



## City and County of Sacramento Citizen Participation Plan

Jurisdictions receiving housing and community development block grant funds from the U.S. Department of Housing and Urban Development (HUD) are required to adopt a Citizen Participation Plan (CPP) that sets forth the policies and procedures for citizen participation for the planning and allocation of such funds. The CPP specifies how jurisdictions will engage stakeholders and the public regarding the community's needs in the areas of community development, affordable housing, and homelessness. Jurisdictions must take appropriate actions to encourage the participation of all its citizens, including persons of color, non-English speaking persons, and persons with disabilities, and residents of public and assisted housing developments and recipients of tenant-based assistance.

*The Citizen Participation Plan is a pathway for all citizens to exercise their voice and influence decisions that affect their communities, neighborhoods, and way of life.*

*-HUD Citizen Participation and Consultation Toolkit*

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 all residents in the formulation of priorities, strategies, and funding allocations in the development of the following: Five-year Consolidated Plan and the One-Year Action Plan (Action Plan), Citizen Participation Plan (CPP), Substantial Amendments thereto, Assessment of Fair Housing (AFH) or Analysis of Impediments (AI), and annual performance reports for the following programs funded by the U.S. Department of Housing and Urban Development (HUD).

- Community Development Block Grant (CDBG);
- HOME Investment Partnerships (HOME);
- Emergency Solutions Grant (ESG);
- Housing Opportunities for Persons with Aids (HOPWA); and
- Other new or temporary HUD block grant funds for which the City and County of Sacramento is entitled.

For purposes of this document, "AFFH" refers to most current fair housing regulations and required actions associated with the above block grants.

## Use of the Citizen Participation Plan

The City, County, and SHRA are committed to vigorously following, implementing, and abiding by both the letter and spirit of this Citizen Participation Plan (CPP). This plan identifies strategies to obtain participation from those persons directly affected by the Consolidated Plan, Action Plans, CPP, Substantial Amendments thereto, and the most current AFFH requirement from HUD. 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.

## Citizen Participation Process

This section describes how the City, County and SHRA will take actions appropriate to encourage the participation of all residents—including persons of color, persons with limited English speaking proficiency (LEP populations), and persons with disabilities, as well as residents of public and assisted housing, recipients of tenant-based assistance, and residents of targeted revitalization areas in which developments are located—in the process of developing and implementing the goals of the Consolidated Plan and the AFFH.

**Overview of process.** The general structure of citizen review/participation component has four tiers: citizens and residents, community groups and organizations, the Sacramento Housing and Redevelopment Agency Commission (SHRC), and the Sacramento City Council and the Sacramento County Board of Supervisors (the governing bodies of SHRA).

Many project ideas occur at the community level. Depending on the plan, engagement of citizens and residents may include: SHRA staff attendance and presentations at ongoing neighborhood meetings, focus groups with stakeholders, focus groups with residents, community surveys, convening of residents and stakeholders at community meetings unique to the plans, and convening of city and county staff to discuss community needs.

SHRA staff will develop program allocation proposals based on these ideas and the needs identified in the Consolidated Plan research process. Funding allocation proposals are then recommended to the SHRC who reviews all housing and community development activities.

The SHRC recommendation then proceeds to the City Council or Board of Supervisors (depending upon project/program jurisdiction) for final review and approval.

The Consolidated Plan and Action Plans must detail how this outreach was conducted, including how and when meetings were held, when the public comment period occurred, and how SHRA addressed public comments.

**Stakeholder consultation.** SHRA will invite relevant local and regional institutions, private and nonprofit housing developers, and representatives of the business community, to be part of the engagement process as plans are developed. These organizations may include, but are not limited to, Chambers of Commerce, foundations, faith-based organizations, nonprofit

organizations, housing providers, and community development associations. Engagement may take the form of small group discussions, one-on-one interviews, attendance at community meetings, and public comments on the proposed plans.

In addition, one-on-one meetings and coordination will occur with the local housing authority, Continuum of Care, and HOPWA partners.

**Coordination with Housing Authority.** 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.

**Continuum of Care consultation.** As a recipient and administrator of ESG, SHRA will consult with the Continuum of Care (COC) in the allocation, performance, and evaluation of activities assisted with ESG funds.

**HOPWA consultation.** SHRA, as the recipient and administrator of the HOPWA program on behalf of the City of Sacramento, will 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.

**Resident consultation—inclusive public process techniques.** SHRA embraces HUD's intent to develop a "shared vision for change in communities and neighborhoods" that could benefit from block grant programs (91.105(a)(2)(iv)). Inclusive public process techniques work to "meet people where they are" by providing easy access to participation (e.g., through virtual meetings at times when children are in school); thanking participants for their time by providing light snacks, childcare, and takeaways at meetings (as allowed by HUD block grant regulations); holding meetings in various locations at different times and in space accessible to people with disabilities; utilizing basic technology for engagement (e.g., online surveys that can be taken on a smartphone); and by providing translation and interpretation services for LEP populations and persons with disabilities (e.g., sign language).

## Typical Engagement Elements and Timeline

The preparation of the Consolidated Plan, Action Plan, CAPER, and AFFH will follow a typical schedule and include engagement elements as outlined below. This schedule can change based on the timing of funding allocations from HUD, HUD guidance or directives, rule changes, and/or states of emergency that affect report submissions.

### Consolidated Plan with First Year Action Plan (every 5 years)

**January - March:** Program year begins.

SHRA drafts updates to the Citizen Participation Plan (CPP) as needed for the upcoming plans (Consolidated Plan, Action Plans, AFFH) for internal review.

Resident and stakeholder surveys are designed for launch during spring months.

SHRA holds at least one public hearing for the Consolidated Plan to describe proposed engagement opportunities, collect feedback on the proposed engagement or revised CPP and receive input on potential housing and community development priorities.

For the Action Plan, SHRA reviews the Action Plan budget and requests meetings with City and County staff to discuss project ideas. SHRA holds one public workshop to discuss potential Action Plan Projects. SHRA continues to meet with City and County staff to review and discuss project ideas.

**April - June:** City/County project proposals are received and reviewed by SHRA.

Community engagement—which includes surveys, focus groups, stakeholder consultation, and additional community meetings—occurs.

**August:** Finalize Consolidated Plan and one-year Action Plan based on stakeholder consultation and public comment. Finalize proposed projects.

Notice of Consolidated Plan and one-year Action Plan draft period (30 day review) is posted on SHRA website, and circulated electronically.

Post plan for in-person 30 day public comment hearing(s). Content of hearings will address housing and community development needs, and development of proposed activities. The hearings will be held at times and locations convenient to potential and actual beneficiaries, and with accessibility accommodation for persons with disabilities.

Other forms of a public hearing will be allowed (e.g. video) during a Disaster and/or as communicated by HUD by Notice, Award Letter, Memorandum or other form of communication.

**October to mid-November:** Public Hearings are held at the Sacramento Housing and Redevelopment Commission (SHRC), Board of Supervisors and City Council to adopt Consolidated Plan and/or Action Plan.

All comments received in writing will be considered. 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.

**November 15:** Consolidated Plan and/or Action Plan submitted to HUD.

**Post-November:** Posting of the final plans on SHRA website (after HUD review comments are addressed).

Comments and suggestions from the public are welcome at all times and can be submitted to the current program manager:

Stephanie Green, Program Manager  
[sgreen@shra.org](mailto:sgreen@shra.org)  
916-440-1302  
801 12<sup>th</sup> Street, Sacramento, CA 95814

### **Action Plan Only (annually)**

**January - March:** Program year begins.

SHRA holds at least one public workshop to discuss potential Action Plan Projects.

**April - June:** City/County project proposals are received and reviewed by SHRA.

**August:** Finalize Action Plan and proposed projects.

Notice of Action Plan draft period (30 day review) is posted on SHRA website, and circulated electronically.

Post plan for in-person 30 day public comment hearing(s). Content of hearings will address proposed activities. The hearings will be held at times and locations convenient to potential and actual beneficiaries, and with accessibility accommodation for persons with disabilities.

Other forms of a public hearing will be allowed (e.g. video) during a Disaster and/or as communicated by HUD by Notice, Award Letter, Memorandum or other form of communication.

All comments received in writing will be considered. 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.

**November 15:** Action Plan is submitted to HUD.

**Post-November:** Posting of the final Action Plan on SHRA website (after HUD review comments are addressed).

## **CAPER (Consolidated Annual Performance Evaluation Report) annual review and submittal**

**January/February:** SHRA develops draft CAPER

**March 1:** Notice of CAPER draft public review period (15 day review) is posted on SHRA website, , and published in relevant newspapers

**March 15-30** (at the latest) CAPER draft is made available for a 15 day review through an electronic copy posted to SHRA website.

All comments received in writing will be considered. 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.

**March 31:** CAPER is submitted to HUD

### **Public Comments**

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

Sacramento Housing and Redevelopment Agency  
Attn: Stephanie Green, Program Manager, Federal Programs  
916-440-1302  
[sgreen@shra.org](mailto:sgreen@shra.org)  
801 12<sup>th</sup> Street  
Sacramento, CA 95814

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.

### **Public Hearings**

Public hearings are held in person or in a hybrid (in person with virtual option) format.

At minimum, public hearings will provide the following information to citizens, public agencies, and other interested parties:

- the amount of assistance the local government expects to receive (including grant funds and program income);
- the range of activities that may be undertaken;
- the estimated amount of funding that will benefit persons of low- and moderate-income;
- if relevant, the local government's plans to minimize displacement of persons and to assist any persons displaced.

Virtual meetings and virtual public hearings will be held in place of in-person meetings/hearings when needed in cases of natural disasters, health pandemics, or similar threats, as authorized by the Sacramento Housing and Redevelopment Commission, Sacramento City Council, and Sacramento County Board of Supervisors and as communicated by local, state or federal government by Notice, Award Letter, Memorandum or other form of communication. In addition, this Citizen Participation Plan will follow HUD notices, waivers, award letters or other communications related to virtual and in-person public meetings or hearings.

Refer to the [Sacramento City Council](#), [Sacramento County Board of Supervisors](#), and/or the [SHRA Commission](#) web pages for current public meeting policies and procedures.

SHRA will notify the public of these hearings by publishing a notice in community/cultural newspapers in circulation and on SHRA's website at least 15 days in advance of the hearings. The notice will:

- Provide a brief description of the Consolidated Plan, One-Year Action Plan, AFFH, Citizen Participation Plan, or Substantial Amendments purpose and related block grants;
- 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, AFFH, Citizen Participation Plan, or Substantial Amendments or other length of time as indicated above;
- State how LEP and persons with disabilities can request translation, interpretation, and reasonable accommodations; and
- State how the public can submit comments.

### **Special Allocations**

HUD may allocate new or expanded grants in response to natural disasters, emergency situations, and/or health care crises. In event of a local, state, and/or national natural disaster, emergency, or health care crisis, existing and/or new funding may be allocated or re-allocated in an expedited timeframe. This will be done to streamline the allocation process and reduce delays in accessing grant funds. All required HUD notices, waivers, award letters, or other HUD communications will be followed.

To achieve this expedited timeframe, the citizen participation process may also be temporarily expedited. The participation process, which may include a shift to virtual meetings and/or hearings, will be applied per HUD notices, waivers, award letters, or other HUD communications.

If applicable, temporary changes that are made to the citizen participation process as the result of a disaster will be communicated in an amended CPP.

### **Substantial Amendments**

A substantial amendment to the Consolidated Plan involves carrying out an activity or program not previously considered by stakeholders or approved by HUD (e.g., change in the allocation among program activities, change in geographic allocation, change in beneficiaries) in accordance with the original intent of the funds identified in the previously undertaken citizen participation process.

Criteria for substantial amendments includes:

- A change in the distribution of funds among eligible activities when that change increases or decreases the allocation of funds available for that activity by 25% or more.
- A change in the purpose, scope, location, or beneficiaries that is so significant it could be considered a new activity.
- New, significantly increased (15% overall increase), or unanticipated funding is received from HUD. In this case, the citizen participation for the amendment will follow HUD's guidance or reflect the typical process in this CPP.

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 to other activities in a subsequent One-Year Action Plan.

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



## 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 who have expressed interest in receiving such notices (through community meetings, through emails, etc) will be maintained by SHRA. Notices will be included on SHRA's website and, as relevant, part of social media posts and email blasts.

**Access to Records:** Electronic copies of the Consolidated Plan, Action Plan, CAPER, AFFH, and related documents that are adaptable for screen readers will be made available and posted on SHRA's website during the draft review period and for two years subsequent to the initial publishing.

A free paper copy of the AFFH, Consolidated Plan, One-Year Action Plan, Citizen Participation Plan, and CAPER are available at no cost to persons and organizations that request it; this includes the availability of materials in a form accessible to persons with disabilities, upon request. For all other public records requests, please visit: <https://www.shra.org/claims-public-records-requests-and-political-reform-act-filings/>

**Accessibility, Translation, and Interpretation Services:** If limited English proficiency or persons with disabilities need assistance to participate in a community meeting, community survey, or public hearing, SHRA staff will retain appropriate assistance to allow such residents to participate if accommodations are requested at least 48 hours in advance of meetings or hearings. 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. For virtual meetings/hearings that are held via a platform that allows video participation, there will also be an option for residents to access the meeting via telephone.

**Technical Assistance:** SHRA will endeavor to assist community groups and individuals with technical assistance related to funding applications 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 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 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 persons of color and persons with limited English proficiency, as well as persons with disabilities, during the development of the Consolidated Plan, One-Year Action Plan, and AFFH. 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 CDBG, HOME, ESG, HOPWA programs for the City and 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 CDBG, HOME, ESG, HOPWA, and the Section 108 Loan Guarantees 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:

- A description of the proposed assisted activity;
- 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;
- A time schedule for the commencement and completion of the demolition or conversion;
- 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;
- The source of funding and a time schedule for the provision of replacement dwelling units;
- 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
- 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, 801-12<sup>th</sup> 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:

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.

For programs assisted through CDBG, HOME, ESG, HOPWA 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.

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.

- 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.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.

Regulations cited in the development of this document include:

- 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 91.401 Citizen participation; HOME Consortia
- 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

## Definitions

***Assessment of Fair Housing/Analysis of Impediments:*** As part of the Consolidated Plan, all grantees must certify that they will affirmatively further fair housing (AFFH). At the time this CPP was prepared, this consisted of administering programs and activities relating to housing and community development in a way that promotes integration and reduces segregation and transforms poverty-concentrated and racially and ethnically segregated areas into areas of opportunity. To achieve this, grantees must first determine who lacks access to opportunity, which is why a fair housing study/AFFH analysis is conducted. For current requirements, see <https://www.hud.gov/AFFH>

***Affirmatively Further Fair Housing (AFFH):*** AFFH refers to the obligation that recipients of federal housing and community development funds have as part of receiving funds and/or the study that is conducted to determine disproportionate housing needs and lack of access to opportunity. The AFFH requirement was enacted with the Fair Housing Act (FHA of 1968).

***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, HOME, ESG, HOPWA, and similar new or temporary grants. The document is developed in accordance with the Code of Federal Regulations (CFR) Title 24. CFR Part 91 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, HOME, ESG, HOPWA, and similar new or temporary grants 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, One-Year Action Plan and fair housing plan activities. SHRA prepares the report annually in accordance with 24 CFR Part 91.

***Predominantly Low- and Moderate-Income Neighborhoods:*** Neighborhoods in which 51% or more of households have incomes that are less than 50% of the region Area Median Income (AMI) as defined by SHRA.

***Public Hearing:*** A public hearing is a public meeting that has been publicly noticed through postings through SHRA's and the City or County of Sacramento websites, email blasts, social media, ads in general circulation and culturally-specific newspapers, or 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, the CAPER, Citizen Participation Plan, and substantial amendments. Public hearings may also be part of the community engagement process for AFHs/AIs.

***Substantial Amendment:*** A substantial amendment to the Consolidated Plan involves carrying out an activity or program not previously considered by stakeholders or approved by HUD (e.g., change in the allocation among program activities, change in geographic allocation, change in beneficiaries) in accordance with the original intent of the funds identified in the previously undertaken citizen participation process.