

CITY OF SEASIDE

CITIZEN PARTICIPATION PLAN

REQUIRED BY U.S. DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT

FOR THE ADMINISTRATION OF THE

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM**



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PURPOSE FOR A CITIZEN PARTICIPATION PLAN

The U.S. Department of Housing and Urban Development requires that each entity receiving Community Development Block Grant (CDBG) funds implement a Citizen Participation Plan (CPP) in accordance with The Housing and Community Development Act of 1974, as amended. HUD has a strong belief that citizen participation is more than legality, “it is the heart of the community development process. (HUD CPP Guidebook)

The Citizen Participation Plan is to provide for and encourage participation of low or moderate-income individuals, particularly residents of predominantly low and moderate-income neighborhoods, slum or blighted areas, and areas in which the grantee proposes to use CDBG funds. Specifically, HUD requires that the CPP:

- provide citizens with reasonable and timely access to local meetings, information, and records related to the grantee's proposed and actual use of CDBG funds;
- provide for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including the development of needs, the review of proposed activities, and review of program performance;
- provide for timely written answers to written complaints and grievances; and
- describe how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

One of the Seaside City Council’s Three-Year Goals (2011-2014) is to “Enhance engagement with the Public.” The City of Seaside currently encourages and supports citizen participation through quarterly newsletters, neighborhood meetings, boards and commissions and public hearings.

The Seaside Citizen Participation Plan (SCPP) describes how the City will involve citizens in the planning, implementation and assessment of the use of its federally funded CDBG Program. The 2011 Seaside Citizen Participation Plan (SCPP) was developed by the City’s Resource Management Services staff under the guidance and requirements of **24 CFR Part 91.105** and complying with **Section 104(a)(3)** of the **Housing and Community Development Act of 1974 (42 U.S.C. 5304(A)(3))**. The 2011 SCPP is an update of the 1978 SCPP, as amended. The SCPP was approved by the Seaside City Council on January 19, 2012 and accepted by HUD as part of Seaside’s the 2010-2015 Consolidated Plan on January 25, 2012.

CITIZENS’ ROLES AND OPPORTUNITIES FOR ENGAGEMENT

The Community Development Block Grant (CDBG) Program requires that citizens are involved in the planning, implementing and assessment of the CDBG program each year. A key component of this requirement is the flow of communication between citizens, city staff and public officials. HUD requires that at a minimum, an exchange of ideas must

take place in identifying, soliciting and selecting program activities for the each new fiscal year, preparing the Annual Plan or Consolidated Plan and preparing the Consolidated Annual Performance Report (CAPER).

The City of Seaside encourages the participation of all citizens, including minorities, non-English speaking persons, persons with disabilities and the elderly. Citizens requiring additional services to be able to participate in such discussions must contact the City of Seaside Resource Management Services Staff at 831-899-6700. The following services are available:

- Translators for non-English speaking individuals;
- Translators for the Hearing Impaired;
- Ramps and elevators at the site of meeting for mobility impaired individuals;
- Resource information for bus routes for individuals who do not drive due to age or disability.

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

To assist RMS Staff with community outreach, a Community Development Advisory Committee will be formed to assist in the facilitation of citizen participation relating to the CDBG program.

PURPOSE

Community Development Advisory Committee (CDAC)- The CDAC is comprised of a five (5) members, and five (5) alternates, of Seaside community representatives approved by the Seaside City Council who broadly represent the diversity of the community.

Insofar as practical, the committee includes residents of low- and moderate-income areas. General duties of the Community Development Advisory Committee include the following:

1. conduct neighborhood-planning workshops to solicit community input and assess needs;
2. participate in the assessment and determination of community needs at both citywide and neighborhood levels and to develop realistic goals and objectives to meet identified needs;
3. assist in the evaluation and recommendation of proposals from city departments and community organizations requesting funding for assistance;
4. participate in the development of specific project proposals for community development in the Consolidated Plan and Annual Action Plans.
5. participate in the development of goals for housing assistance by type and location and make recommendation to the City Council;
6. assist in the monitoring of current program activities and the evaluation of past program performance.;

7. assist in the implementation of the CDBG program and any modifications as determined by community assessment and HUD program requirements.

MEMBERSHIP AND CRITERIA

Committee Composition

The CDAC is a working committee of five members and five alternates serving two and three year terms. Members and alternates shall:

1. reside in the City of Seaside;
2. have an active role in their community;
3. serve in the capacity of a volunteer
4. be approved by the City Council.

The diversity of the CDAC shall reflect the diversity of the city; therefore the following criteria will be taken into consideration during the selection process:

1. committee members shall be from different ethnic communities;
2. the committee shall consist of at least one senior citizen or handicapped person;
2. the committee shall consist of at least three members that reside in the low income neighborhoods;
3. at least one member shall be a representative from the business and/or financial leadership in Seaside;
4. one member shall represent the City at large.

In order to maintain continuity during committee member absences, five (5) alternate member volunteers will be appointed at the same time and in the same manner as the 5 volunteer members of the CDAC. Each alternate will participate fully and vote on decisions that arise in those meetings that the corresponding CDAC member is unable to attend.

Selection Method

Resource Management staff will advertise CDAC membership positions in the following publications/sites:

- City Hall
- City Website
- Local Newspaper(s)
- Library
- Local Non-profits
- Chamber of Commerce
- Community Center
- Neighborhood- Associations
- Other Government Offices

Applications will be provided to interested individuals to complete and return to:

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
C/O RESOURCE MANAGEMENT SERVICES
CITY OF SEASIDE
440 HARCOURT AVENUE
SEASIDE, CA 93955-0810

All applications will be reviewed by a five (5) person committee comprised of the following positions:

1. City of Seaside Deputy City Manager - Resource Management Services or his/her appointee
2. City of Seaside Administrative Analyst – CDBG
3. Representative from a local advocacy group with a working knowledge of non-profit agencies and a working knowledge of the housing, community development and economic development needs of the City of Seaside.
4. Representative from the Business/Financial Community (not applying for a position on the committee)
5. Representative from the Neighborhood Improvement Program Commission (not applying for a position on the committee)

Committee recommendations will then be submitted to City Council for approval. At one of the first meetings of the newly appointed CDAC, the committee will select two officers – a chairperson and a vice chairperson. RMS staff will serve as recorder.

Job Descriptions

Chairman: the primary role of the Chairman will be to lead the CDAC meetings. The Chairman will be responsible for ensuring that the committee functions in accordance with federal and local policy. The Chairman will work closely with RMS staff to ensure compliance with local and federal CDBG rules and regulations.

Vice Chairman: the primary role of the Vice Chairman will be to lead the CDAC meetings in the absence of the Chairman; this role will not fall to an alternate. The Vice Chairman will work closely with the Chairman to assist in the overall function of the committee.

Recorder: RMS will provide a recorder at each meeting to take meeting notes. Notes will be made available to committee members and citizens in a timely manner.

Other duties may be added as needed and agreed upon by City Staff and committee members.

Term of Office and Vacancies

Appointments will be made at the first City Council meeting in June of each year. At the first CDAC meeting, members will draw for length of term; three members will serve three year terms and 2 members will serve two year terms. Respective alternates will serve the same term as primary member. Every 15 months, or less if needed, the application process will be conducted to prepare for vacancies.

If at any point in his or her term, a committee member becomes inactive to the extent of incurring three consecutive unexcused absences from CDAC meetings, or fails to attend at least two-thirds of the meetings over a 12 month period; his or her position will be considered vacant. Vacancies will be filled by the appointment of the alternate committee member for the duration of the unexpired term. If the alternate is unavailable, a new appointment will be made in the same manner as the original position was filled. The requirements for attendance do not apply to the alternates, who will, however receive the minutes and agenda of all CDAC meetings.

Meeting Time and Places

All meetings of the CDAC will be open to the public, and properly noticed. Please refer to the Appendix for a general meeting schedule. An annual meeting calendar will be published 15 days prior to the CDAC's first meeting held each year.

Meetings will be held at regular times and at places conducive to public attendance, including neighborhood locations if possible, and will be conducted according to Robert's Rules of Order.

THE CITIZEN PARTICIPATION PROCESS

The Citizen Participation Plan is designed to provide processes through which citizens can take part in planning, implementing and evaluating the CDBG program in Seaside. Three rounds of meetings are scheduled throughout the year in order to provide continuous and ample opportunities for citizens to get involved in the process. The CDAC will hold regularly scheduled and well publicized open meetings and workshops at places conducive to public attendance, including neighborhood locations if possible, and the City Council will hold a number of public hearings.

The neighborhood planning workshops are to be held at designated locations within the community to receive suggestions from citizens for projects/programs and to obtain the citizens views. Written and oral suggestions are accepted, presented, and discussed. General information is also to be provided at the meetings in the form of brochures/handouts and or an audio/visual presentation with translation in Spanish or interpreting by a Spanish speaking person. A sign-in list of all persons attending the meetings will be kept and minutes of the meetings will be recorded and posted by City staff.

MEETING CYCLE

The City of Seaside operates its CDBG Program on its fiscal year, which begins July 1 and ends on June 30; therefore the meeting cycle is as follows:

The first round of meetings begins in July with the evaluation of the previous fiscal year projects and how those projects met the identified needs of the community. The first round of meetings conclude with the submission of the Consolidated Annual Performance Report (CAPER) to the US Department of Housing and Urban Development.

The second round of meetings are held in October, November and December. This is when the CDAC will hold neighborhood workshops to identify any new community development needs and priorities. The CDAC will provide the summary of the program evaluation which was completed in the first round of meetings. The second round of meetings will conclude with a Public Hearing before City Council to present the identified needs to the community.

The third and final round of meetings will be held January through May to provide citizens with the opportunity to submit their views and proposals for new projects and to assist in the selection of projects for CDBG funding. City departments and community-based non-profit groups may be funded to carry out certain neighborhood revitalization and economic development activities. Such groups will be invited to submit proposals to the CDAC for funding consideration.

The CDAC will hold a Request for Proposal workshop in January to provide assistance to groups wishing to apply for funding.

In February and March citizens shall have the opportunity to assist the CDAC in the evaluation of all of the projects submitted by the City and by community groups and to participate in the process of recommending to the City Council those activities which closely meet the needs of the community will be given the highest priority ratings for the next CDBG program year.

In April and May, the CDAC and the City Council will hold public meetings on the proposed Annual Application.

The third and final round of meetings will conclude with the submission of the Consolidated (5 year) Plan and or the Annual Plan to HUD in May.

Any time during the program year the CDAC may hold one or more workshops to formulate recommendations to the City Council regarding new program/project activities using reprogrammable funds or any proposed amendments to the Annual Action Plan.

CHRONOLOGY OF EVENTS IN THE CDBG PROGRAM YEAR

It is important to understand that the CDBG process is a multifaceted process. At the beginning of a fiscal program year, an entity will be managing three program years simultaneously: closing the previous program year, managing the current program year and planning for the next program year.

June – September: Evaluation Phase

- June - CDAC formation meetings.
- July - RMS Staff prepares a summary of current and completed projects.
- August - CDAC public workshop held to assess the performance of current and completed projects funded with previous fiscal CDBG projects.
- Assess the housing and community development needs and priorities associated these projects.
- September: - City Council Public Hearing held regarding the performance of CDBG funded projects
- Submit CAPER to HUD (due September 30th)
- Announce to Public the Submission of the CAPER

The submission of the CAPER signals the close of the 1st round of meetings/workshops and the second round of meetings is the planning phase for the next program year and is the foundation for a CDBG program year. It is where you identify and begin to design a road map in order to maximize a communities' CDBG dollars.

October – December: Planning Phase

- October - Conduct the first round of citizen workshops*
- November - Conduct the second round of citizen workshops*
- December - Conduct final citizen workshops*
- The CDAC and RMS staff will meet to consolidate and finalize their findings on housing, community development, and economic development needs.

*RMS staff and the CDAC will coordinate the number of meetings to be held in the community.

January – May: Development Phase

- January - The CDAC will take the final findings and recommendations to City Council and the community. It is at this point that a “state of the program”, which addresses the current performance of ongoing projects

can be announced to assist in the preparation for the next cycle of CDBG funding.

- Announce the CDBG program dollars available for the next program year.

- The amount of CDBG funds available for the next program year, and list of eligible activities will be provided to the community via a Request for Proposals workshop with local community organizations and city departments interested in requesting CDBG funds.

February - Applications for funding will be due no later than the 2nd Thursday of February at 5:00pm.

- CDAC public workshop for city department and community organizations to present their applications and answer questions of the CDAC and public.

- CDAC Votes on proposed program/project applications and develops recommendations to present to City Council

March - City Council to hold Public Hearing for city department and community organizations to present their applications and answer questions of the City Council and public.

- City Council votes on program/project applications.

April - Staff prepares draft of the Annual CDBG Application and Consolidated Plan/Action Plan and submits it to CDAC members and City Council for their review and approval of draft Application/Annual Plan.

May - Annual Application (Application and Consolidated Plan/Annual Plan) Public Hearing at City Council for Final approval and submission to HUD. Due to HUD May 15th.

OUTREACH AND TECHNICAL ASSISTANCE

All CDAC meetings and Council hearings will be advertised in local papers, through posting in public places, and through direct invitation. A mailing list of interested citizens and organizations will be compiled and maintained by City staff and periodic mailings will be made to persons on the list concerning the chronology of public meetings during the year, the availability of documents, and specific meeting times and places. Continuous efforts will be made to expand the mailing list to include more neighborhood participation, especially in neighborhoods where the population has unmet needs that might be addressed through the use of the CDBG program.

A repository of public documents will be maintained in the Resource Management Services Department in City Hall and at the Seaside Branch of the Monterey County Free Libraries for examination by interested citizens during normal working hours. Persons using the repository will be invited to add their names to the mailing list in order

to receive continuous information about the program. The following documents will be included in the repository:

- The Seaside Citizen Participation Plan (one free copy will be made available on request);
- The Five Year Consolidated Plan;
- Annual Performance reports;
- Annual Applications for CDBG funds;
- Subsequent amendments to any of the above;
- Current mailing list; and
- Records of CDAC meetings.

City staff will be available at all CDAC meetings and City Council hearings to provide relevant background information through written reports and presentations, and to answer technical questions about the program. Community groups who wish to propose program/project activities for funding may request technical assistance through Resource Management Staff.

Citizens may object formally to approval of the City's Annual Application by submitting their comments directly to HUD at:

U.S Department of Housing and Urban Development
San Francisco Region IX
Community Planning and Development
600 Harrison Street, 3rd Floor
San Francisco, CA 94107-1300

Grounds for objection at this level are: inconsistency with known facts or with needs identified by the City or with federal regulations or laws. Complaints may also be addressed directly to the City with response to written complaints required within 15 working days.

ENTITLEMENT APPLICATION AND AMENDMENT PROCESS

This process, if necessary and/or appropriate may be undertaken at any time during the program year. The steps for the amendment process are as follows:

1. Staff prepares report for CDAC on the amount of money available for reprogramming and the amendment process.
2. CDAC conducts citizen workshop(s) on current programs and the amendment process.
3. Staff prepares draft amendment for CDAC.
4. CDAC conducts citizen workshop(s) on proposed amendment; and CDAC prepares recommendations for City Council.

5. City Council conducts a Public Hearing on Amendment Application, followed by Council action on Amendment and submitted to HUD for approval.

SUMMARY OF CITIZEN PARTICIPATION PLAN

Mandated Element	Implementation
Open Process of citizen participation	CDAC City Council
Substantial representation	CDAC criteria for membership
Continuity of involvement	CDAC staggered terms
Adequate and timely information	CDAC City staff reports Public repository
Application development	CDAC City Council
Program Implementation	CDAC City staff reports
Performance assessment	CDAC City staff reports
Submission of views and proposals	CDAC City– Response to complaints within 15 working days
Technical assistance	CDAC City staff
Public hearings on: Performance Application	City Council – September City Council – May
Program amendments	CDAC City Council