Draft Amendment to Citizen Participation Plan

Introduction
The Santa Clara Urban County (Urban County) includes the unincorporated communities within Santa Clara County (County) and seven small jurisdictions: the cities of Campbell, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Morgan Hill, and Saratoga. The Urban County, along with the Entitlement Jurisdictions within the County that receive federal funding administered by the U.S. Department of Housing and Urban Development (HUD), are the lead agencies for the 2015-2020 Consolidated Plan.

The Urban County and Entitlement Jurisdictions receive federal entitlement grant funding for the following programs:

- Community Development Block Grants (CDBG)
- HOME Investment Partnership Program (HOME)
- Housing Opportunities for People with AIDS (HOPWA)
- Emergency Solutions Grants (ESG)

As a recipient of entitlement funding, the Urban County is required to prepare a:

- Five Year Consolidated Plan (Consolidated Plan) that includes a Citizen Participation Plan
- Annual Action Plan (Action Plan)
- Annual Consolidated Annual Performance Evaluation Report (CAPER)

Under HUD’s Code of Final Regulations for the Consolidated Plan (24 CFR Part 91 Sec. 91.105), the Urban County must adopt a Citizen Participation Plan (CPP) that sets forth the Urban County’s policies and procedures for citizen participation in the planning, execution, and evaluation of the Consolidated Plan, Action Plans, and CAPER. This CPP provides guidelines for the Urban County to provide and encourage public participation by residents, community stakeholders, and grant beneficiaries in the process of drafting, implementing, and evaluating the Consolidated Plan and related documents. The citizen participation process includes outreach, public hearings, community forums, and opportunities for comment.

Definitions

- **Annual Action Plan**: The Action Plan summarizes the activities that will be undertaken in the upcoming Fiscal Year (FY) to meet the goals outlined in the Consolidated Plan. The Action Plan also identifies the federal and non-federal resources that will be used meet the goals of the approved Consolidated Plan.

- **Citizen Participation Plan**: The CPP provides guidelines by which the Urban County will promote engagement in the planning, implementation, and evaluation of the distribution of federal funds, as outlined in the Consolidated Plan, Action Plan, and CAPERs.

- **Community Development Block Grant**: HUD’s CDBG program provides communities with resources to address a wide range of housing and community development needs that benefit very low and low income persons and areas.

- **Consolidated Annual Performance Evaluation Report**: The CAPER assesses the Urban County’s annual achievements relative to the goals in the Consolidated Plan and proposed
activities in the Action Plan. HUD requires the Urban County to prepare a CAPER at the end of each fiscal year.

- **Department Of Housing And Urban Development:** HUD is the federal government agency that creates and manages programs pertaining to federal home ownership, affordable housing, fair housing, homelessness, and community and housing development.

- **Displacement:** Displacement refers to the involuntary relocation of individuals from their residences due to housing development and rehabilitation activities paid for by federal funds.

- **Eligible Activity:** Activities that are allowable uses of the CDBG funds covered by the CPP as defined in the Code of Federal Regulations Title 24 for HUD.

- **Emergency Solutions Grant:** HUD’s ESG program provides communities with resources to serve homeless individuals and families via Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing Assistance, Homeless Management Information System (HMIS), and Administrative Activities.

- **Entitlement Jurisdiction:** A city with a population of at least 50,000, a central city of a metropolitan area, or a qualified urban county with a population of at least 200,000 that receives grant funding from HUD.

- **Five Year Consolidated Plan:** HUD requires entitlement jurisdictions to prepare a Consolidated Plan every five years. The Consolidated Plan is a strategic plan that identifies housing, economic, and community development needs and prioritizes funding to address those needs over a five-year period.

- **HOME Investment Partnerships Program:** The HUD HOME program provides resources to fund a wide range of activities that build, buy, and/or rehabilitate affordable rental or homeownership housing or provide direct rental assistance to low-income people.

- **Housing Opportunities for Persons with AIDS:** The HUD HOPWA program provides resources that benefit low-income persons medically diagnosed with HIV/AIDS and their families, including housing and social services, chemical dependency treatment, nutritional services, case management, and assistance with daily living.

- **Low and Moderate Income:** As defined annually by HUD, Low and Moderate Income (LMI) is 0-80 percent of area median family income (AMI) for a jurisdiction, with adjustments for smaller or larger families. This includes those individuals presumed by HUD to be principally LMI (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers). HUD utilizes three income levels to define LMI households:

  - Extremely low income: Households earning 30 percent or less than the AMI (subject to specified adjustments for areas with unusually high or low incomes)
  
  - Very low income: Households earning 50 percent or less than the AMI (subject to specified adjustments for areas with unusually high or low incomes)
  
  - Low and moderate income: Households earning 80 percent or less than the AMI (subject to adjustments for areas with unusually high or low incomes or housing costs)
• **Public Hearing:** Public hearings are designed to provide the public the opportunity to make public testimony and comment. Public hearings related to the Consolidated Plan are to be advertised in local newspapers and made accessible to non-English speakers and individuals with disabilities.

• **Substantial Amendments:** Amendments are considered “Substantial” whenever one of the following is proposed:
  
  o A change in the allocation priorities or a change in the method of fund distribution.
  
  o A substantial change which increases or decreases the amount allocated to a category of funding within the Urban County’s entitlement grant programs by 25 percent.
  
  o To implement an activity using CDBG funds for new programs that were not described in the Consolidated Plan.
  
  o To change the purpose or intended beneficiaries of an activity approved for CDBG funding, e.g., instead of primarily benefitting lower income households the activity instead proposes to benefit mostly moderate income households.

**Roles, Responsibilities, and Contact Information**

The Urban County and Entitlement Jurisdictions within the County receive grant funding from HUD.

The County’s Board of Supervisors is responsible for approving the Urban County’s Consolidated Plan, Action Plans, Substantial Amendments, and CAPERs prior to their submission to HUD.

It is the intent of the Urban County to provide for and encourage citizen participation, with particular emphasis on participation by lower income persons who are beneficiaries of or impacted by entitlement-funded activities. The Urban County encourages participation in all stages of the Consolidated Planning process by all residents, including minorities and non-English speaking persons, as well as persons with mobility, visual or hearing impairments, and residents of assisted housing developments and recipients of tenant-based assistance.

In general, hearings will be held at the County of Santa Clara Board Chambers, located at 70 W. Hedding Street, San José, CA 95112, due to its central location, convenient access, and disability accessibility. Translation services will be provided when there is an indication that non-English speaking persons will be attending. Other reasonable accommodations will be provided on a case-by-case basis.

The General Contact Information for the Urban County’s HUD Entitlement Programs is:

**Urban County Region of Santa Clara County**
Ky Le, Director Office of Supportive Housing
**County of Santa Clara, Office of Supportive Housing (OSH)**
3180 Newberry Drive, 2310 N. 1st Street Suite 150
San José, CA 95131
(408) 278-6400 ext. 9559
Ky.Le@hhs.sccgov.org
Citizen Participation Policies

Public Hearings

The Urban County will hold public hearings for Consolidated Plans, Annual Action Plans, CAPERs, and Substantial Amendments. Amendments made to the CPP, and Substantial Amendments will require a public review period and approval by the Board of Supervisors, but do not require a formal public hearing.

The Consolidated Plans, Annual Action Plans, and CAPER CPP amendments, and Substantial Amendments require two public hearings. One required hearing is the Housing and Community Development Advisory Committee (HCDAC), a Board recommending Committee and one required hearing is before the Board of Supervisors for document adoption. The CAPER requires one hearing before the Board of Supervisors for document adoption. The Housing and Community Development Advisory Committee (HCDAC) has the option of holding a community meeting to discuss staff recommendations but is not required to hold a formal public hearing.

Community meetings will be held in a community space with consideration for the convenience to beneficiaries of the entitlement program resources. The community meetings must be consistent with the HCDAC’s bylaws.

The Board of Supervisors public hearings will be held at Board Chambers located at 70 W. Hedding, San Jose, CA 95110. Listening devices, interpretation services, and other assistance to disabled persons or those with limited English proficiency will be provided upon request, ranging up to five business days prior notification to the Clerk of the Board. Requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for auxiliary aids, services or interpreters, require different lead times, ranging up to five business days. For this reason, it is important to provide as much advance notice as possible to ensure availability. Assistive Listening Devices (ALDs) are available upon request.

Public Hearings During Disaster

In the event of an unforeseen and unpreventable event that renders in-person public gatherings impossible or inadvisable, such as a natural disaster or pandemic, public hearings may be held as a virtual meeting. Meeting formats may include webinars, webcasts, telecasts, radio or audio broadcasts, or other virtual communication tools as appropriate for the meeting format. Virtual meetings must provide, at a minimum, an opportunity for the public to publicly ask questions and for the presenter or public officials to make public response. All questions and responses must be documented, either via text, such as meeting minutes or chat scripts, or recorded, or as appropriate for the meeting format. Virtual meetings must be publicly noticed, and in the event traditional noticing tools are unavailable or will not effectively reach the public, alternative public noticing efforts must be made and documented.

Notice of Hearings and Review Periods

To allow the public time to provide comments prior to the submission of approved documents to HUD, the Urban County will hold a minimum 30-day public review and comment period for the Consolidated
Plan, Action Plan, and Substantial Amendment. The Urban County will establish a public review period of at least 15 days for each CAPER and amendments to the CPP. Copies of the draft plans will be available to the public at the County’s Office of Supportive Housing, 2310 N. 1st Street, 3180 Newberry Drive, Suite 201450, San José, CA 9513148.

The Urban County will place public notices online through the Urban County’s website, and through advertisement in a local newspaper of general circulation in advance of a 30-day public review and comment period.

To ensure that the public, including minorities, persons with limited English proficiency, persons with disabilities, residents of public housing, and LMI residents are able to participate in the public review process, the Urban County will provide residents, public agencies, and other stakeholders with notices on applicable public review periods and public hearings that adhere to the following:

- The notices will be published prior to the start of the public comment period and at least 15 days before the final public hearing and will include information regarding how to request accommodation and services available for persons with disabilities who wish to attend the public hearings.
- The notices will be distributed to persons and agencies on the contact list maintained by the Urban County for those parties expressing interest in receiving information and updates related to the Urban County’s Consolidated Plan, Action Plan, CAPER, Substantive Amendments and CPP. Interested parties may request to be added to this contact list by sending an email to Alejandra.tracy.Herreracunningham@hhs.sccgov.org, by calling (408) 278-6400-9560 or by writing to the County’s Office of Supportive Housing, 2310 N. 1st Street, 3180 Newberry Drive, Suite 201450, San José, CA 9513148.
- The notices will be distributed through a variety of methods, including e-mail, newspaper publications and the County’s website at www.sccgov.org. The notices will include information on how to obtain a copy of the draft documents and scheduled hearing dates, times, and locations.

The public may file comments on draft plans in writing to the County’s Office of Supportive Housing, 2310 N. 1st Street, 3180 Newberry Drive, Suite 201450, San José, CA 9513148; via email to Alejandra.tracy.Herreracunningham@hhs.sccgov.org; by phone at (408) 278-6400-9560. Comments may also be submitted in person at the County’s Office of Supportive Housing, 3180 Newberry Drive, Suite 2310450, San José, CA 95118, Monday through Friday during business hours, and during the Council adoption hearing.

When necessary or applicable, the Urban County may combine notices complying with several individual requirements into one comprehensive notice for dissemination and publication.

**Exemptions to Notice of Hearings and Review Periods**

In the event of an unforeseen and unpreventable federally-declared major disaster or emergency for which the County of Santa Clara is to receive and administer HUD recovery funds, the following CCP shall apply to the development of a Substantial Amendment to an adopted Action Plan for disaster recovery:
1. Before the County adopts a Substantial Amendment for a recovery grant, the County will publish the proposed Draft Amendment on the County’s website and will notify the Urban County listserv via email of the public review period.
2. The County will notify affected citizens through electronic mailings and through the County’s website. The County will ensure that all citizens have equal access to information about the programs, including persons with disabilities and Limited English Proficiency Plan (LEP) persons. Program information will be made available in the appropriate languages for the City.
3. Subsequent to publication of the Substantial Amendment, the County will provide a reasonable opportunity of at least five (5) days for receiving comments, or a longer period as prescribed by HUD.
4. The County will consider all written comments regarding the Substantial amendment. A summary of the comments and the County’s response to each comment will be provided to HUD as part of the Substantial Amendment.
5. The County will provide a timely written response to every citizen complaint. The response will be provided within 15 working days of the receipt of the complaint, to the extent practicable.

Comments/Complaints on Adopted Plans

Comments or complaints from residents, public agencies, and other stakeholders regarding the adopted Consolidated Plan or related amendments and performance reports may be submitted in writing or verbally to the General Contact at the County’s Office of Supportive Housing, 2310 N. 1st Street, 3180 Newberry Drive, Suite 201, San José, CA 95131. Written comments or complaints will be referred to appropriate County staff for consideration and response. The County will attempt to respond to all comments or complaints within 15 business days and maintain a correspondence file for this purpose.

Availability of Draft and Approved Documents

The draft and final versions of the Consolidated Plan, Action Plan, CAPER, all related amendments, records, and regulations will be available online at the County’s website: https://www.sccgov.org/sites/osh/HousingandCommunityDevelopment/UrbanCountyProgram/Pages/home.aspx www.sccgov.org/sites/oah. Hard copies of all documents will be available at the County’s Office of Supportive Housing, 3180 Newberry Drive, Suite 150, San José, CA 95118 and upon written request. If the County is unable to provide immediate access to the documents requested, it will make every effort to provide the documents and reports within 15 business days from the receipt of the request.

During the 30-day public review and comment period, copies of the document will be available to the public for review at through the County’s website at: https://www.sccgov.org/sites/osh/HousingandCommunityDevelopment/UrbanCountyProgram/Pages/home.aspxwww.sccgov.org/sites/oah

Relocation Policy

As part of the CPP, the County must maintain a Relocation policy. Relocation refers to the involuntary relocation of individuals from their residence due to housing development and rehabilitation paid for
with federal funds. The County will continue to use existing federal and state relocation guidelines, as applicable, to minimize displacement and to alleviate the problems caused by displacement. Both the federal government and the State of California have specific requirements dictating the amount of benefits and assistance that must be provided to lower income persons and households relocated from their homes as a result of displacement. Depending on the funding source, displaced persons may be offered one or more of the following:

- A rent subsidy for another unit
- A cash payment to be used for rent or a down payment on the purchase of a dwelling unit
- Moving and related expenses

The County’s rehabilitation programs may also incur relocation issues when they provide minor additions to existing dwellings in order to address overcrowding. Any temporary relocation costs are included in the rehabilitation loan package offered to clients.

**Technical Assistance**

The County will, to the extent feasible, respond to requests for technical assistance from entities representing LMI groups who are seeking federal entitlement funding in accordance with grant procedures. This may include, but is not limited to, providing information regarding how to fill out applications, other potential funding sources, and referrals to appropriate agencies within and outside the County. "Technical assistance," as used here, does not include the provision of funds to the entities requesting such assistance. Assistance will also be provided by Office of Supportive Housing staff to interested individuals and resident groups who need further explanation on the background and intent of the Housing and Community Development Act, interpretation of specific HUD regulations, and project eligibility criteria for federal grants.
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<thead>
<tr>
<th>City</th>
<th>Needs</th>
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<tr>
<td>Los Altos</td>
<td>The City has a need for greater accessibility accommodations, such as widening existing sidewalks, installing curb cuts, and repairing damaged sidewalks.</td>
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<td>Los Gatos</td>
<td>The City has a need for greater accessibility accommodations, such as widening existing sidewalks, installing curb cuts, and repairing damaged sidewalks.</td>
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<tr>
<td>Campbell</td>
<td>Low income census blocks in the City of Campbell are in need of targeted code enforcement, and there is need for greater accessibility accommodations for severely disabled adults and seniors.</td>
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<td>Morgan Hill</td>
<td>The City has a need for greater accessibility accommodations, such as widening existing sidewalks, installing curb cuts, and repairing damaged sidewalks. Additionally, Galvan Park, which is centrally located within a low income census tract, is in need of improvements, specifically security cameras and a renovated play structures for children.</td>
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<tr>
<td>Saratoga</td>
<td>The City has a need for greater accessibility accommodations, such as widening existing sidewalks, installing curb cuts, and repairing damaged sidewalks. Additionally, there is need for more street crossing signals citywide for the visually and hearing impaired. Certain public facilities also need improvements in order to meet state and local building codes.</td>
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