

Citizen Participation Plan

City of South San Francisco



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Economic and Community Development Department

400 Grand Avenue, South San Francisco, CA 94080

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INTRODUCTION

Pursuant to 24 CFR part 91.105, the Citizen Participation Plan (CPP) of South San Francisco will encourage citizen participation, particularly residents of predominantly low- and moderate-income neighborhoods¹, in the development of the City's Five-Year Consolidated Plan² and/or Annual Action Plan³, substantial amendments to these plans, and the Consolidated Annual Performance and Evaluation Report (CAPER).

Overview of the Consolidated Plan Process

The policies and procedures in this Citizen Participation Plan relate to the following activities:

- Identification of housing and community development needs.
- Preparation of a proposed new Five-Year Consolidated Plan or the preparation of a proposed Annual Action Plan.
- Formal approval by elected officials of a final Annual Action Plan or Five-Year Consolidated Plan.
- On occasion during the year, it might be necessary to change the use of the funds already budgeted in an Annual Action Plan, or to change the priorities established in the Five-Year Consolidated Plan. In that case, a formal Substantial Amendment will be proposed, considered, and acted upon.
- After a "program year" is complete a Consolidated Annual Performance and Evaluation Report (CAPER) must be drafted for public review and comment and then formally submitted to the Department of Housing and Urban Development (HUD).

The Program Year

The program year is from July 1st through June 30th.

PUBLIC ACCESS TO INFORMATION

I. Public Notice

There shall be advanced public notice of all public hearings and all public meetings, such as City Council Meetings, relating to the activities covered by this Citizen Participation Plan.

Items Covered by the Public Notice Requirement:

- Proposed Annual Action Plan and/or Five-Year Consolidated Plan

¹ Neighborhoods where the majority of the households have an annual income of up to 80 percent of Area Median Income (AMI), as defined by the U.S. Department of Housing and Urban Development

² The Five-Year Consolidated Plan provides a five-year strategy for use of available resources to meet identified needs and describes the actions, programs, objectives and projects to be undertaken during the five-year period

³ The Annual Action Plan is prepared annually and describes the activities the City will undertake during the upcoming program year

- Any proposed Substantial Amendment to the Annual Action Plan or Five-Year Consolidated Plan
- The Consolidated Annual Performance and Evaluation Report (CAPER)
- Amendments to the Citizen Participation Plan

Forms of Public Notice

- Public notices will be published in the San Mateo County Times, a newspaper of general circulation.
- Notice will also be given to agencies providing services to lower income people.
- Notice will be sent to any person or organization requesting to be on an email list.

Adequate Public Notice

Adequate advance notice is "timely"; it is given with enough lead-time for the public to take informed action. The amount of lead-time can vary, depending on the event.

TIMING	ANNUAL PLAN/ CONSOLIDATED PLAN	CAPER	SUBSTANTIAL AMENDMENTS	CITIZEN PARTICIPATION	Assessment of Fair Housing (AFH) Report	Extenuating Circumstance, or Emergency
Public Comment Period/ Notice of Availability	30 days	15 days	30 days	30 days	30 days	5 days
Number of Required Hearings	1	1	1	1	1	1, can be virtual
Needs Assessment Required	Yes – Notice 10 days prior to Needs Assessment	No	No	No		
Date Required to send to HUD	May 15 th or 45 days before the beginning of the next program fiscal year	September 30 th or 90 days after the end of the program fiscal year				

II. Standard Documents

Standard documents include:

- Proposed and adopted Five-Year Consolidated Plan
- Proposed and adopted Annual Action Plans
- Proposed and adopted Substantial Amendments to a Five-Year Consolidated Plan or Annual Action Plan
- Consolidated Annual Performance and Evaluation Report (CAPER)
- Citizen Participation Plan.

Availability of Standard Documents

In order to encourage public participation a reasonable number of copies of standard documents will be provided to the public at no cost and within two working days of a request. These materials will also be available in a form accessible to persons with disabilities when requested.

Places Where Standard Documents Are Available

Standard documents will also be available at all City libraries as well as the Department of Economic and Community Development - 400 Grand Avenue, South San Francisco, CA and the City's website. Staff will provide a written statement that notes when and where standard documents were delivered.

III. Public Hearings

Public hearings are required by law to obtain the public's views and to provide the public with the City's responses to public questions and proposals. The law requires a public hearing to review the City's Five-Year Consolidated Plan and/or Annual Action Plan and a public hearing to review the Consolidated Annual Performance and Evaluation Report (CAPER).

Content

The topics of discussion at public hearings include but are not limited to: project goals and objectives, the total amount of funding available, community development and housing needs, proposed project activities and amount of funding requested for each project, proposed amount of funding for projects affecting low and moderate income neighborhoods, and whether or not any displacement is expected to occur.

Access

Public hearings will be held only after there has been adequate notice as described in the *Public Notice* part of this Citizen Participation Plan. Public hearings will be held at 7:00 p.m. or other times convenient to most people who might benefit from the use of funds. Public hearings will be held at the City Council Chambers or at places accessible by public transportation.

Populations with Unique Needs

All public hearings will be held at locations accessible to people with disabilities. Provisions will also be made for disabled or non-English speaking residents when requests are made at least five working days prior to a hearing.

Virtual Meetings

In the event of extenuating circumstances, a declared state of emergency, or other circumstances where public meetings and gatherings are canceled or discouraged by City Council and/or other government officials, the City will conduct virtual meetings until in-person public meetings are allowed to resume.

- Virtual meetings will be held at a time convenient to the general public, with

accessibility and/or accommodations for persons with disabilities and, if possible, accommodation of non-English translation assistance when appropriate

- Notification of the virtual meeting shall be made at least five (5) days prior to the meeting through one or more of the following methods: posting on the City website; electronic notification to applicants and other interested parties who have expressed interest in City's CDBG or housing programs (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations). At the City's discretion, additional public notification will be undertaken via publication in a newspaper of general circulation; posting in appropriate public locations; and mailing to organizations and individuals who have expressed an interest in obtaining information concerning the entitlement programs.
- Instructions to join a virtual meeting (i.e. videoconference link, submitting written comments, etc.) shall be included in all meeting materials, including public notices and meeting agenda

All published public hearing notices will state that accommodations are available for disabled and non-English speaking residents and will contain the following written in Spanish: notice title, public hearing date, time and location, and notification of translation services.

THE ANNUAL ACTION PLAN AND/OR FIVE-YEAR CONSOLIDATED PLAN

The laws providing funds, described by this Citizen Participation Plan, call for improved accountability. In compliance with the terms of the law, South San Francisco will use the following procedures.

I. Community Needs Assessment

Due to the extensive and diverse housing and community development needs of low- and moderate-income people, priorities must be set to decide which needs should receive more attention. The laws and regulations require a Community Needs Assessment to obtain residents' opinions about needs and the priority of needs within the community. A Needs Assessment Meeting will occur before a draft of the Annual Action Plan or Five-Year Consolidated Plan is published for comment so that the needs identified can be considered by the City and addressed in the draft Annual Action and/or Five-Year Consolidated Plan. The public should be notified 10 days prior to a Needs Assessment Meeting.

Assessment of Fair Housing

The Assessment of Fair Housing (AFH) is a plan that analyses local fair housing issues and sets fair housing goals and priorities. It is prepared prior to the preparation of the Consolidated Plan.

During the development of its AFH, The City will solicit feedback from the community and address complaints. In order to do this, the City will make relevant documents, HUD-provided data, and analysis of any other pertinent data available to the public. The City will consult with agencies

and organization identified during the AFH process. During the process of development of the AFH, the City will hold at least one publicly noticed public hearing to solicit input from community members, organizations, and other interested parties. Upon posting of the proposed AFH, the City will allow a public comment period for at least 30 days. II. The Proposed Annual Action Plan and/or Five-Plan Consolidated Plan

In the proposed Annual Action Plan and/or Five-Plan Consolidated Plan, the City will provide the public with an estimate of the amount of CDBG funds it expects to receive (including grant and anticipated program income) in the upcoming year, along with a description of the types of activities that can be funded with these resources. Also, the public will be given an estimate of the amount of funds that will be used in ways that will benefit low and moderate-income people.

Displacement Policy

The goal of the City is to minimize the extent to which low- and moderate-income people will be displaced as a result of the use of CDBG funds. This anti-displacement policy requires the plan to describe how South San Francisco will assist people who may be displaced as a result of the use of these funds, specifying the type and level of assistance.

Technical Assistance

City staff will work with organizations and individuals representative of low and moderate-income people who are interested in submitting a proposal to obtain funding for an activity. Outreach and public notices to non-profits will take place in the form of email updates. All potential applicants for funding are encouraged to contact City staff for technical assistance before completing a proposal form. Staff can provide information on plans and details of a project, help applicants understand whether their projects are eligible and the amount of funding available for their type of activity.

Availability of a Proposed Annual Action Plan and/or Five-Plan Consolidated Plan

There must be reasonable notice of the proposed Annual Action Plan and/or Five-Year Consolidated Plan so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for Annual Action Plan and/or Five-Year Consolidated Plan:

- There will be 30 days advance notice and availability of a proposed Annual Action Plan and/or Five-Year Consolidated Plan before there is a public hearing about it.
- A summary of the Proposed Annual Action Plan and/or Five-Year Consolidated Plan will be written and be published in the San Mateo County Times. At a minimum this summary will include: a description of the contents and purpose of the Action Plan and/or Five-Year Consolidated Plan and a list of the locations where copies of the entire Proposed Action Plan and/or Five-Year Consolidated Plan may be examined.

- A reasonable number of copies of the Proposed Annual Action Plan and/or Five-Year Consolidated Plan will be made available to the public at no cost within two working days of a request. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under *Public Access to Information*.
- In order for low- and moderate-income people to determine the degree that they might be affected, the Proposed Annual Action Plan and/or Five-Year Consolidated Plan will be complete and contain: all HUD-required sections, the HUD-required Priorities Table and, a written description of all proposed uses of CDBG, funds. At a minimum, this description shall include the type of activity and the amount of federal money to be allocated to it.

Public Hearing and Further Action

A public hearing about the Proposed Annual Action Plan and/or Five-Year Consolidated Plan will be conducted by the Mayor and City Council 30 days after it is available to the public. In preparing an Annual Action Plan and/or Five-Year Consolidated Plan for submission to HUD, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing. The Annual Action Plan and/or Five-Year Consolidated Plan submitted to HUD will have a section that presents all comments, plus explanations why any comments were not accepted.

III. The Adopted Plan

The final Adopted Annual Action Plan and/or Five-Year Consolidated Plan will be made available to the public and will include the community development objectives, projected use of funds, and the community development activities. Copies of the Adopted Annual Action Plan and/or Five-Year Consolidated Plan will be available at the locations specified in Public Access to Information section.

IV. Amendments to the Plan

The Annual Action Plan and/or Five-Year Consolidated Plan must be amended anytime there is a change of CDBG funding of more than \$50,000 from one eligible activity to another or to fund a new activity not previously identified in the Annual Action Plan or Consolidated Plan. The public will be notified whenever there is a substantial amendment.

Substantial Amendments

The following will be considered "substantial" amendments:

- To make a change in its allocation priorities or a change in the method of distribution of funds;
- To change the purpose, scope, location, or beneficiaries of an activity.

Amendments Under Extenuating Circumstances: In the event of extenuating circumstances and/or declarations of a state of emergency, and undertaking the process to submit an amendment to a Five-Year Consolidated Plan or Annual Action Plan is determined to be

infeasible and/or any public participation requirements are waived by the City, County, the State of California, and/or any other government entity, then the City shall undertake the following process for any substantial and minor amendments to the Five-Year Consolidated Plan or Annual Action Plan.

- Reasonable notice and opportunity to comment: Any Amendment will require a public notice with a minimum of a 5-day review period. This notice will be in electronic format and will involve a posting on the City's website and electronic notification to the City's email list of providers, stakeholders, and others. At the City's discretion, the public noticing may include a supplemental publication in a local newspaper of general circulation.

Public Notice and Public Hearing for Substantial Amendments

There must be reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for Substantial Amendments:

- There will be 30 days advance notice of and availability of a proposed Substantial Amendment before there is a public hearing about it.
- A detailed written description of the proposed Substantial Amendment will be made available to the public at no cost within two working days of a request. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under *Public Access to Information*.
- There will be a public hearing regarding the proposed Substantial Amendment conducted by the Mayor and City Council. This public hearing will not take place until the public has had 30 days to review the proposed Substantial Amendment.

In preparing a Substantial Amendment for submission to HUD, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing. The Substantial Amendment submitted to HUD will have a section that presents all comments, plus explanations why any comments were not accepted.

THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

Every year, South San Francisco must submit to HUD a Consolidated Annual Performance and Evaluation Report (CAPER) within 90 days of the close of the program year. In general, the CAPER must include a description of the use of funds, an assessment of the relationship of that use to the priorities and specific objectives identified in the Annual Action Plan, the number of extremely low-, low-, and moderate-income persons served (including racial and ethnic status)

by each activity where information on income by family size is required to determine eligibility of the activity and actions take to affirmatively further fair housing.

Public Notice and Public Hearing for the CAPER

There must be reasonable notice that a CAPER is available so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for a CAPER:

- There will be 15 days advance notice of and availability of a CAPER before there is a public hearing about it.
- A reasonable number of copies of the CAPER will be made available to the public at no cost within two working days of a request. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under *Public Access to Information*.
- There will be one public hearing regarding the CAPER.
- This public hearing will be conducted by the Mayor and City Council, in the interest of public accountability. It will not take place until the public has had 15 days to review the CAPER.

In preparing a CAPER for submission to HUD, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing. The CAPER submitted to HUD will have a section that presents all comments, plus explanations why any comments were not accepted.

ADMINISTRATION OF THE CITIZEN PARTICIPATION PLAN

The Citizen Participation Plan is a required component of the Annual Action Plan and/or Five-Year Consolidated Plan and therefore is subject to public review and comment.

I. Record-Keeping Protocol

All standard documents must be published and recorded in accordance with this Citizen Participation Plan. The City of South San Francisco will also maintain an up-to-date record of all citizen participation related activities. This Citizen Participation Record will contain the following items:

Public Access to Information

- A record of when the Citizen Participation Plan was adopted and/or is amended.
- Records of all public notices announcing the availability of the following documents for public comment:

- Annual Action and/or Five-Year Consolidated Plan
 - Consolidated Annual Performance and Evaluation Report (CAPER)
 - Substantial Amendments made to either the Annual Action or Five-Year Consolidated Plan
 - Citizen Participation Plan
- Records of the delivery of the Annual Action and/or Five-Year Consolidated Plan, Substantial Amendments to the Annual Action and/or Five-Year Consolidated Plan, CAPER or Citizen Participation Plan to all City libraries and the Department of Economic and Community Development.
 - Staff will provide a written statement noting when and where the documents were delivered*
 - Records of online accessibility of the Annual Action and/or Five-Year Consolidated Plan, Substantial Amendments to the Annual Action and/or Five-Year Consolidated Plan, CAPER or Citizen Participation Plan.
 - A screen shot of the City's website which includes a link is acceptable*
 - Records of any public comments made about the Annual Action and/or Five-Year Consolidated Plan, Substantial Amendments to the Annual Action and/or Five-Year Consolidated Plan, CAPER or Citizen Participation Plan. If no public comments were received, Staff should include a record stating that no public comment was received.
 - Records of all meeting minutes where the meeting was convened to consider the Annual Action and/or Five-Year Consolidated Plan, Substantial Amendments to the Annual Action and/or Five-Year Consolidated Plan, CAPER or Citizen Participation Plan.

Requests for Assistance

- A record of all requests/and or provisions for translation services at public meetings
- A record of any special accommodations made for disabled citizens to attend public meetings
- A record of requests and/or provisions of technical assistance by low to moderate income groups.

II. Criteria for Amendment

To revise the CPP, a draft version of the revised CPP will be prepared by City staff and made available for the thirty-day public review period. A notice for the public review period will be published in a newspaper of general circulation. A copy of the draft version of the revised CPP will be made available at the Department of Economic and Community Development and all City

libraries during the public review period. A reasonable number of free copies of the draft version of the revised CPP will be provided to residents and groups upon request.

- Reasonable notice and opportunity to comment under extenuating circumstances: In the event of extenuating circumstances and/or declaration(s) of a state of emergency, the City shall conduct an expedited 5-day public comment period prior to a public hearing before and subsequent submission to HUD. Said public comment period will be noticed in electronic format and will involve a posting on the City website and electronic notification to the City's email list of providers, stakeholders, and others. At the City's discretion, the public noticing may include a supplemental publication in a local newspaper of general circulation.

Following the public comment period, a public hearing will be on held on the draft. The City Council shall consider any comments or complaints received in writing or at the public hearings.

COMPLAINTS PROCEDURES

Written complaints from the public will receive a meaningful, written reply within 15 working days. Complaints can be mailed to:

Department of Economic and Community Development
400 Grand Avenue
South San Francisco, CA 94080