



## **City of Sacramento Citizen Participation Plan**

### **INTRODUCTION**

It is the intent of the City of Sacramento (City), County of Sacramento Department of Human Assistance (DHA), and the Sacramento Housing and Redevelopment Agency (SHRA) 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 the One-Year-Action Plan, substantial amendments thereto and performance reviews for the following five programs funded by the U.S. Department of Housing and Urban Development (HUD) [24 CFR Part 91]):

- Community Development Block Grant (CDBG);
- Neighborhood Stabilization Program (NSP);
- HOME Investment Partnerships (HOME);
- Emergency Shelter Grant (ESG);
- Homeless Prevention and Rapid Re-Housing Program (HPRP); and
- Housing Opportunities for Persons with Aids (HOPWA).

### **USE OF THE CITIZEN PARTICIPATION PLAN**

The City, DHA and SHRA are committed to vigorously follow, implement, and abide by both the letter and spirit of this Citizen Participation Plan (24 CFR Part 570.431).

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 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. The City, DHA and SHRA 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. SHRA staff will encourage the participation of residents of public and assisted housing developments and recipients of tenant-based assistance in the process of developing and implementing the Consolidated Plan, along with other

low-income residents of targeted revitalization areas in which developments are located. Staff shall make an effort to provide information to the Housing Authority about Consolidated Plan activities related to its developments and surrounding communities that the Housing Authority can make available at the annual public hearing for the Public Housing Agency Plan.

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

Citizens may submit proposals verbally or in writing at public hearings or directly to SHRA and DHA staff depending upon the federal program. Individuals should address comments, questions, inquiries, and proposals according to the following:

CDBG, NSP and HOME programs:

Sacramento Housing and Redevelopment Agency  
Housing and Community Development Department  
Attn: CDBG Program Manager  
801-12<sup>th</sup> Street  
Sacramento, CA 95814

HOPWA and ESG programs:

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

## **DEFINITIONS**

**Consolidated Plan:** This document is submitted to HUD and serves as the planning document of the City of Sacramento and application for funding for CDBG, NSP, HOME, ESG, HPRP, 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.

**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, NSP, HOME, ESG, and HOPWA programs. SHRA develops the document annually in accordance with 24 CFR 91.505.

**Consolidated Annual Performance Evaluation Report (CAPER):** This document reports on the progress made in carrying out the Consolidated Plan and One-Year Action Plan activities. SHRA 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 (24 CFR 91.505 (b)).

**Substantial Amendment:** A substantial amendment to the Consolidated Plan and One-Year Action Plans involves carrying out an activity or program not previously described (purpose, scope, location and beneficiary). Substantial Amendments will follow local procedures for formal noticing of public hearings and citizen comment period per 24 CFR 91.105 and 505(b).

Substantial Amendment examples: Community Development Block Grant-Recovery Act; Neighborhood Stabilization Program, Homelessness Prevention and Rapid Re-Housing Program are examples of new or one-time federally funded activities or programs.

**Amendment:** An amendment pertains to the One-Year Action Plan and involves carrying out an activity or program previously described in the existing One-Year Action plan, but includes a change in funding that does not require additional citizen participation. SHRA's Executive Director (CDBG, NSP and HOME) and the Department of Human Assistance Director (ESG and HOPWA), or respective designees, will administratively amend, up to the authority granted during approval by the governing body, the existing budget for activities or programs to efficiently expend funds (including program income) related to previously disclosed activities or programs in accordance to the intent of the funds identified in the previously undertaken citizen participation process. In addition, an existing

activity or program can be cancelled administratively if no funds were expended, and said funds can then be re-allocated to an existing One-Year Action Plan activity, program or applicable contingency fund to be allocated to a future activity (ies) or program(s) at a future date.

### **CONSOLIDATED PLAN, ONE-YEAR ACTION PLAN, AND SUBSTANTIAL AMENDMENTS THERETO**

Comments and suggestions from the public are welcome at all times. To facilitate public interaction, SHRA and/or DHA will conduct at least two public meetings of which one will be a public hearing at different stages of the program year. Together, the meetings will address housing and community development needs, development of proposed activities, and review of program performance. The hearings will be held at times and locations convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities. 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.

SHRA and/or DHA will notify the public of these hearings by publishing a notice in at least one paper of general circulation at least 15 days (24 CFR 91.105 (e)(1)) prior to the 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 approximate amount of funding and range of possible activities; and;
- State where and how information may be obtained;
- State the date of the public hearing;
- Allow 30 days for public comments prior to adoption of the Consolidated Plan, One-Year Action Plan, or the substantial amendment; and
- State how the public can submit comments.

All comments received in writing, or orally at the public hearing, 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)**

SHRA will notify the public by publishing a notice in at least one paper of general circulation at least 15 days prior to the submission of the report to HUD. The notice will:

- State where and how the report may be obtained;
- Allow at least 15 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 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 15 working days, where practicable.

### **CITIZEN PARTICIPATION PLAN**

Prior to the adoption of the Citizen Participation Plan and any substantial amendments, SHRA and/or DHA will hold a public hearing and consider all comments. Copies of the Citizen Participation Plan were made available at SHRA, public libraries, and governmental offices. SHRA and/or DHA 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 Consolidated Plan and One-Year Action Plan are available from SHRA at no cost to persons and organizations that request it.

### **OTHER CITIZEN PARTICIPATION REQUIREMENTS**

Notification to Interested Parties: SHRA and/or DHA 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 SHRA and/or DHA.

Access to Records: SHRA 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. SHRA and DHA may charge a fee for copies to recover the cost of material and operations. SHRA and DHA will require an appointment to view records and, in most case, will require SHRA and/or DHA staff to be present during inspection of records.

Translation and Interpretation Services: If non-English speaking or hearing-impaired residents request assistance to participate in a public hearing, SHRA and/or DHA 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, SHRA and DHA 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: SHRA and/or DHA 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, SHRA and DHA will advise on all technical questions, such as determining the eligibility of a request.

Complaints: SHRA and/or DHA will respond to written complaints from citizens related to the Consolidated Plan, One-Year Action Plan, Substantial Amendments, administrative amendments and performance reports within 15 working days.

Responsibility: SHRA will retain responsibility and authority for the development, outreach to minorities and non-English speaking persons, as well as persons with disabilities, 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**

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

SHRA, administrator of the Urban Development Action Grant (UDAG), CDBG, NSP and HOME programs for the City of Sacramento, will comply with all federal regulations governing residential antidisplacement and relocation assistance as they pertain to these programs.

Specifically, SHRA 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 SHRA which are governed by these regulations are the UDAG, CDBG, NSP, HOME and Section 108 Loan Guarantee programs.

SHRA 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(c) and before entering into a contract committing the City of Sacramento to provide funds for a project that will directly result in demolition or conversion, SHRA will make public by publication in a newspaper of general circulation and submit to HUD 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 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, *SHRA* 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 Housing and Community Development Department of *SHRA*, 801-12<sup>th</sup> Street, (916) 440-1328, is responsible for tracking the replacement of lower-income dwelling units and ensuring that it is provided within the required period.

*SHRA* 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, 801-12<sup>th</sup> Street,(916) 449-6287 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, SHRA 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, SHRA (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, NSP or Section 108 resources, in which a property owner voluntarily seeks such assistance (such as a rehabilitation loan), SHRA 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. SHRA 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 Housing Choice Voucher) 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, SHRA 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.