



City and County of Sacramento Citizen Participation Plan

INTRODUCTION

Jurisdictions are required to adopt a citizen participation plan that sets forth the jurisdiction's policies and procedures for citizen participation for the planning and allocation of various federal funds. Jurisdictions must take appropriate actions to encourage the participation of all its citizens, including minorities and non-English speaking persons, and persons with disabilities. It is the intent of the City of Sacramento (City), the County of Sacramento (County), and the Sacramento Housing and Redevelopment Agency (SHRA) to encourage and facilitate the participation of the residents in the formulation of priorities, strategies, and funding allocations. Specifically in the development of the following: ~~Affirmatively Further Fair Housing (AFFH) Plan~~Analysis of Impediments to Fair Housing Choice (AI), Consolidated Plan and the One-Year Action Plan (Action Plan), Citizen Participation Plan (CPP), Substantial Amendments thereto and performance reports for the following five programs funded by the U.S. Department of Housing and Urban Development (*HUD*).

- Community Development Block Grant (CDBG);
- Neighborhood Stabilization Program (NSP);
- HOME Investment Partnerships (HOME);
- Emergency Solutions Grant (ESG); and
- Housing Opportunities for Persons with Aids (HOPWA).

USE OF THE CITIZEN PARTICIPATION PLAN

The City, County, and SHRA 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 AI, Consolidated Plan, Action Plans, CPP, and Substantial Amendments thereto. It is SHRA's intent 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, County and SHRA will take actions appropriate to encourage the participation of all citizens, including minorities and persons with limited English speaking proficiency,

persons 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 goals of AFFH ~~the AI~~ and the Consolidated Plan, along with residents of targeted revitalization areas in which developments are located. Staff will coordinate with the Housing Authority on the development of the AFFH, and shall 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.

SHRA, as the recipient and administrator of the HOPWA program on behalf of the City of Sacramento, must consult broadly within the eligible metropolitan statistical area (EMSA) to develop a metropolitan-wide strategy for addressing the needs of persons with HIV/AIDS and their families. Additionally, as a recipient and administrator of ESG, SHRA must consult with the Continuum of Care (COC) in the allocation, performance, and evaluation of activities assisted with ESG funds.

The general structure of citizen review/participation component has ~~three~~ four tiers: citizens and residents, and citizen community groups and organizations, the Sacramento Housing and Redevelopment Agency Commission (SHRC), and the Sacramento City Council ~~or and the~~ Sacramento County Board of Supervisors, the governing bodies of SHRA. Many project ideas occur at the community level.- These ideas are then recommended to the SHRC who reviews all housing and community development activities. The recommendation then proceeds to the City Council or Board of Supervisors (depending upon project/program jurisdiction) for final review and approval.

Citizens may submit comments verbally or in writing at public hearings or directly to SHRA staff. Written comments, questions or inquiries regarding CDBG, NSP, HOME, ESG and HOPWA programs are to be addressed to:

Sacramento Housing and Redevelopment Agency
Attn: Federal Programs
801 12th Street
Sacramento, CA 95814

DEFINITIONS

Analysis of Impediments: As part of the Consolidated Plan, all grantees must certify that they will affirmatively further fair housing, which means conducting an Analysis of Impediments to Fair Housing Choice (AI), taking appropriate actions to overcome the effects of any impediments identified through that analysis, and keeping records of these actions.

Affirmatively Further Fair Housing (AFFH): AFFH refers to an analysis performed in accordance with requirements for consultation and community participation that

includes an analysis of fair housing data, an assessment of fair housing issues and contributing factors, and an identification of fair housing priorities and goals, and is conducted and submitted to HUD using the HUD developed Assessment Tool.

Consolidated Plan: This is a five-year planning document that is submitted to HUD and serves as the joint planning document for the City and County of Sacramento and application for funding for CDBG, NSP, HOME, ESG, and HOPWA. The document is developed in accordance with Section 808(e)(5) of the Fair Housing Act (42 U.S.C. 3608(e)(5)), 24 CFR Part 5, and 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 [AFFHA](#), 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, Citizen Participation Plan, and substantial amendments.

Substantial Amendment: A substantial amendment to the Consolidated Plan involves carrying out an activity or program not previously approved (purpose, scope, location and beneficiary). In accordance with the original intent of the funds identified in the previously undertaken citizen participation process, the following administrative changes to previously approved activities or programs are not considered substantial amendments:

- Amending the budget (including entitlement funds and program income) by less than [the amount in which](#) SHRA's Executive Director or respective designee is authorized by the governing body, currently \$100,000.
- Allocating a different year's funding (including entitlement funds and program income) than originally approved as long as it is under the administrative budget amendment limit authorized by the governing body.
- Cancelling or defunding an activity or program if none or some of the funds were not expended. Such funds can then be re-allocated in a subsequent One-Year Action Plan.

Substantial Amendments will follow local procedures for formal noticing of public hearings and citizen comment period per 24 CFR 91.105 and 505(b).

~~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 or respective designee 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, CITIZEN PARTICIPATION PLAN, AND SUBSTANTIAL AMENDMENTS THERETO

Comments and suggestions from the public are welcome at all times. To facilitate public interaction, at least one public hearing will be held prior to the adoption of the AI, Consolidated Plan, the One-Year Action Plan, Citizen Participation Plan, and when making Substantial Amendments. No less than two public hearings will be held 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 AI, AFFH, Consolidated Plan, the One-Year Action Plan, and when making Substantial Amendments to either plan.~~

SHRA will notify the public of these hearings by publishing a notice in at least one paper of general circulation and on SHRA's website at least 30 days. Public hearings will be held at a time and in a location convenient to potential and actual beneficiaries and with accommodations for persons with disabilities. The notice will:

- Describe the AFFH-AI development process and goals prior to adoption;
- For the Consolidated Plan, Substantial Amendment, One-Year Action Plan or Action Plan Amendment, 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 AFFHAI, Consolidated Plan, One-Year Action Plan, Citizen Participation Plan, or Substantial Amendments; and

- State how the public can submit comments.

All comments received in writing or orally at a public hearing will be considered when preparing the 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 and on the SHRA website 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.

OTHER CITIZEN PARTICIPATION REQUIREMENTS

Notification to Interested Parties: SHRA 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.

Access to Records: [A free copy of the AI, Consolidated Plan, One-Year Action Plan, Citizen Participation Plan, and CAPER are available at no cost to persons and organizations that request it.](#) SHRA will provide access to public records related to the AFFH, Consolidated Plan, One-Year Action Plan, and Amendments 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 may charge a fee for copies to recover the cost of material and operations. SHRA will require an appointment to view records and, in most case, will require SHRA staff to be present during inspection of records.

Accessibility, Translation, and Interpretation Services: If limited English proficiency or disabled persons [are unable to and](#) request assistance to participate in a public hearing, SHRA 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 will consider it mandatory only in instances where it is expected that a significant number of limited English proficiency or disabled persons will be in attendance. Generally, meeting facilities are accessible to persons with disabilities, but if special assistance is needed the Agency Clerk should be contacted at (916) 440-1363 at least 48 hours prior to the meeting.

Technical Assistance: SHRA 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 AFFHAI and Consolidated Plan; and other available resources. At a minimum, SHRA will advise on all technical questions, such as determining the eligibility of a request.

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

Responsibility: SHRA will retain responsibility and authority to outreach to minorities and persons with limited English proficiency, as well as persons with disabilities, during the development of the AFFHAI, 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 AND COUNTY 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 ESG, CDBG, HOPWA, NSP and HOME programs for the City or County 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 ESG, CDBG, HOPWA, NSP, HOME, the Section 108 Loan Guarantees Program, and the Urban Development Action Grant Program.

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 or County 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.

SHRA's Development Department, 801-12th Street, 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.

Depending upon program requirements, SHRA 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 ESG, HOME, HOPWA, 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.

REGULATIONS CITED IN THE DEVELOPMENT OF THIS DOCUMENT

- Section 808(e)(5) of the Fair Housing Act (42 U.S.C. 3608(e)(5))
- 24 CFR Part 91.100 Consultation; local governments
- 24 CFR Part 91.105 Citizen participation plan; local governments
- 24 CFR Part 91.505 Amendments to the consolidated plan

- 24 CFR Part 5.150 – 5.180 Affirmatively Furthering Fair Housing
- 24 CFR Part 92 HOME Investment Partnerships Program
- 24 CFR part 570 Community Development Block Grant
- 24 CFR part 574 Housing Opportunities for Persons with AIDS
- 24 CFR part 576 Emergency Solutions Grant

DRAFT