

# Citizen Participation Plan

## INTRODUCTION

It is the intent of the County of Sacramento (County), and the Sacramento Housing and Redevelopment Agency (Agency) to encourage and facilitate the participation of the residents of Sacramento in the formulation of priorities, strategies, and funding allocations in the Consolidated Plan and Annual Action Plan, substantial amendments thereto and performance reviews for the following four programs funded by the U.S. Department of Housing and Urban Development:

- Community Development Block Grant (CDBG);
- HOME Investment Partnerships (HOME);
- Emergency Shelter Grant (ESG); and
- Housing Opportunities for Persons with Aids (HOPWA).

## USE OF THE CITIZEN PARTICIPATION PLAN

The Agency and County are committed to vigorously follow, implement, and abide by both the letter and spirit of this Citizen Participation Plan.

This plan identifies strategies to obtain participation from those persons directly affected by the Consolidated Plan and One-Year Action Plans, to provide accurate information and timely notification of SHRA activities, to provide education and assistance to citizens to access the programs, to involve citizens during all stages of the process, and to respond to specific complaints and needs of citizens. Agency will take whatever actions are appropriate to encourage the participation of all citizens, including minorities and non-English speaking persons, person with disabilities, and residents of public and assisted housing.

The general structure of the SHRA citizen review/participation component has three tiers: citizens and citizen groups, Sacramento Housing and Redevelopment Agency Commission (SHRC) and the County Board of Supervisors, the governing body for the County. Many project ideas occur at the grass roots level. These ideas are then recommended to the SHRC, a Countywide committee that reviews all housing and redevelopment activities. The recommendation then proceeds to the County Board of Supervisors for final review and approval.

Citizens may submit proposals verbally or in writing at public meetings or directly to SHRA staff. Individuals should address comments, questions, inquiries, and proposals according to the following:

CDBG and HOME programs:

Sacramento Housing and Redevelopment Agency  
Community Development  
630 I Street  
Sacramento, CA 95814

HOPWA and ESG programs:

County of Sacramento  
Department of Human Assistance  
2435 Marconi Avenue  
Sacramento, CA 95821

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## DEFINITIONS

**One-Year Action Plan:** This document updates the Consolidated Plan on an annual basis and allocates one year's funding (entitlement and program income) to specific projects and activities for the CDBG, HOME, ESG, and HOPWA programs.

**Consolidated Plan:** This document is submitted to HUD and serves as the planning document of the jurisdiction and application for funding for CDBG, HOME, ESG, and HOPWA. The document is developed in accordance with 24 CFR Part 91 and sets forth the priorities and strategies of the programs for a five-year period.

**Consolidated Annual Performance Evaluation Report (CAPER):** This document reports on the progress made in carrying out the Consolidated Plan and One-Year Action Plan. The Agency prepares the report annually in accordance with 24 CFR Part 91.

**Public Hearing:** A public hearing is a public meeting that has been publicly noticed in a local newspaper of general circulation, or noticed in a fashion which otherwise follows local procedures for formal noticing of public hearings. Public hearings are required prior to the adoption of the Consolidated Plan, the One-Year Action Plan, and substantial amendments to either Plan, and prior to the submission of the annual performance reports (CAPER).

**Substantial Amendment:** An amendment to the Consolidated or Action Plan which involves carrying out an activity not previously described, or a change in the purpose, scope, location or beneficiary of an activity, or an increased appropriation to an existing activity in excess of \$100,000. However, an increase or decrease in the amount of HOME funds appropriated to an approved HOME activity shall not be considered a substantial amendment. Substantial amendments require a noticed public hearing.

## CONSOLIDATED PLAN, ONE-YEAR ACTION PLAN, AND SUBSTANTIAL AMENDMENTS THERE TO

Comments and suggestions from the public are welcome at all times. To facilitate public interaction, the Agency will conduct at least two public meetings at different stages of the program year. At least one public hearing will be held prior to the adoption of the Consolidated Plan, the One-Year Action Plan, and when making substantial amendments to either plan.

The Agency will notify the public of these hearings by publishing a notice in at least one paper of general circulation at least two weeks prior to the first public hearing. The public hearing will be held in a time and location convenient to potential and actual beneficiaries and with accommodations for persons with disabilities. The notice will:

- Describe the activity, amount of available funds, range of possible activities, and an estimate of the percentage of funds that will benefit low- and moderate-income persons;
- State where and how information may be obtained;
- State the dates of the public hearing(s);
- Allow at least thirty days for comments prior to adoption of the plan or implementation of the substantial amendment; and
- State how the public can submit comments.

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All comments received in writing, or orally at the public hearings, will be considered when preparing the final Consolidated Plan, One-Year Action Plan or substantial amendments thereto. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the document. Written comments will receive a written response within fifteen working days, where practicable.

## **CAPER (Consolidated Annual Performance Evaluation Report)**

At least one public hearing will be held prior to the submission of the CAPER to HUD. The Agency will notify the public by publishing a notice in at least one paper of general circulation at least two weeks prior to the hearing. The notice will:

- Describe the activity, amount of available funds, range of possible activities, and an estimate of the percentage of funds that will benefit low- and moderate-income persons;
- State where and how information may be obtained;
- State the dates of the public hearing(s);
- Allow at least fifteen days for comments prior to the submission of the report to HUD; and
- State how the public can submit comments.

All comments received in writing, or orally at the public hearings, will be considered when preparing the final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the document. Written comments will receive a written response within fifteen working days, where practicable.

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Prior to the adoption of the Citizen Participation Plan and any amendments, the Agency will hold a public hearing and consider all comments. Copies of the Citizen Participation Plan were made available at the Agency, public libraries, and governmental offices. Agency staff will assist any disabled persons interested in obtaining a copy of the Citizen Participation Plan who are otherwise unable to access it.

A free copy of the plan is available from the Agency at no cost to persons and organizations that request it.

## **OTHER CITIZEN PARTICIPATION REQUIREMENTS**

**Notification to Interested Parties:** The Agency 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 the Agency.

**Access to Records:** The Agency will provide access to public records related to the Consolidated Plan and One-Year Action Plan and the jurisdiction's use of assistance under the programs covered by the plans during the preceding five years through written or verbal request. The Agency may charge a fee for copies to recover the cost of material and operations. The Agency will require an appointment to view records and, in most cases, will require Agency staff to be present during inspection of records.

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**Translation and Interpretation Services:** If non-English speaking or hearing-impaired residents request assistance to participate in a public hearing, Agency staff will retain appropriate assistance to allow such residents to participate. Generally, assistance will consist of obtaining appropriate interpreter services. However, if such assistance presents an undue financial or administrative burden, the Agency will consider it mandatory only in instances where it is expected that a significant number of non-English speaking or hearing-impaired residents will be in attendance.

**Technical Assistance:** The Agency will endeavor to assist community groups and individuals as requested. The provision of assistance will be determined based upon the following: staff availability; the relationship of the request to the priorities adopted in the Consolidated Plan; and other available resources. At a minimum, the Agency will advise on all technical questions, such as determining the eligibility of a request.

**Responsibility:** The County and Agency retain responsibility and authority for the development and execution of the Consolidated Plan and One-Year Action Plan. This responsibility and authority is not restricted by the citizen participation requirements.

## **MINIMIZING DISPLACEMENT AND RELOCATION BENEFITS**

### **COUNTY OF SACRAMENTO RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN SECTION 104(d) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED**

Sacramento Housing and Redevelopment Agency, administrator of the Community Development Block Grant Program, the Urban Development Action Grant Program and the HOME Investment Partnerships Act Program for the County of Sacramento, will comply with all federal regulations governing residential antidisplacement and relocation assistance as they pertain to these programs.

Specifically, Sacramento Housing and Redevelopment Agency will comply with Section 104(d) of the Housing and Community Development Act of 1974 [42 U.S.C. 5304(d)] and implementing regulations at 24 CFR Part 42. HUD assisted programs administered by Sacramento Housing and Redevelopment Agency which are governed by these regulations are the Community Development Block Grant Program, the Section 108 Loan Guarantees Program, the Urban Development Action Grant Program, and the HOME Investment Partnerships Program.

Sacramento Housing and Redevelopment Agency will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than as lower-income housing as a direct result of activities assisted with funds under the above-stated programs.

All replacement housing will be provided within three years after the commencement of the demolition or conversion. Pursuant to 24 CFR 42.375© and before entering into a contract committing the County of Sacramento to provide funds for a project that will directly result in demolition or conversion, Sacramento Housing and Redevelopment Agency will make public by publication in a newspaper of general circulation and submit to the U.S. Department of Housing and Urban Development the following information in writing:

1. A description of the proposed assisted activity;
2. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use

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- other than for lower-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
  4. The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the submission will identify the general location on an area map and the approximate number of dwelling units by size, and information identifying the specific location and number of dwelling units by size will be submitted and disclosed to the public as soon as it becomes available;
  5. The source of funding and a time schedule for the provision of replacement dwelling units;
  6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
  7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the approved Consolidated Plan.

To the extent that the specific location of the replacement housing and other data in items 4 through 7 are not available at the time of the general submission, Sacramento Housing and Redevelopment Agency will identify the general location of such housing on a map and complete the disclosure and submission requirements as soon as the specific data are available.

The Relocation Office of Sacramento Housing and Redevelopment Agency, 630 I Street, Sacramento, CA 95814, (916) 440-1322 is responsible for tracking the replacement of lower-income dwelling units and ensuring that it is provided within the required period.

Sacramento Housing and Redevelopment Agency will provide relocation assistance, as described in 24 CFR Part 42, Subpart C—Requirements Under Section 104(d) of the Housing and Community Development Act of 1974, to each lower-income person who, in connection with an activity assisted under any program subject to this subpart, permanently moves from real property or permanently moves personal property from real property as a direct result of the demolition or conversion of a lower-income dwelling.

The Relocation Office of Sacramento Housing and Redevelopment Agency, 630 I Street, Sacramento, CA 95814, (916) 440-1322 is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling units or the conversion of lower-income dwelling units to another use.

Consistent with the goals and objectives of activities assisted under Section 104(d) of the Housing and Community Development Act of 1974, as amended, Sacramento Housing and

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Redevelopment Agency will take the following steps to minimize the direct and indirect displacement of persons from their homes:

1. In structuring proposed projects for funding consideration, Sacramento Housing and Redevelopment Agency will (a) make an assessment of the potential displacement which might occur from the project as proposed, (b) consider alternatives which would minimize displacement, and (c) select the most feasible alternative which both meets project goals and minimizes displacement.
2. For programs assisted through HOME, CDBG or Section 108 resources, in which a property owner voluntarily seeks such assistance (such as a rehabilitation loan), Sacramento Housing and Redevelopment Agency will assess the potential displacement which may result from the project and the costs associated with such displacement and advise the property owner. The property owner shall be further advised of his/her responsibility to pay for such costs. Sacramento Housing and Redevelopment Agency will provide technical assistance to owners on methods to minimize permanent displacement (and therefore costs) such as scheduling construction activities in phases to allow tenants to temporarily move and thereby avoid permanent displacement, referring eligible tenants to assistance programs (such as Section 8) to help stabilize the tenant's rent, or other alternatives appropriate to the assisted activity.
3. For major publicly initiated programs, where the displacement assessment indicates substantial direct or indirect displacement may occur, Sacramento Housing and Redevelopment Agency will prepare a project specific displacement mitigation/ relocation plan in order to ensure implementation consistent with HUD regulations.
4. Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation by working with empty units first.
5. Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.