

**CITY OF STOCKTON’S
CITIZEN PARTICIPATION PLAN**

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Section I. Introduction

This CITIZEN PARTICIPATION PLAN is a revision of a document adopted by the City of Stockton (the "City") in 1995. The objective of the Plan is to provide for and encourage citizens to participate in the development of the Consolidated Plan, Action Plan, any substantial amendments to either Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER).

The Consolidated Plan and each year's Action Plan guide the City's use of Community Development Block Grant (CDBG), HOME, Emergency Solutions Grant (ESG) and other federal funds which are made available from the U.S. Department of Housing and Urban Development (HUD). The CAPER provides an assessment of funds expended and a quantitative analysis of program or project outcomes.

The Economic Development Department (EDD) is the lead agency within the City of Stockton for development and implementation of the Consolidated and Action Plans. The Community Development Committee (CDC), a seven member advisory board to the City Council comprised of representatives from each Council district and one from the community at-large, plays a key role in the citizen participation process. The CDC holds public meetings, collects comments, and provides forums for the discussion of community development and housing needs. Other groups, such as the San Joaquin County Continuum of Care will also be asked to participate.

This document is designed to meet HUD's basic requirements for citizen participation in accordance with 24 CFR Part 91.105.

Section II. Development of the Consolidated and Annual Action Plans

The City of Stockton must prepare a Consolidated Plan every five years and an Action Plan annually. The CDC will hold a series of public meetings during the development of the these Plans that will include identification of community housing and non-housing needs, prioritization of needs, development of strategies to meet the identified needs and budget recommendations to implement those strategies. Community outreach, as outlined in Section V of this Plan, shall be utilized to increase participation in the development of the Plans. The CDC will hold at least one meeting annually to review program performance, allow citizen input regarding the City's community development and housing needs, and to provide information regarding priorities and proposed activities to citizens. Citizens may propose amendments to the Consolidated Plan and/or Action Plan.

Local and regional institutions, including the San Joaquin County Continuum of Care, the Housing Authority of the County of San Joaquin, businesses, developers, and nonprofit

organizations will also be consulted during the preparation of the Consolidated Plan and Action Plan.

In the years when a Consolidated Plan is prepared, a summary of the draft Consolidated Plan and Action Plan shall be published in one or more newspapers of general circulation. Prior to the City Council public hearing to consider the documents, draft copies of the plans will be available for review as outlined in Section V of this Plan. On years when a Consolidated Plan is not required, the above steps shall be followed for the Action Plan.

The City shall provide no less than a 30-day public comment period on draft plans before final action by the City Council. Prior to adoption of the Consolidated Plan and Annual Action Plan, the City Council will hold a public hearing(s). Any public comments received during the comment period or at the public hearing(s) shall be considered and shall be summarized and attached to the Consolidated Plan and/or Action Plan prior to submission to HUD. This shall include a summary of any comments or views not accepted and the reasons therefore.

Section III. Amendments

Amendments to the Consolidated Plan and the Annual Action Plan shall be required whenever the City seeks to:

- a) Make a change in its allocation priorities or a change in the method of distribution of funds;
- b) Carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the Annual Action Plan; or
- c) Change the purpose, scope, location or beneficiaries of an activity.

Amendments shall be categorized as "substantial" or "non-substantial".

Substantial Amendments

An amendment shall be considered "substantial" if it exceeds five percent (5%) of the City's annual entitlement. The citizen participation process and noticing requirements shall be followed to the extent required by HUD for substantial amendments to the approved Consolidated Plan and Action Plans, except those for disaster activities. The CDC shall review proposed amendments and forward a recommendation to the City Council. The City Council shall, following a **30-day public comment period**, consider the item at a public meeting as outlined in Section V of this Plan. Council action, if required, may occur as a Consent item or as a Public Hearing item. The determination shall be made by the Economic Development Department with concurrence by the City

Manager. The City Council shall approve any amendment by Resolution prior to submission to HUD.

Non-Substantial Amendments

All other amendments shall be considered "non-substantial" and may be approved administratively.

Submission to HUD

Amendments shall be submitted to HUD as each occurs or at the end of the program year. Any public comments received during the comment period or at the public hearing shall be considered and shall be summarized and attached to the substantial amendment prior to submission to HUD. This shall include a summary of any comments or views not accepted and the reasons therefore. Letters transmitting copies of the amendments must be signed by the official representative of the jurisdiction authorized to take such actions.

Amendments to the Citizen Participation Plan

The Citizen Participation Plan may be amended by Resolution of the City Council as necessary or appropriate. All amendments shall be consistent with the requirements of HUD.

Section IV. Consolidated Annual Performance and Evaluation Report

The Consolidated Annual Performance and Evaluation Report (CAPER) identifies the final budget expenditure and performance results for each Annual Action Plan activity from the currently completed program year and any outstanding activities from prior program years.

The CAPER shall be submitted to HUD within 90 days from the close of the City's CDBG/HOME program year. The City's program year corresponds to the City's fiscal year which runs from July 1 to June 30 of each year. The CAPER shall be submitted to HUD by September 30.

Prior to submission to HUD there shall be a **15 day public review/comment period**. During this time period, the CDC shall review the document. They may hold a public meeting to discuss the CAPER as outlined in Section V of this Plan. Any public comments received during the comment period shall be considered and shall be summarized and attached to the CAPER prior to submission to HUD.

Section V. Outreach

Community Development Committee

The CDC plays a key role in the citizen participation process. The CDC is an advisory board to the City Council. It is comprised of representatives from each Council district and one from the community at-large. The Council may augment its membership from time to time to assure and increase the broadness of total community representation. All nominees shall be residents of the City of Stockton.

Technical assistance from City staff shall be continuously available to the CDC so that its members may adequately participate in planning, implementing and assessing programs. Technical assistance will also be available to other citizen organizations, and particularly those representative of persons of low and moderate income, in developing proposals or in organizing neighborhood groups.

Federal regulations place the ultimate responsibility for the development of the Consolidated Plan and Action Plan and the execution of the programs and activities on the grantee; hence the CDC constitutes the formal, advisory citizen participation body to the City Council.

The functions of the CDC shall be as follows:

1. To provide a forum and a mechanism whereby citizens, particularly those likely to be affected by community and housing activities in areas where residents are of low and moderate income, have the opportunity to provide meaningful input during all phases of the program.
2. To provide a means whereby all relevant information may be disseminated to concerned and affected citizens. Such information shall include, but not be limited to, the following:
 - a. Amount of funds available annually under each program;
 - b. The range of eligible activities for each program;
 - c. The identification of various community development and housing programs that become available;
 - d. The processes involved in developing the application and the schedule of meetings and hearings;
 - e. The role of citizens in the program; and
 - f. Any other important program requirements.

3. Any citizen or citizen group may address the CDC during any scheduled CDC meeting or neighborhood meeting where CDC members are in attendance, but as the scheduled CDC meetings always have a posted agenda the Chairperson may require that advance agenda time be requested for items that require extended time for meaningful discussion.
4. The CDC shall be involved in development of the Consolidated Plan including the annual applications for the Community Development Block Grant Program, the HOME Investment Partnerships Program, the Emergency Solutions Grant Program, and similar housing programs or plans including subsequent amendments or basic changes to any of the above.

During the program year, public meetings and hearings will be held as required by federal regulations at times and locations convenient to potential or actual beneficiaries and with accessibility to the handicapped. Meetings and hearings may be convened by City staff or by the City Council as appropriate and in conformance with federal regulations to accomplish the following:

1. To obtain the views of citizens, public agencies and other interested parties, relative to community development and housing needs and to comment on the extent to which funds are used for the benefit of lower income households, and what provisions should be taken by the City to minimize displacement of households as a result of assisted activities.
2. To afford affected citizens an opportunity to comment on proposed applications for federal assistance, plans, and substantial amendments as may be required by federal regulations, including, but not limited to, the Consolidated Plan.
3. To afford citizens an opportunity to review the programs' progress and performance as described in program reports prepared from time to time pursuant to federal regulations.

Outreach Efforts

The City is committed to making reasonable and timely access to the needs assessment, strategy development, and budget recommendation process of the Consolidated Plan and Action Plan possible for all members of the community, especially low and moderate income persons. The following outreach efforts are examples of measures that may be taken as appropriate to provide citizen's access to the process. Failure to use any one of these shall not be considered a violation of this Plan.

Mailing List (including electronic mailing lists): The City will maintain a comprehensive mailing list of interested parties, adjacent local governments, non-profit organizations, and public and private agencies that provide affordable housing, economic development, business assistance, health services and social services and use this list to send summary information, public hearing or comment period notices.

Targeted Survey: When appropriate, such as during the preparation of the Consolidated Plan, the City may use targeted surveys to assist in identifying community needs, existing services available to meet those needs, assessing any gaps in meeting those needs, and developing strategies to address outstanding needs.

Channel 97: Create and run public service announcements about the CDBG and HOME programs and the Consolidated and Action Plan processes to inform, educate and promote citizen participation.

Neighborhood Organizations: Invite neighborhood groups to participate and to coordinate with their own neighborhood planning and implementation efforts.

Housing Authority of the County of San Joaquin: Consult with the Housing Authority staff and invite public housing residents and Section 8 Voucher holders to participate in development and implementation of strategies.

Community Development Block Grant Week: Use this national recognition week to promote local success stories related to CDBG, HOME and other community development funding. This may include awards, special project open houses, keynote speakers and neighborhood walks with City Council members or other promotion activities.

All Media: Use media releases about the Consolidated Plan and Action Plan processes and citizen participation opportunities throughout the program year.

City Website: Use the City's website to publicize opportunities for public input, including public meetings and hearings and to highlight the development, implementation and monitoring process (www.stocktongov.com).

Public Meetings

The CDC shall hold public meetings during the program year as deemed necessary for the preparation of recommendations to the City Council, for the review of program progress and performance, and as needed to consider other than routine matters. Proper notice shall be given, which includes posting the agenda a minimum of 72 hours prior to the meeting. The agenda shall also be available online at www.stocktongov.com.

Minutes shall be taken of all public meetings and shall be available for public review at the EDD during regular working hours.

In accordance with the Americans With Disabilities Act and California Law, it is the policy of the City of Stockton to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. Copies of a public hearing notice, or an agenda and/or agenda packet in an appropriate alternative format; or other accommodation, may be obtained by contacting the Office of the City Clerk located at 425 North El Dorado Street, Stockton, California 95202 during normal business hours or by calling (209) 937-8459, at least 5 days in advance of the hearing/meeting. Advance notification within this guideline will enable the City/Agency to make reasonable arrangements to ensure accessibility.

Persons with hearing impairments can be provided an interpreter at public meetings, if a request is made at least seven (7) days prior to the scheduled meeting date.

For items expecting to effect a specific neighborhood or population, addition accommodations, including providing notices in various languages or providing interpreters at neighborhood meetings, will be considered.

Public Hearings

Public hearings shall be held before the City Council as required by the Consolidated and Action Plan process.

Notice of all public hearings shall be published in a paper of general circulation not less than ten (10) days prior to the date of the hearing. The notice shall include the time, day and date of the hearing, its location, a general statement regarding its purpose and any other more specific information required by the Consolidated Plan, Annual Action Plan, amendments or CAPER. Notices and agendas shall be posted at City Hall and available online at www.stocktonca.gov

Minutes shall be taken of all public hearings and shall be available for public review online at www.stocktonca.gov and at the Office of the City Clerk.

Special accommodations shall be as described in the Public Meetings section above.

Information and Records Availability

The Consolidated Plan (as proposed, adopted or amended), Annual Action Plan, CAPER, and this Citizen Participation Plan shall be available in print format for public review during regular working hours at the following location:

Economic Development Department
400 East Main Street
Stockton, CA 95202
(209) 937-8539

These documents are also available online at www.stocktonca.gov under the Economic Development Department, Housing Division.

Consistent with applicable state and local laws regarding personal privacy and obligations of confidentiality, other documents may be made available at the same time and place including mailings, promotional material, records of hearings, copies of the regulations, contracting procedures, environmental policies, fair housing and equal opportunity requirements and relocation provisions. This information shall be provided in a format accessible to persons with disabilities, upon adequate notice.

Requests for additional information may be made to the EDD at the address and phone listed above. A response shall be provided within fifteen (15) working days of receipt of the request, where practicable.

Summary materials regarding the Consolidated Plan, Annual Action Plan, amendments and CAPER shall be available without charge. Free copies of the Consolidated Plan and Action Plan will also be made available. One free copy will be provided to each individual or organization requesting said copy until the supply is exhausted. Photocopier charges and miscellaneous charges for other related services and materials shall be assessed in accordance with the City's fee schedule.

Technical Assistance

Technical assistance shall be provided to groups representing persons of low and moderate income that request such assistance in developing proposals for funding under any of the activities covered by the Consolidated Plan and Action Plan. The level and type of assistance provided shall be on a case-by-case basis as determined by the EDD Director or his/her designee.

Section VI. Complaints

The City will answer complaints in a timely and responsive manner. The City will make every reasonable effort to provide written responses to complaints within 15 working days. Complaints received will be handled at the lowest possible staff level affected directly and then will be referred through the normal chain of command: supervisor, division head, department director, City Manager's office. Ultimately, the citizen may address a complaint directly to the City Council if he feels his grievance has not been resolved.