



Sunnyvale

CITIZEN PARTICIPATION PLAN FOR HUD PROGRAMS

Adopted May 2010
Revised June 2022

Citizen Participation Plan for HUD Programs

Contents

INTRODUCTION	2
CITIZEN PARTICIPATION	2
Housing and Human Service Commission.....	2
City Council	3
Consolidated Plan and Annual Action Plan Development Process.....	3
Consolidated Plan and Annual Action Plan Public Information Process	3
Amendment to the Consolidated Plan and Annual Action Plan	4
Criteria for Substantial Amendment	4
Performance Reports	4
Accessibility	4
Access to Records	4
Technical Assistance.....	4
Complaints	5

Citizen Participation Plan for HUD Programs

INTRODUCTION

An important aspect of the preparation of the Consolidated Plan and corresponding Annual Action Plans is the provision of an adequate opportunity for citizens to participate in an advisory role in the planning, implementation, and assessment of the plans process. To encourage public participation in the development of, and any amendment to the plans, as well as to enhance program accountability, grantees must follow a detailed citizen participation plan. As required under 24 CFR Part 91, 105 the citizen participation plan must:

1. Provide for and encourage citizens to participate in the development of the Consolidated Plan, any substantial amendments, the annual action plans, and the performance reports.
2. Be designed to encourage participation by low- and moderate-income persons particularly in areas where CDBG funds are intended to be used by residents of predominantly low- and moderate-income neighborhoods. In addition, the Plan must encourage participation of all residents, including minorities and non-English speaking persons, as well as persons with disabilities.
3. In conjunction with the local housing authority, the Plan must encourage participation of residents in assisted housing developments and other low-income residents of targeted revitalization areas in which the developments are located.

CITIZEN PARTICIPATION

Housing and Human Service Commission

The Housing and Human Services Commission (HHSC) is a seven-member commission comprised of residents in the community. The Commission is advisory to the City Council on housing and human services policies, the expenditure of CDBG and HOME funds, and the Consolidated Plan process. The HHSC assists in the identification of community development needs and the assessment of projects presented for funding consideration. The HHSC further assesses the projects and activities to determine if the objectives of the Consolidated Plan are being met.

All recommendations, comments, assessments, and proposals from the HHSC are forwarded to City Council for their review. The HHSC aids in the dissemination of information about the Consolidated Plan and the annual action plans and will aid in soliciting comments and views from the general public.

Commission members are appointed by the City Council to serve a four-year term. Members may not serve more than two consecutive full terms. The membership is comprised of persons who live in Sunnyvale and who are concerned about housing and human services issues facing people in the community such as persons of low- and moderate-income, members of minority groups, persons with disabilities and the elderly.

The HHSC holds a minimum of two public hearings per year for the purpose of obtaining citizens views. The public meetings are held at different stages of the program year so that together they address community development and housing needs, development of proposed activities, and program performance. Notice of the date, time, and place of the HHSC meetings are advertised at least 7 days prior to the hearing or meeting in the *SUN* newspaper and on the City's web site.

Citizen Participation Plan for HUD Programs

City Council

1. The City Council sets policy, priorities, and approves the overall Consolidated Plan and Annual Action Plans.
2. The City Council will hold a minimum of one public hearing per year for the purpose of obtaining citizen's views and formulating or responding to citizen's proposals and questions.
3. Actions of the City Council will direct the implementation of the Consolidated Plan and corresponding Annual Action Plans.

Consolidated Plan and Annual Action Plan Development Process

Prior to the adoption of the Consolidated Plan and corresponding Annual Action Plans, staff will make available to citizens, public agencies, and other interested parties the following information:

1. The amount of assistance the City expects to receive from both grant funds and program income during the next fiscal year for proposed community development and housing activities,
2. The range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income,
3. The proposed activities which will likely result in relocation and the City's intent to minimize the necessity for relocation of persons as a result of assisted activities,
4. The types and levels of assistance the City will make available or require others to make available to persons who are eligible for relocation as a result of federally assisted activities.

Consolidated Plan and Annual Action Plan Public Information Process

1. Prior to publishing the proposed Consolidated Plan or Annual Action Plan, two public hearings will be held with the HHSC. The first public meeting will be to obtain the views of citizens on housing and community development needs, including priority non-housing community development needs. A notice of this meeting with a summary of the issues to be discussed will be published in the local newspaper at least 10 days prior to the meeting. A further public meeting will be held during the Consolidated Plan development process with the HHSC to discuss public service proposals for the next fiscal year.
2. The Consolidated Plan or Annual Action Plan will be published at least thirty days prior to the public hearing at City Council. This thirty-day period will be to receive public comments.
3. A summary of the plan will be published in the *SUN*, the local newspaper, and copies of the Plan will be made available for public review on the City's web site Sunnyvale.ca.gov, at the library, and the City's One-Stop Permit Center at 456 West Olive Avenue, Sunnyvale, CA 94086 during normal working hours (weekdays 8 a.m. to noon and 1 to 5 p.m.) The summary in the notice will include the contents and purpose of the plan and the places where it is available for review.
4. During the review period of the proposed Consolidated Plan and Annual Action Plans two public hearings will be held: one with the HHSC and one at City Council.
5. Any comments or views received from the public either orally or in writing will be considered in preparing the final Consolidated Plan and Annual Action Plan. A summary of views and comments accepted, and those not accepted and the reasons for not accepting them, will be attached to the final Consolidated Plan and Annual Action Plan.

Citizen Participation Plan for HUD Programs

Amendment to the Consolidated Plan and Annual Action Plan

Criteria for Substantial Amendment

1. To make a change in the allocation priorities or change in the use of CDBG or HOME funds from one eligible activity to another,
2. To significantly change the purpose, scope, location, or beneficiaries of a project so that affected citizens have not had an opportunity to submit comments,
3. To carry out an activity using funds from any program covered by the Consolidated Plan not previously described by the Plan, and
4. To revise the budgeted amount for a specific activity if it is changed by 30 percent.

The public hearing process for an amendment to the Consolidated Plan and Annual Action Plans will follow the same procedures as in sections 2 through 5 of the Consolidated Plan and Annual Action Plan Public Information Process above.

Performance Reports

A notice of the public hearing to discuss the performance report will be published in *The SUN*, the local newspaper, indicating a 15-day comment period, at least 7 days prior to the public hearing with the HHSC. Copies of the performance report will be made available for public review on the City's website Sunnyvale.ca.gov, at the library, and at the City's One-Stop Permit Center at 456 Olive Avenue, Sunnyvale CA 94086 during normal working hours (weekdays 8 a.m. to noon and 1 to 5 p.m.). The published notice will include the purpose, place, and time of the public hearing and locations where the performance report will be available for review.

Accessibility

All hearings will be held in the evenings to allow the maximum number of people to attend at Sunnyvale City Hall or via teleconference (or at a location convenient to potential and actual beneficiaries, and with accommodation for persons with disabilities). City Hall is fully accessible to persons with disabilities. If anyone is not able to attend the scheduled meetings, the general public is encouraged to express their views or comments directly to the Housing staff at City Hall. A TDD line is also available to persons seeking information or expressing their views. Staff will also arrange for information to be presented bilingually at public meetings where a significant number of non-English speaking residents can be reasonably expected to participate, or individually whenever a request is made for such service. Sign language interpreters will be provided upon request with 72 hours advance notice.

Access to Records

Housing staff will maintain the Citizens' Participation Plan, the Consolidated Plan, Substantial Amendments, Action Plans, the Grantee Performance Report, and all other program records, documents, information, and reports required by federal regulations. These documents are available for public review in the Community Development Department, 456 West Olive Avenue, Sunnyvale, CA 94086 during normal business hours (weekdays 8 a.m. to noon and 1 to 5 p.m.). Upon request, documents will be available in a form accessible to persons with disabilities, with 72 hours advance notice.

Technical Assistance

Technical assistance on CDBG regulations and the CDBG program process will be provided by Housing Division staff to nonprofit agencies serving low-income persons, citizen groups and groups of low- and moderate-incomes and neighborhood groups requesting such assistance. Assistance may be in the form of general information, relevant demographic or socio-economic data, interpretation of HUD rules and regulations, explanation of City policies and procedures affecting the CDBG program, or advice regarding alternative funding sources for ineligible

Citizen Participation Plan for HUD Programs

projects under the CDBG program.

Complaints

Staff will respond to any complaints related to the Consolidated Plan in writing within 15 days, where practicable, of receipt of such complaint of grievance.