

City of San Mateo

# Community Participation Plan



City of San Mateo  
Community Development Department  
Neighborhood Improvement & Housing Division  
330 W. 20<sup>th</sup> Ave., San Mateo, CA 94403

Amended April 2020

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## I. INTRODUCTION

This Plan is a revision of a plan adopted by the City in May 2010 titled “Community Participation Plan.” The City of San Mateo’s Citizen Participation Plan (CPP) is required by federal regulations and is used to describe the City’s policies and procedures for involvement in the development of plans utilizing funding from the U.S. Department of Housing and Urban Development’s (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnerships programs. The primary purpose of CDBG and HOME is to create viable communities by providing decent housing, a suitable living environment, and expanding economic opportunities, primarily for very-low, low, and moderate income people.

Covered by this CPP is:

- The 3-5 Year Consolidated Plan
- Annual Action Plans
- Any substantial amendments to these plans
- The Citizen Participation Plan
- The Consolidated Annual Performance and Evaluation Report (CAPER)

As required by federal regulations, citizens must be given reasonable opportunities to become involved in the development of the plans and documents outlining the housing and community development needs, goals, objectives, and activities.

### A. OBJECTIVE

This document identifies the implementation process for encouraging public participation and reviewing their recommendations to any of the plans, substantial amendments to the plans, as well as the CAPER. The City of San Mateo seeks to involve residents during all stages of the process, and to respond to specific complaints and needs of residents. The Community Relations Commission plays an integral role in the citizen participation process and will determine priorities, approve, and review the use of HUD funds at its meetings.

The City particularly encourages involvement by low and moderate income households, those residing in areas targeted for program activities, minorities, non-English speaking persons, persons with disabilities, and residents of public and assisted housing. The City also encourages business owners, neighborhoods associations, local institutions, and other community organizations to participate. All parties play an integral role in the development of San Mateo’s housing and community development activities.

## II. PLAN TYPES AND DEVELOPMENT

The following are the plan documents HUD requires the City to develop.

### A. CONSOLIDATED PLAN

**GENERAL INFORMATION:** The “Consolidated Plan” is a comprehensive 3-5 year document providing a detailed description of the housing and community development needs in San Mateo. It prioritizes them, develops a strategy with activities and goals for addressing the needs, and provides information about the financial resources that will be utilized to implement the strategy.

**THE PROCESS:** Every 3-5 years the City's Neighborhood Improvement and Housing Division (NIH) will prepare a calendar for preparation of the Consolidated Plan. At least one public hearing is required during this process. Generally, this process begins with a Needs Assessment in October or November and the final Plan is due to HUD on May 15<sup>th</sup> for the fiscal year which goes into effect that July at the beginning of the City's fiscal year. Announcement of these dates and draft documents will be published for 30-day public review and comment period and will be advertised in accordance with the Section III, Public Notification & Hearings.

The 30-day public comment period may be decreased in the event of an urgent community need in accordance with a HUD waiver, or as long as it does not conflict with HUD regulations. In no event shall the public comment period be less than 5 days.

## B. ANNUAL ACTION PLAN

**GENERAL INFORMATION:** The "Annual Plan" will implement the objectives, goals, and strategies in the Consolidated Plan. The Plan shall outline the amount and source of funding available, the activities for each objective, and the measurable targeted goal for each of these activities for the year.

**THE PROCESS:** Each year NIH will prepare a calendar for the preparation of the Plan. Generally this begins with a Needs Assessment in October or November and the final Plan is due to HUD on May 15<sup>th</sup> for the plan which goes into effect that July at the beginning of the City's fiscal year. During the Consolidated Plan development year, the Year 1 Annual Plan is incorporated into the Consolidated Plan. Announcement of these dates and draft documents will be published for 30-day public review and comment period and will be advertised in accordance with the Section III, Public Notification & Hearings.

The 30-day public comment period may be decreased in the event of an urgent community need in accordance with a HUD waiver, or as long as it does not conflict with HUD regulations. In no event shall the public comment period be less than 5 days.

## C. AMENDMENTS

**GENERAL INFORMATION:** Throughout the term of the Consolidated Plan and the Annual Plan, the plans may be amended to add or delete action items or objectives. Substantial Change to these plans requires Public Notice. Substantial Change is defined as:

- For the Consolidated Plan – The deletion of or addition of an objective, program, or project, or any changes to the Priority Needs.
- For the Annual Plan –
  - Addition of a new project or activity.
  - Change in the purpose or scope of a project or an activity to the extent that it would be considered a new project or activity.
  - Change in the funding amount for a project or activity by 50% or more.

**THE PROCESS:** A summary of the proposed Amendment(s) will be published for 30-day public review and comment period and will be advertised in accordance with the Public Notification Section. Typically amendments will be reviewed for approval by the CRC and then the City Council during meetings open to the public.

The 30-day public comment period may be decreased in the event of an urgent community need in accordance with a HUD waiver, or as long as it does not conflict with HUD regulations. In no event shall the public comment period be less than 5 days.

#### D. THE CAPER (CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT)

**GENERAL INFORMATION:** Every year the City sends HUD a CAPER within 90 days of the program year. The CAPER outlines how funds were actually used and the extent to which these funds were utilized for activities benefiting very low, low, and moderate income groups. The CAPER also provides a narrative on progress towards meeting the goals set forth in the Five-Year Consolidated Plan and Annual Action Plan, comparing actual accomplishments to planned actions, and assessing the City's overall performance.

**THE PROCESS:** A summary of the proposed CAPER will be published for 15-day public review and comment period and will be advertised in accordance with the Public Notification section. Typically the CAPER will be reviewed by the CRC and then the City Council during meetings open to the public.

The 15-day public comment period may be decreased in the event of an urgent community need in accordance with a HUD waiver, or as long as it does not conflict with HUD regulations. In no event shall the public comment period be less than 5 days.

#### E. THE CITIZEN PARTICIPATION PLAN (CPP)

**GENERAL INFORMATION:** HUD requires that the City provide reasonable opportunity to the public to comment and present their views on the original CPP and substantial amendments to it.

**THE PROCESS:** A summary of the CPP will be published for 15-day public preview and comment period and will be advertised in accordance with the Public Notification section. Typically the CPP will be reviewed by both the CRC and the City Council during meetings open to the public.

The 15-day public comment period may be decreased in the event of an urgent community need in accordance with a HUD waiver, or as long as it does not conflict with HUD regulations. In no event shall the public comment period be less than 5 days.

### III. PUBLIC NOTICES AND HEARINGS

The City is required to hold at least two public hearings each year to allow for public participation in the planning process and to respond to proposals and questions. Prior to these hearings, a Public Notice will announce the date and location of the public hearing. A Public Notice will be defined as a published legal advertisement in a newspaper of general circulation serving San Mateo residents. The Notice will announce availability of draft documents for public review and comment and/or the date and location of a public hearing about those documents.

The City designates its two public hearings to be:

1. A community meeting for the Needs Assessment
2. A community meeting for approval of the City's Consolidated or Annual Plan.

## A. DRAFT DOCUMENTS

Copies of draft documents will be available for review at City Hall. Copies of the documents will also be made available online at [www.cityofsanmateo.org](http://www.cityofsanmateo.org). Upon request, documents will be made available in a format accessible to persons with disabilities. All comments submitted by the public during the comment period shall be taken into consideration. A summary of the comments accepted and those not accepted, and reasons for not accepting them, shall be attached to the final document.

## B. PUBLIC HEARINGS

Public hearings will be held after proper Public Notice has been given according to this CPP. The City will make every effort to ensure that public hearings are inclusive. Public hearings are usually held either during the Community Relations Commission (CRC) meetings on the third Wednesday of the month or during City Council meetings on the first and third Monday of the month, both at City Hall. Every effort will be made to hear the testimony of all who wish to comment at a public hearing; however in the event that there is not enough time to hear everyone's testimony, the public is encouraged to submit their comments in writing.

Virtual public hearings are allowed when deemed appropriate as long as the public has the ability to submit comments prior to the hearing as well as real-time remotely during the hearing. Accommodations for persons with disabilities and/or with limited English

proficiency will be made available to the greatest extent possible. Examples of appropriate use of virtual public meetings include declared disasters or other local situations that prevent gathering of community members.

### 1. NOTICING FOR PUBLIC HEARINGS

Noticing will always include:

- A. A Public Notice – a published legal advertisement in at least one newspaper of general circulation serving San Mateo residents.
- B. Publication on the City's website: [www.cityofsanmateo.org](http://www.cityofsanmateo.org)
- C. Email announcements via the City's Community Relations Commission NotifyMe email list.

Additional outreach efforts may include:

- D. A published legal advertisement in a Spanish-language publication of general circulation serving San Mateo residents.
- E. Notices posted at City Hall, the San Mateo Main Library, Hillsdale Branch Library, and Marina Branch Library
- F. Announcements of hearings via the City Hall Facebook page, City Twitter, and/or other social media

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## 2. SPECIAL ACCOMMODATIONS

The City will make every effort to ensure that all persons are able to participate in hearings. Non-English speaking persons or persons with hearing impairments can be provided an interpreter at public hearings, if a request is made at least seven (7) days prior to the scheduled meeting date. Special accommodations will be made for persons with physical disabilities at public hearings, if request is made at least seven (7) days prior to the scheduled meeting date. Meetings will always be held at an accessible site.

## IV. TECHNICAL ASSISTANCE

City staff will provide technical assistance to any group who requests assistance in developing proposals under the consolidated plan submission. The assistance may include providing guidance, informational sources, and training. The City will not write proposals for an applicant.

## V. COMPLAINTS

Residents are encouraged to provide their input to the City. A substantive written response will be sent by the City within 15 working days of receipt of the comment. Residents making the complaints will be encouraged to propose alternative solutions. If there has been any infraction of contract responsibilities, the residents will be informed of this, and the City will be advised to take measures to enforce the contract and rectify the situation.

## VI. ANTI-DISPLACEMENT POLICY

In the event that any residential displacement and relocation must take place in order to carry out a project or activity, the City will ensure that an anti-displacement and relocation plan is developed in connection with that project, as applicable per Federal regulations. The Consolidated Plan and Annual Action Plan activities shall minimize the extent to which very low, low, and moderate income people will be displaced as a result of any proposed project. In the event that any acquisition and relocation must take place in order to carry out a project or activity, the City will also comply with the acquisition and relocation requirements of the U.S. Uniform Relocation Assistance and Real property Acquisition Policies Act, (found in HUD Handbook 1378) as amended.

## VII. QUESTIONS OR COMMENTS

Please contact the City of San Mateo Neighborhood Improvement and Housing Division at:

(650) 522-7220

330 W. 20<sup>th</sup> Ave

San Mateo, CA 94403