

**DRAFT**

**CITY OF DALY CITY  
HUD CONSOLIDATED PLAN  
COMMUNITY PARTICIPATION PLAN**



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## I. Introduction

As a requirement of federal funds received from the US Department of Housing and Urban Development (HUD), the City of Daly City is required to prepare this Community Participation Plan which outlines the City's efforts to encourage community participation in the development of the following documents:

- The **Consolidated Plan** – a five-year planning document that identifies the City's housing community development needs and goals/priorities to address those needs using Community Development Block Grant (CDBG) and HOME funds received from HUD.
- **Action Plan** – an annual one-year plan that identifies housing and community development needs and activities for a program year within a Consolidated Plan period.
- The **Assessment of Fair Housing (AFH)** – a document that analyzes local and regional fair housing issues and sets goals and priorities to affirmatively further fair housing during the Consolidated Plan period.
- The **Consolidated Annual Performance and Evaluation Report (CAPER)** – a document that reports on the progress towards meeting the goals and priorities set forth in the Consolidated Plan, Annual Plan and AFH.
- The **Community Participation Plan** - this document.

The Consolidated Plan and AFH process envisions that housing and community development planning and programming will be accomplished through a unified and comprehensive framework that will open new opportunities for collaboration, collective problem solving, and effective uses of the City's CDBG and HOME funds. The primary objective of the Community Development Block Grant Program is the development of viable urban communities, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. HOME funds are awarded annually as formula grants to participating jurisdictions (PJs) to use for various housing activities for low-income households.

This Community Participation Plan supersedes and replaces all previous Citizen Participation Plans. Previous versions of this document were entitled "Citizen Participation Plan."

## II. Community Participation Plan Objectives

### A. Standards

The following requirements shall guide the City in the implementation of the Community Participation Plan:

1. Provide for and encourage community participation, with particular emphasis on participation by persons of low and moderate income who are residents in low and moderate income neighborhoods, slum or blighted areas and other areas in which CDBG and HOME funds are to be used.
2. Provide for and encourage participation of local and regional institutions and the Continuums of Care in the process of developing and implementing the AFH and Consolidated Plan.
3. Provide for reasonable and timely access to local meetings, information, and records relating to assessing housing and community development needs, the City's proposed use of funds, and evaluation of the actual use of funds.
4. Provide for technical assistance to groups, organizations and representatives of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the City.
5. Provides for public meetings to obtain community views and respond to questions and comments during the development of the Consolidated Plan and AFH. At least one Public Hearing shall be held before the proposed Consolidated Plan, AFH, or Action Plan is published for comment. The meetings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for persons with disabilities.
6. Provide for Public Comment Periods as described in III.B of this Plan.
7. Provide for consideration of any comments or views of the community received in writing, or orally at public hearings, in preparing the documents covered in this Community Participation Plan. A summary of these comments or views shall be attached to the document (as applicable).
8. Provide for translation services to meet the needs of non-English speaking residents at Public Hearings whenever a significant number of non-English speaking residents are expected to participate.

B. Adoption or Amendment of Community Participation Plan

The City of Daly City will use the City Council's Public Hearing process and Public Comment Periods as the means to assure public participation in the adoption or amendment of the Community Participation Plan. Upon request from persons with disabilities, City staff will facilitate delivery of the Community Participation Plan in a format that is accessible.

III. Community Participation Process

In order to provide for the highest level of community input to planning, implementing and assessing the Consolidated Plan and AFH, the City of Daly City will use the City Council's Public Hearing process and Public Comment Periods as the primary vehicles for assuring maximum community input to the decision making process.

A. Public Hearings

Public Hearings will be held in order to obtain community views and to respond to proposals and questions during at least two stages of the process.

1. Community Needs

At least one (1) Public Hearing will be held by the City Council for the purpose of obtaining community comment on local housing and community development needs and priorities, particularly as it relates to the use of CDBG and HOME funds. Information obtained from this hearing will be used to update Daly City's Consolidated Plan and Action Plan, and to set funding priorities for the upcoming fiscal year which runs from July through June. The Public Hearing will usually be scheduled between December and January.

2. Consolidated Plan, AFH, and Action Plan

At least one (1) Public Hearing will be held by the City Council for the purpose of community review and comment on needs, goals and priorities in the Consolidated Plan, AFH and Action Plan including Capital projects, Economic Development, Housing, Administration and Public Service projects. This Public Hearing will usually be scheduled between March and April.

B. Public Comment Periods

The City will provide for Public Comment Periods to obtain community views and respond to community questions during review of program performance and for any substantial program changes.

1. Performance Reports

At least one (1) Public Comment Period will be provided by the City for the purpose of community review and comment on Consolidated Plan program/projects and performance as documented in the annual performance report. The City will publish notice of a 15-day review period for public comment. This Public Comment Period will be scheduled between August and September at least 15-days prior to City Council review. The City will review comments received and modify the Performance Report as it determines appropriate.

2. Consolidated Plan, AFH and Action Plan

A 30-day public comment period will be provided by the City for the purpose of community review and comment on the Consolidated Plan, AFH and Action Plan. The City will publish notice of the 30-day review period for public comment. This Public Comment Period may be scheduled between March and April. The City will review comments received and modify the Consolidated Plan, AFH and Action Plan as it determines appropriate.

3. Substantial Amendments to Consolidated Plan and/or Action Plan; Revisions to AFH

Substantial amendments to the Consolidated Plan and/or Action Plan are defined as changes that significantly alter the distribution of CDBG and/or HOME funds from one activity to another. For the CDBG Program, a transfer of funds from one of the main categories of CDBG activities (e.g. administration, economic development, public services, capital projects and housing) to another category equivalent to or greater than ten percent (10%) of the City's total CDBG allocation for that year will constitute a substantial amendment. Similarly, a deletion of activities in or addition of activities not described in the Action Plan, or a shift in funds from one project to another equivalent to or greater than ten percent (10%) of the City's total CDBG grant amount for the current fiscal year will constitute a substantial amendment.

For the HOME Program, a transfer of funds from one eligible HOME activity (e.g. new construction, acquisition/rehabilitation, rental assistance, etc.) to another equivalent to or greater than 30% of the City's total HOME allocation for that year will constitute a substantial amendment. In addition, a substantial amendment will occur when a HOME-funded activity described in the current Action Plan is deleted or a HOME eligible activity is added to the current Action Plan. The transfer of HOME funds between projects within the same HOME eligible activity (e.g. moving \$200,000 in HOME funds from a new apartment construction project to another new apartment construction project) is not a substantial amendment, but will involve public input with adequate public notice prior to the approval of the transfer.

The AFH may be revised when a change in circumstances in the City and/or region occurs that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances.

The City will publish notice of a 30-day review period for public comment on such proposed Substantial Amendments or revision to the AFH at least 30-days prior to City Council review. The City will review comments received and modify the proposed amendment or revision as it determines appropriate.

4. Community Participation Plan  
Prior to adoption or amendment of the Community Participation Plan, the City will publish notice of a 15-day review period. The City will review comments received and modify the proposed amendment as it determines appropriate.

#### IV. Community Notification

##### A. Public Hearings/Meetings

The community will be provided reasonable, adequate and timely notice of all public meetings in order to encourage attendance by those residents and businesses affected by the action being considered by the City Council. Public Notices will be published in a local paper that is of general circulation. Table 1 below

indicates the timing of public notices for various consolidated planning documents:

Table 1  
Timing of Public Notices for Consolidated Planning Document Hearings/Meetings

<u>Document</u>	<u>Timing of Public Notice of Public Hearing/Meeting</u>
Community Needs Hearing	At least 30 days prior to hearing
Performance Reports	At least 15 days prior to meeting
Consolidated Plan/Action Plan	At least 30 days prior to hearing
AFH	At least 30 days prior to hearing
Substantial Amendments to Consolidated Plan/Action Plan	At least 30 days prior to hearing
Revisions to AFH	At least 30 days prior to hearing
Community Participation Plan Adoption/Amendment	At least 15 days prior to meeting

In addition, the Public Notices will be posted on the City Clerk's Bulletin Board in City Hall, at the Community Services Center Bulletin Board, at each of the City's Public Libraries, and online at the Economic and Community Development Department webpage.

The purpose, time and location of each public meeting will be included in the published and posted Notices. Notices will provide sufficient information about the subject of the hearing to permit informed comment. The time and location for Public Hearings will usually be the City Council meetings, i.e. Mondays at 7 p.m. in Council Chambers, City Hall, 333-90th Street. In some cases, the City Council may need to schedule the hearings at other times by always allowing at least 10 days of published and posted notice. The City Council Chambers at City Hall are convenient to Daly City beneficiaries and are accessible for persons with disabilities.

B. Public Comment Periods

The community will be provided reasonable, adequate and timely notice of all Public Comment Periods through Public Notices. Public Notices will be published in *The Examiner*, which is a newspaper of general circulation, and will provide at least the time frames indicated in Table 1, above, for receiving public comments prior to City Council review. In addition, the Public Notices will be posted on the Clerk's Bulletin Board in City Hall, at the Community Services Center Bulletin Board, at each of the City's Public Libraries, and will also be available online at the City's Economic and Community Development Department webpage.

Complete draft copies of all documents available for public review and comment will be available online and at each of the City's Public Libraries as well as at the Economic and Community Development Department at City Hall.

C. Public Notice Contents

1. Community Needs

For the Housing and Community Development Needs Public Hearing, the notice will provide information on the proposed percentage amount of CDBG funds expected to be available for Capital Projects, Economic Development, and Housing, Administration and Public Service activities, the activities eligible for CDBG funding and provide information on where to obtain translation services.

The notice will also provide information on the proposed percentage amounts of HOME funds expected to be available for various Housing activities/projects eligible for HOME funding.

2. Consolidated Plan

For the Consolidated Plan Public Hearing, the notice will summarize the analysis of community needs, present Daly City's significant community development priorities, identify the categories of activities proposed for funding and state the location of activities in order that all interested community members can determine to what degree they will be affected.

This notice will indicate that anyone wishing to comment on the Plan should submit comments to the City or HUD area office within thirty (30) days of the publication of the notice. As a result of the public comment received from the Public Hearing on the Consolidated Plan, the City may modify the Consolidated Plan.

3. Action Plan

For the Public Hearing on the Action Plan of activities undertaken with CDBG funds, the notice will state the categories of activities proposed for funding, location of the activities in order that all interested community members can determine to what degree they will be affected, the local and national community development objectives to be met by the activities, the use of Section 108 Loan funds, the amount of CDBG and HOME funds available and the amount of CDBG and HOME funds to be used for activities benefiting low and moderate income persons. The Action Plan will also state activities likely to result in displacement, and that if displacement does occur that the City will use its Relocation Assistance Program to minimize or provide for displacement. This notice will indicate that anyone wishing to comment on the Action Plan should submit comments to the City or HUD area office within thirty (30) days of the publication of the notice. As a result of the public comment received from the Public Hearing on the Action Plan, the City may modify the Action Plan.

4. AFH

For the AFH Public Hearing, the notice will summarize the analysis of fair housing contributing factors, and the priorities and goals for affirmatively furthering fair housing.

This notice will indicate that anyone wishing to comment on the AFH should submit comments to the City within thirty (30) days of the publication of the notice. As a result of the public comment received from the Public Hearing on the City may modify the AFH.

V. Community Information

A. Information

Any community interested in a program/project funded in prior years may call the Housing and Community Development office in the Department of Economic and Community Development, advise them of the activity they are interested in reviewing, and make an appointment with a staff person responsible for administering the program to review the file.

No residential or commercial rehabilitation loan files will be available for review because of the restrictions of the Privacy Act.

Because files are stored at a remote location, staff is unable to provide "over the counter" service for immediate review, but can provide requested information within two working days.

B. Technical Assistance

The Director of the Economic and Community Development will assign appropriate staff to provide technical assistance as determined necessary to groups representative of low and moderate income persons. This assistance may include, but need not be limited to:

- Providing explanation and clarification of the Housing and Community Development ACT (e.g. eligible activities, funding, environmental policies, labor standards, equal opportunity provisions, relocation and fair housing).
- Providing timely and adequate data regarding the CDBG and HOME programs.
- Providing assistance in developing proposals to meet specified format considerations.

C. Complaints

The Department of Economic and Community Development will provide a written response to written complaints and or grievances within 15 working days of receipt of the complaint whenever practicable. If the response is not satisfactory to the author of the complaint, and upon written request, further written responses will be initiated. Any City Council action on the item will be final.

D. Translation Services

The City Clerk, in consultation with the Director of Economic and Community Development, will determine when the City will provide translation services at Public Hearings to meet the needs of non-English speaking residents. Translation services will be provided whenever a significant number of non-English speaking residents are reasonably expected to participate. One measure to be used to determine potential attendance of non-English speaking residents will be number of requests or inquiries about such translation assistance. Although Daly City's population is ethnically diverse, Spanish, Tagalog and Chinese (Cantonese and Mandarin dialects) are the primary languages of the non-English speaking resident population.

IV. Anti-Displacement Policy

It is the City's policy to minimize displacement of persons and to assist any persons displaced in connection with any activity assisted with funding under the CDBG or HOME programs. In the event that persons are displaced, the City will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24. The City has in effect and is following a residential anti displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended. Information regarding relocation assistance will be made available to affected persons as soon as funding agreements that will result in displacement are executed.

V. Section 108 Loan Program

Applications for assistance filed by the City for Section 108 Guaranteed Loan funds are subject to provisions set forth within this Community Participation Plan. A 15-day public comment period will be provided for the community to review and comment on the application. The following information will be made available for public review:

- The amount of guaranteed loan funds expected to be made available for the coming year, including program income anticipated to be generated by the activities carried out with guaranteed loan funds;
- the range of activities that may be undertaken with guaranteed loan funds;

- the estimated amount of guaranteed loan funds (including program income derived therefrom) proposed to be used for activities that will benefit low and moderate income persons;
- The proposed activities likely to result in displacement and the public entity's plans, consistent with the policies developed under Sec. 570.606 for minimizing displacement of persons as a result of its proposed activities.

Substantial amendments to a Section 108 Loan proposal are defined as addition of activities not previously included in an application and activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries. For example, addition of an activity to the Section 108 Loan proposal with a cost equivalent to or greater than 25 percent of the total proposed Section 108 Loan amount will constitute a substantial amendment. Similarly, deletion of activity with a cost equivalent to or greater than 25 percent of the total proposed Section 108 Loan amount will constitute a substantial amendment.

The City will publish notice of a 15-day review period for public comment on such proposed substantial changes in a Section 108 Loan Proposal at least 15-days prior to City Council review. The City will review comments received and modify the proposed amendment as it determines appropriate.