

CITY OF STOCKTON
CITIZEN'S PARTICIPATION PLAN
FOR THE DEVELOPMENT OF A CONSOLIDATED HOUSING AND
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM,
HOME INVESTMENT PARTNERSHIP PROGRAM AND
EMERGENCY SOLUTIONS GRANT PROGRAM

I. OBJECTIVES

- A. To develop a local process whereby citizens, particularly those who are residents in lower income neighborhoods, who are likely to be affected by proposed community development and housing activities, can participate in the planning, implementation, and evaluation of such programs.
- B. To develop a local process which enables citizens to:
1. Articulate needs.
 2. Express preferences about proposed activities.
 3. Assist in the selection of priorities.
 4. Be aware of available resources and eligible activities.
 5. Generally participate in the development of each application prior to submission and serve in an advisory capacity in policy decisions regarding program implementation.
 6. Assess projects and activities to determine whether objectives are achieved.

II. METHODS

- A. There shall continue to exist the Stockton Community Development Committee (hereinafter called CDC), as its membership may be augmented from time to time to assure and increase the broadness of total community representation and as replacement appointments are made. The CDC shall consist of seven members. There shall be one member representing the Mayor and each of the six Councilmembers.

The terms of appointment and appointment criteria for the CDC are as follows:

1. One representative shall be nominated by the Mayor and each of the six Council members with appointments approved by the vote of the City Council.

2. All nominees shall be residents of the City of Stockton.
3. Appointment terms shall be staggered.
4. Terms will be:

Council District	Term Expiration
City At-Large (Mayoral Nominee)	9/30/2015
District 1: At-Large	9/30/2015
District 2: At-Large	9/30/2014
District 3: At-Large	9/30/2012
District 4: At-Large	9/30/2014
District 5: At-Large	9/30/2014
District 6 At-Large	9/30/2012

5. Terms shall begin on October 1st and end on September 30th of affected years.
 6. There shall be no limit to the number of terms a resident may serve (except for those representing a Council District with more than one representative).
 7. The term of appointment to fill a vacancy shall be for the unexpired term of the former member. In the case that new appointments are made as a result of expanding the committee, membership shall be effective from the date of appointment to September 30th of the year which best maintains the balance of staggered terms as determined by the Council at the time of appointment.
- B. 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 person of low and moderate income, in developing proposals and statements of views or in organizing neighborhood groups and assisting them in functioning.
- C. Federal regulations place the ultimate responsibility for the development of an application and the execution of a program on the Applicant 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;
 - 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 formal 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 Partnership Program, the Emergency Solutions Grant Program, and similar housing programs or plans including subsequent amendments or basic changes to any of the above.
- D. 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 for the use of Community Development Block Grant Program, HOME Investment Partnerships Program, and Emergency Solutions Grant Program.
 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.
- ~~E.~~ Notice of public hearings shall be published once in a local newspaper and on the City's website approximately ten (10) days prior to the date of the public hearing to allow sufficient time for citizens to respond. Public meetings shall be noticed 72 hours prior to the meeting.
- In addition, other means of publicizing public hearings, neighborhood meetings and CDC meetings shall be considered, including mass media, mailings, and personal contact.
- F. A summary of the proposed Consolidated Plan or Action Plan shall be published at least once in a local newspaper and on the City's website. The proposed Consolidated Plan or Action Plan shall be available to the public for review and comment for at least 30 days prior to adoption by the City Council and submission to HUD.
- G. Meetings of the CDC will be scheduled during the program year as the CDC shall deem 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.
- H. At public meetings and hearings where a significant number of non-English speaking residents are expected to participate, such groups shall notify the City in advance so that bilingual documents may be available and arrangements made to have an interpreter present, if necessary. This may be accomplished through the coordinated efforts of the affected group, the CDC and/or staff.
- I. The citizen participation process 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. 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. An amendment to the Consolidated Plan will be considered substantial if it exceeds 5% of the City's annual entitlement.

- J. Documents relevant to the program, including but not limited to the Citizen's Participation Plan, pending and approved applications, and annual performance reports shall be available for any citizen's review during normal working hours at the office of the Economic Development Department, 425 N. El Dorado Street, 3rd Floor, Stockton, California, 95202. Documents may also be posted on the Department's webpage. 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.

- K. 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 refereed 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.

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Adopted By City Council May 1, 1995, Resolution No. 95-0199
Amended January 27, 1997, Resolution No. 97-0029
Amended November 28, 2000, Resolution No. 00-0577
Amended April 22, 2003, Resolution No. 03-0196
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