City of Redwood City
Community Participation Plan

City of Redwood City
Community Development Department
Planning and Housing Division
1017 Middlefield Road
Redwood City, CA 94063

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INTRODUCTION

Pursuant to Section 104(a) of the Housing and Community Development Act of 1974 as amended, this plan sets forth a detailed community participation plan for the City's Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) programs. The Community Participation Plan encourages residents to participate in the development of the Assessment of Fair Housing (AFH), Consolidated Plan (PLAN), Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), any substantial amendments to the AFH, PLAN, Annual Action Plan, and CAPER.

This current Community Participation Plan supersedes and replaces all previous plans adopted or amended for the CDBG and HOME Programs. Previous Community Participation Plans were entitled “Citizen Participation Plan”.

The Community Participation Plan will be available in a format accessible to persons with disabilities, upon request.

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 resident 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 resident 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 AFH and 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 resident 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

The City will provide technical assistance to groups representative of persons of low and moderate income that request such assistance in commenting on the AFH and in developing proposals for funding assistance under any of the programs covered by the Plan.

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 resident or interested organization to accurately and competitively complete a proposal for funding.

D. PUBLIC HEARINGS

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. 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.

No less than two (2) public hearings to obtain resident views, to respond to proposals and questions, and development of needs, proposed activities, proposed strategies and actions for affirmatively furthering fair housing consistent with the AFH, and a review of program performance 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.

At least one public hearing will be held before the proposed AFH is published for comment.

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 to every request. 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

The City will provide residents of the community, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Plan, AFH, and use of CDBG and HOME funding during the past five years.

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.

Notices will state that if translation, oral interpretation or other accommodations are 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. ASSESSMENT OF FAIR HOUSING (AFH)

The City must prepare an AFH prior to the Consolidated Plan process. The public will have reasonable opportunities for involvement in the development of the AFH. The City will make available to the public, residents, public agencies, and other interested parties any HUD-provided data and other supplemental information the City plans to incorporate into its AFH at the start of the public participation process (or as soon as feasible after). The City may make the HUD-provided data available to the public by cross-referencing to the data on HUD's website.

The City will consult with other public and private agencies that provide assisted housing, health services, and social services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons), community-based and regionally-based organizations that represent protected class members, and organizations that enforce fair housing laws when preparing the AFH. The consultation process will include consultation with regional government agencies in addition to adjacent units of general local government and local government agencies. This includes local government
agencies with metropolitan-wide planning and transportation responsibilities, particularly for problems and solutions that go beyond a single jurisdiction.

Public meetings will be held at a time and location convenient to the general public, with accessibility and/or accommodations for persons with disabilities and, accommodation of non-English translation assistance when appropriate. The City shall encourage, in conjunction with public housing agency consultations, participation of residents of public and assisted housing developments, including any resident advisory boards, resident councils, and resident management corporations, in the process of developing and implementing the AFH, along with other low-income residents of targeted revitalization areas in which the developments are located. The City shall consider any comments or views received from the public in preparing the final AFH and shall submit such comments in the final AFH. A summary of any comments or views shall be attached to the final AFH.

The City shall publish a draft AFH, together with notice of a public hearing. The required public hearing will occur before the proposed AFH is published for comment.

**H. CONSOLIDATED PLAN (PLAN)**

The City must prepare, adopt and submit a three or five year Consolidated Plan (Plan) to HUD. The Plan is a strategic policy document for meeting the needs of low-income community members. The Consolidated Plan is designed to help local jurisdictions assess their affordable housing and community development needs and market conditions, and make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD formula block grant programs, such as CDBG and HOME. The Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

The City will consult with other public and private agencies that provide assisted housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons, community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws when preparing the Plan. The City will also consult with public housing authorities (PHAs) operating in the jurisdiction. The consultation process will include consultation with regional government agencies in addition to adjacent units of general local government and local government agencies. This includes local government agencies with metropolitan-wide planning and transportation responsibilities, particularly for problems and solutions that go beyond a single jurisdiction.

Public meetings will be held at a time and location 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. The City shall encourage, in conjunction with public housing agency consultations, participation of residents of public and assisted housing developments, including any resident advisory boards, resident councils, and resident management corporations, in the process of developing and implementing the Plan, along with other low-income residents of targeted revitalization areas in which the developments are located. The will accept any comments or views received from the public in preparing the final Plan and shall submit such comments to the HHCC as appropriate for their consideration in adopting the final Plan. A summary of any comments or views shall be
attached to the final Plan.

The City shall publish a draft Plan, together with notice of a public hearing. The required public hearing will occur before the proposed Plan is published for comment.

I. ANNUAL ACTION PLANS

The Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Plan.

Public meetings will be held at a time and location 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. The City shall consider any comments or views received from the public in preparing the final Annual Action Plan and shall submit such comments to the HHCC as appropriate for their consideration in adopting the final Annual Action Plan. A summary of any comments or views shall be attached to the final Annual Action Plan.

The City shall publish a draft Annual Action Plan, together with a notice of the public hearing. This public hearing shall also specify the amount of funds to be used for activities benefiting lower income persons; indicate the activities likely to result in displacement, if any; indicate the availability of the City’s plan to minimize displacement of persons as the result of CDBG and HOME program-funded activities and the availability of the City’s plan to assist persons actually displaced as a result of the funded activity, if any.

J. 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.

K. AMENDMENTS TO THE CONSOLIDATED/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 resident participation prior to the implementation of such changes. Other changes, defined as substantial, will require public notification and public review.

A substantial amendment to 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
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.

L. **REVISIONS TO THE ASSESSMENT OF FAIR HOUSING**

The City may revise the AFH when a change in circumstances in the City 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. Examples include presidentially declared disasters significant demographic changes; new significant contributing factors in the City; and civil rights findings, determinations, settlements (including Voluntary Compliance Agreements), or court orders; or upon HUD's written notification specifying a material change that requires the revision.

A revision of the AFH consists of preparing and submitting amended analyses, assessments, priorities, and goals that take into account the material change, including any new fair housing issues and contributing factors that may arise as a result of the material change. A revision may not necessarily require the submission of an entirely new AFH. The revision need only focus on the material change and appropriate adjustments to the analyses, assessments, priorities, or goals.

City shall publish a draft AFH with notice of the public hearing. The required public hearing must occur before the proposed AFH is published for comment.

M. **AMENDMENTS TO THE COMMUNITY PARTICIPATION PLAN**

This Community Participation Plan may be revised to meet changing Federal guidelines or to enhance resident participation. Certain changes will be minor in nature, and will not require public notification or resident 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 Community 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 amendments. 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.
N. 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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Revised Address January 18, 2008
Revised January 28, 2013. Resolution No. 15240
Revised December 12, 2016 Resolution No.15544