CITY OF REDWOOD CITY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)

CITIZEN PARTICIPATION PLAN

Pursuant to Section 104(a) of the Housing and Community Development Act of 1974 as amended, this plan sets forth a detailed citizen participation plan for the City's CDBG and HOME programs.

A. HOUSING AND HUMAN CONCERNS COMMITTEE
The Housing and Human Concerns Committee (HHCC) was appointed by the City Council as the representative body for CDBG and HOME citizen participation activities. The HHCC's charge includes advocating for low income households for affordable housing development and essential services for residents who are homeless and at-risk of homelessness and assuring citizen input in determining the use of funds. The Committee coordinates its efforts with neighborhood based organizations to increase participation by low and moderate income families residing in the project areas.

B. NOTICES AND RECORDS
Notices of public hearings relating to the use of CDBG and HOME funds shall be made at least 10 days before the hearing dates. Notices may be published in one or more of the following methods including posting on the City’s website, electronic (email) notification to interested parties and stakeholders, published in a local newspaper of general circulation, notices posted in public locations and direct mail to persons and organizations that have expressed interest in obtaining information regarding these programs. The notice will be of sufficient detail to describe eligible uses of funds and will list examples of projects currently being funded and the anticipated allocation amount. Presentations may be made to neighborhood based organizations in an attempt to increase citizen participation.

A statement of community development objectives specifying the City's intended use of CDBG and HOME funds will be published each year prior to the City Council taking action on projects to be funded. A final statement of community development objectives will be published before the City Council holds a public hearing to give final approval, giving a 30 day comment period.

All records relating to receipt of funds, program goals and objectives and program performance evaluation are available for public review from 8:00a.m. - 5:00p.m., Monday through Friday. Copies of any such documents and or documentation are available to any member of the public upon request. Written requests for documents and information relating to the CDBG or HOME funded programs should be sent to CDBG/HOME Administrator, Planning & Housing Services, City of Redwood City, 1017 Middlefield Road, Redwood City, CA 94063.

No decisions shall be made by the City Council before the HHCC makes their official recommendation of projects to be funded; provided, however, the Council shall not be bound by the recommendations of the HHCC in making its determination.

C. TECHNICAL ASSISTANCE
Requests for proposal forms will be provided to neighborhood based organizations and non-profit organizations who have a history of serving low and moderate income residents and whose programs are consistent with eligible activities as defined by CDBG and HOME regulations. Such agencies will be invited to attend public hearings and will be provided
technical assistance sufficient to develop competitive proposals. Notices advertising hearing dates and locations will also solicit a request for proposals. The City may hold one or more workshops to assist any citizen or interested organization to accurately and competitively complete a proposal for funding.

D. PUBLIC HEARINGS
No less than two (2) public hearings to obtain citizens views, to respond to proposals and questions, and development of needs shall be held prior to the City's submittal of a Consolidated Plan to the United States Department of Housing and Urban Development. At least one of these hearing will be held by the HHCC. The Planning Commission will review capital improvement projects only. At least one public hearing will be held by the City Council. A joint meeting may be held by the HHCC and the Planning Commission. One meeting may be held in a neighborhood facility in a census tract with a high population of low and moderate income and non-English speaking residents.

Public hearings will be held no earlier than 7:00p.m. to encourage attendance by low and moderate income residents who work. All sites selected for the hearings will accommodate accessibility for persons with disabilities.

Evaluation of program needs, review of activities and performance are ongoing responsibilities of the HHCC, and such hearings are not limited to proposed use of funds. Detailed agendas for HHCC regular and special meetings are posted in City Hall and in the Main Library at least 72 hours prior to the meeting.

E. COMPLAINTS
Written complaints and grievances will be addressed within 15 working days of the City's receipt of complaint. The Community Development Director or his representative will attempt to provide a satisfactory response. In the event that response is not satisfactory to the author of the complaint or grievance, the author shall be invited to attend a regular meeting of the HHCC. The HHCC may direct staff to take action as they deem appropriate or may refer the complaint to be heard by the City Council. The City Council's action shall be final. For the purpose of meeting this requirement, a complaint shall be defined as a concern regarding the performance of a project funded or the type of activity being carried out. A grievance shall be defined as a direct impact effect or other negative hardship which a CDBG or HOME funded activity has caused. The HHCC shall not consider complaints or grievances, the nature of which is determined to involve:

1. Use of CDBG or HOME funds to sponsor activities which will not provide benefit to low income residents;

2. Activities which are not eligible under CDBG or HOME regulations;

3. When activities are inconsistent with the City's Community Development Plan, or

4. Amount of funding recommended by the HHCC or the amount of funding allocated by the Council for any given service, program or activity.

F. ACCESS
In the case of public hearings where a significant number of non-English speaking or, hearing and speech impaired residents can be reasonably expected to participate, the City will assure that a translator or oral interpreter will be available.
Advertisements will state that if translation, oral interpretation or other accommodation is required the City will provide materials in appropriate alternative formats, or provide disability related accommodation upon request. Requests should be directed to the CDBG/HOME Administrator, Planning & Housing Services, City of Redwood City, 1017 Middlefield Road, Redwood City, CA 94063 and should include a brief description of the requested materials and preferred alternative format or auxiliary aid or service at least 72 hours before the meeting.

G. AMENDMENTS TO THE CONSOLIDATED PLAN/ACTION PLAN
The Consolidated Plan and/or annual Action Plan may be revised during the program year. Certain changes will be minor in nature, and will not require public notification or citizen participation prior to the implementation of such changes. Other changes, defined as substantial, will require public notification and public review. A substantial amendment shall be a change in the use of CDBG or HOME funds from one activity to another activity in excess of 25% of the total CDBG or HOME grant allocations for the program year, a change in allocation priorities or a change in the purpose, scope, location or beneficiaries of an activity.

Substantial amendments to the Consolidated Plan and/or Action Plan will require a public notice with a 30 day review period. This notice will be published in a local newspaper of general circulation and on the City’s website. During the notice period the draft amendment/s will be available for public review on the City’s website, or in print version at the Planning & Housing office at City Hall, 1017 Middlefield Road, Redwood City. Interested persons will have 30 days to provide written comments on the proposed amendment/s. Interested parties may also provide oral comments at the public hearing held by the HHCC or City Council meeting at the conclusion of the 30-day period. A summary of all comments received during the 30-day period will be included in the substantial amendment to the Consolidated Plan/Action Plan that is submitted to HUD.

H. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)
On an annual basis, the City must prepare a CAPER to be submitted to HUD 90 days after the end of the program year. Redwood City’s program year is from July 1 to June 30. The CAPER represents the annual report of Redwood City’s implementation of the CDBG and HOME programs. Prior to the submission of the CAPER to HUD, the City will publish a notice to inform the public of the availability of the CAPER for review and 15-day comment period. This notice will be published in a local newspaper of general circulation and on the City’s website. During the notice period the draft CAPER will be available for public review on the City’s website, or in print version at the Planning & Housing office at City Hall, 1017 Middlefield Road, Redwood City. Interested persons will have 15 days to provide written comments on the draft CAPER. Interested parties may also provide oral comments at the public hearing conducted at the HHCC meeting at the conclusion of the 15-day period. A summary of all comments received within the 15-day period will be included in the CAPER that is submitted to HUD.

I. AMENDMENTS TO THE CITIZEN PARTICIPATION PLAN
This Citizen Participation Plan may be revised to meet changing Federal guidelines or to enhance citizen participation. Certain changes will be minor in nature, and will not require public notification or citizen participation prior to the implementation of such changes. However, other changes defined as substantial, will require public notification and public review.

Substantial amendments to the Citizen Participation Plan will require a public notice with a 30 day review period. This notice will be published in a local newspaper of general circulation and on the City’s website. During the notice period the draft amendment will be available for public
review on the City’s website, or in print version at the Planning & Housing office at City Hall, 1017 Middlefield Road, Redwood City. Interested persons will have 30 days to provide written comments on the proposed amendment. Interested parties may also provide oral comments at the public hearing held by the HHCC that is conducted at the conclusion of the 30-day period.

J. ANTI-DISPLACEMENT POLICY

It is the policy of the City to avoid, to the greatest extent feasible, the involuntary displacement of any persons, property or businesses as a result of CDBG or HOME activities. All efforts to minimize involuntary displacement will be carried out by designing activities in such a way that displacement is avoided, except in extraordinary circumstances where no feasible alternatives to displacement are available if the City’s community development objectives are to be met. Should involuntary displacement become necessary under such circumstances, relocation will be administered in accordance with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and 24 CFR 570.606(b); and (b) the requirements of 24 CFR 570.606(c) governing the Residential Antidisplacement and Relocation Assistance Plan under Section 104(d) of the HUD Act. The policies and requirements of these laws are described in HUD handbook 1378.

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