods - those with high concentrations or over 40% of households that are either low or moderate income
- Small businesses
- Developers
- Faith based organizations that represent diverse ethnic groups
- Residents of public housing

CONSOLIDATED PLAN

The Consolidated Plan outlines the City's process for community inclusion in the development of the multi-year Consolidated Plan. This plan defines the City's local objectives for the CDBG program. It includes an assessment of Richmond's housing, homeless, and community development requirements and provides a housing market analysis and creates a viable strategy to address the needs identified. This plan reflects HUD's emphasis on outcomes as opposed to outputs when addressing community needs.

The City will make every effort to involve the community in determining appropriate CDBG activities. Approved activities must provide services that principally benefit low and moderate-income persons or is located in a low- and moderate census tract and serves the surrounding community. The City will also include the suggestions and comments from its disabled residents and the organizations that offer services to the disabled.

The following activities must be conducted:

- A Public Notice
- At least one Public Hearing
- A 30-day public comment period

The City will consider any comments or views of citizens received in writing, or orally, before adopting a substantial amendment to the Consolidated Plan. A summary of the comments or views, and a summary of any comments or views not accepted and reasons will be attached to the substantial amendment to the Consolidated Plan.

Substantial Amendment to the Consolidated Plan

A substantial amendment to the Consolidated Plan is defined as a change in any CDBG funding allocation of more than 20 percent of the total annual allocation of CDBG funds.

This includes any change in funding from one CDBG eligible activity to another. To make a substantial amendment to the Consolidated Plan, the following activities must be conducted:

- Public notification
- At least one Public Hearing
- A 30-day public comment period

The City will consider any comments or views of citizens received in writing, or orally, before adopting a substantial amendment to the Consolidated Plan. A summary of the comments or views, and a summary of any comments or views not

accepted and reasons will be attached to the substantial amendment to the Consolidated Plan.

Reprogramming Funds up to \$10,000

CDBG staff is authorized to reprogram up to \$10,000 of program funds to an approved CDBG project if funding is available. The request for funds must be directly related to the original project activity.

- Request in writing for additional funding
- Provide documentation of need with request
- Conduct NEPA review if substantial changes to the scope of the project
- Hold at least one public meeting
- Provide required 30-day public comment period
- Funding available at end of 30-day public comment period

If funding is available, CDBG staff can make available to the Housing Division up to \$500 of CDBG administrative funds to conduct and facilitate Fair Housing Activities. These activities include seminars and landlord workshops offered community wide.

Reprogramming Funds over \$10,000

The request to reprogram funds must be submitted in writing to the CDBG staff.

Reprogramming Activities

Conduct NEPA review

Documentation must be provided to support the need for funding

A public meeting must be held to announce and discuss the increase in funding

A 30-day public comment period is required

Additional funding is available only after the end of the 30-day public comment period.

Displacement Policy

The City does not anticipate any displacement of individuals under the Consolidated Plan. In the event temporary displacement should occur, such persons will be provided with relocation assistance in accordance with the City's General Relocation Plan, which complies with HUD regulations, 24 CFR Part 42. A copy of this plan is available for review at the City's Community Development Department.

ANNUAL ACTION PLAN

The Annual Action Plan, which is submitted to HUD annually, details the expenditure of the annual CDBG grant and ensures the funds are directed towards activities addressed in the Consolidated Plan. HUD requires the City to maintain a significant correlation between the goals identified in the Consolidated Plan with the use of CDBG funds.

The Annual Plan is due 45 days before the start of the new FY.
(Due to HUD May 16, Effective July 1).

The following activities must be conducted:

- Public notification
- At least one Public Hearing
- A 30-day public comment period

All comments received in writing or verbally will be considered when preparing the final

Annual Action Plan.

A summary of these comments or views and a summary of the comments or views not accepted and the reasons therefore, will be attached to the document.

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

The Consolidated Annual Performance and Evaluation Report (CAPER) is a detailed report of the CDBG activities during the prior fiscal year. This report includes information on the activities conducted, the populations served and an analysis of the expected outcomes and the results.

The CAPER is due to HUD 90 days from the end of the FY.

(If the end of the FY is June 30, the CAPER is due to HUD by September 30.)

The following activities must be conducted:

- Public notification
- A 15-day public comment period

All comments received in writing or verbally will be considered when preparing the final CAPER. A summary of these comments or views and a summary of the comments or views not accepted and the reasons therefore will be attached to the document.

Outreach

CDBG staff will utilize various methods of Community Outreach to notify the public of the availability of CDBG applications which will include, direct mail to those who requested their name be added to the CDBG interest list, e-mail to the past and current CDBG sub-recipients, public notice in the local news paper and by press release from the City information office.

Orientation

When CDBG applications are available, staff will offer at least one CDBG Applicant Orientations. They are made available to applicants who need assistance with the application process. Orientations will be held at various times to accommodate the various schedules of the applicants.

Technical Assistance

CDBG staff is available during the application period to offer assistance in the process as requested. CDBG Staff will advise applicants on all technical questions, such as determining the eligibility of a request.

COMMUNITY REVIEW AND COMMENT

When funding recommendations are determined by the Community Development Commission and presented to City Council through the City Manager, staff will:

The CDBG Annual Action Plan.

As required by HUD, staff will prepare an Annual Action Plan for each year the City receives CDBG funding.

The Annual Action Plan will be available for review during a 30 day Public Comment period.

CITY COUNCIL APPROVAL OF THE ANNUAL ACTION PLAN

After the 30 day public comment period, the Annual Action Plan will go before the City Council for a Public Hearing and City Council approval. The City Council can:

1. Accept the recommendations as presented; or
2. Revise and/or reject some or all of the recommendations.