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## **COUNTY OF SAN MATEO COMMUNITY PARTICIPATION PLAN**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
EMERGENCY SHELTER GRANT PROGRAM  
HOME INVESTMENT PARTNERSHIP ACT PROGRAM**  
**(REVISED: OCTOBER 10, 2016 BY RESOLUTION #\_\_\_\_\_)**

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## **INTRODUCTION**

In accordance with federal regulations, the County must adopt a Community Participation Plan (CPP) to structure the process of obtaining community input for the Community Development Block Grant (CDBG), and HOME Investment Partnership Act (HOME), and Emergency Solutions Grant (ESG) Programs (“three entitlement programs”). The Board of Supervisors adopted the first CPP in 1978 and has amended it from time to time since, most substantially on January 28, 2003, when the Board adopted Resolution #65783 creating the Housing & Community Development Committee (HCDC) and simultaneously dissolving its precursors, the Community Development Committee and the HOME Program Review Committee.

This current Community Participation Plan supersedes and replaces all previous plans adopted or amended for the CDBG, ESG and HOME Programs.

Note: Previous Community Participation Plan's were entitled “Citizen Participation Plans.” The term “citizen” was used in prior CPP's for consistency with the statutory language (i.e., “Citizen Participation Plan”). The County of San Mateo welcomes and solicits input from all county residents regardless of their citizenship or right-to-work status and has opted to use the word “Community” in place of “Citizen.”

## **COMMUNITY PARTICIPATION STRUCTURE: HOUSING & COMMUNITY DEVELOPMENT COMMITTEE**

### **A. Development of the HCDC Committee**

The Board of Supervisors of the County of San Mateo shall create a Housing & Community Development Committee (HCDC) to serve in an advisory capacity to the Director of the Department of Housing (DOH), to the Board of Supervisors, in matters relating to community participation for the three entitlement programs.

The HCDC shall comprise fifteen (15) persons representing a cross-section of individuals and groups that will ensure a representation of lower income residents and members of special needs groups, and a continuity of involvement of County residents and organizations. The HCDC shall include nine (9) persons appointed by the Board of Supervisors and six (6) Categorical members nominated by specifically designated representative agencies, subject to confirmation by the Board of Supervisors. The membership shall be as follows:

#### **Members Appointed by the Board of Supervisors**

- One (1) person residing in the unincorporated area of North Fair Oaks;
- One (1) person residing in the unincorporated Coastsde;
- One (1) person residing in a low-income community, with low-income as defined by the U. S. Department of Housing & Urban Development (HUD);
- Six (6) Members-at-Large, one of who shall have experience or expertise in real estate, real estate finance, real estate development or real property operations.

(To the extent possible, these members should reside in different jurisdictions not represented by the Council of Cities appointees);

#### Categorical Members

- Two (2) persons nominated by the Council of Cities to represent the interests of the Urban County cities. (To the extent possible, these appointees shall represent cities in which no Members-at-Large reside);
- One (1) person nominated by the Commission on Aging;
- One (1) person nominated by the Commission on Disabilities;
- One (1) person nominated by the Executive Committee of the Homeless Continuum of Care Planning Board;
- One (1) person nominated by each Entitlement City in the County HOME Consortium. This member's participation will be directed specifically toward housing development. (As of the date of the Resolution approving this CPP, the City of South San Francisco and San Mateo are the only entitlement cities participating in the HOME Consortium. If the number of entitlement cities participating in the Consortium changes, the overall size of the HCDC may be modified to reflect the actual number of Entitlement Cities participating in the HOME Consortium.)

The HCDC may break down into subcommittees for the purpose of reviewing funding applications, in particular, major funding categories, provided that the findings and/or recommendations of the subcommittees are subsequently reviewed and approved by the HCDC as a whole.

#### **B. HCDC Functions**

The functions of the HCDC are:

- To review, and provide a forum for public comment on, countywide and local community needs and priorities related to the use of the three entitlement program funds; and
- To review, and provide a forum for public comment on, program matters involved in the preparation of the Consolidated Plan (CONPLAN) and its associated Annual Action Plans that set priorities for addressing the identified needs; and
- To review, and provide a forum for public comment on, analysis and findings involved in the preparation of the Assessment of Fair Housing (AFH); and
- To review, and provide a forum for public comment on, applications for funding for activities that address these priorities.

### **C. HCDC Activities**

The HCDC will hold, at a minimum, two public meetings annually.

One public meeting shall be for the purpose of reviewing and obtaining public input into the identification of needs and priorities for the three entitlement program funds. The second public hearing shall be to develop recommendations for the preparation of the CONPLAN Annual Action Plan for expenditure of the three entitlement program funds.

From time to time, the HCDC may hold workshops and take tours of previously funded projects, as appropriate, to expand its awareness of community needs.

## **SUBMISSION OF PROJECT PROPOSALS**

DOH staff and the HCDC shall review all project proposals. At least ten (10) working days prior to the formal public hearing before the Board of Supervisors on the proposed Annual Action Plan, staff shall make every reasonable effort to notify each applicant or proposal sponsor by email of its and the HCDC's recommendations for the proposals and the date and time for the public hearing.

## **TECHNICAL ASSISTANCE**

The Director of the DOH shall assign liaison staff to provide technical assistance to the HCDC which shall include but not be limited to:

- Providing explanation and clarification of the federal rules and regulations with regard to program planning, development and implementation (e.g. eligible activities, funding, environmental policies, labor standards, and equal opportunity requirements, relocation provisions, and fair housing);
- Assisting in identifying and prioritizing community needs and objectives and the development of specific projects to meet those needs and objectives;
- Assisting in developing proposals and statements of views;
- Reviewing projects and programs proposed for funding;
- Providing timely and adequate data and information regarding the CDBG, HOME, and ESG Programs; and
- Providing general types of assistance such as preparing and sending meeting notices, agendas and minutes, and arranging for meeting locations.

DOH Staff shall provide similar technical assistance, as appropriate, to groups and representatives of lower income persons, particularly those living in distressed areas where the three entitlement program funds are likely to be used.

## **ROLE OF THE COMMUNITY IN THE IMPLEMENTATION OF THE HOUSING & COMMUNITY DEVELOPMENT PROGRAMS**

The HCDC shall provide a forum for community input and serve in an advisory capacity through the Director of the DOH to the Board of Supervisors on policy decisions concerning the implementation of the three entitlement programs.

Whenever feasible and appropriate, projects may be implemented by eligible community-based, non-profit organizations.

## **PLAN DEVELOPMENT**

### **A. The Five-Year Consolidated Plan (CONPLAN)**

- The Document: DOH shall prepare a CONPLAN to identify housing and community development priorities in San Mateo County that align and allocate funding for the three entitlement program funds. The plan will identify a strategy with goals and activities for addressing the development priorities and include detailed information about the financial resources that will be utilized to implement the strategy.
- Consultation: DOH shall consult with other public and private agencies that provide assisted housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. DOH shall consult with community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws when preparing the CONPLAN. DOH shall also consult with public housing authorities (PHAs) operating in the jurisdiction. DOH's consultation process will include consultation with regional government agencies in addition to adjacent units of general local government and local government agencies. This includes local government agencies with metropolitan-wide planning and transportation responsibilities, particularly for problems and solutions that go beyond a single jurisdiction.
- Community Meetings: Public meetings will be held at a time and location convenient to the general public, with accessibility and/or accommodations for persons with disabilities and, if possible, accommodation of non-English translation assistance when appropriate. DOH shall encourage, in conjunction with public housing agency consultations, participation of residents of public and assisted housing developments, including any resident advisory boards, resident councils, and resident management corporations, in the process of developing and implementing the CONPLAN, along with other low-income residents of targeted revitalization areas in which the developments are located. DOH shall consider any comments or views received from the public

in preparing the final CONPLAN and shall submit such comments to the Board of Supervisors as appropriate for their consideration in adopting the final CONPLAN. A summary of any comments or views shall be attached to the final CONPLAN.

- Public Hearing: DOH shall publish a draft CONPLAN, together with an electronic notice of the public hearing before the Board of Supervisors thereon. This public hearing shall also specify the amount of funds to be used for activities benefiting lower income persons; indicate the activities likely to result in displacement, if any; indicate the availability of the County's plan to minimize displacement of persons as the result of the three entitlement program-funded activities and the availability of the County's plan to assist persons actually displaced as a result of the funded activity. The required public hearing must occur before the proposed CONPLAN is published for comment.
- Public Notice: The CONPLAN shall be provided to the HCDC and to other interested organizations and individuals for public review and comment during a 30-day comment period prior to submission of the CONPLAN to HUD. Copies of community comments shall be included in the CONPLAN submitted to HUD.

## B. The Annual Action Plans (Action Plans)

- The Document: The Annual Action Plan will guide and implement the objectives, goals, and strategies developed in the Five-Year CONPLAN. The Annual Action 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.
- Community Meetings: Public meetings will be held at a time and location convenient to the general public, with accessibility and/or accommodations for persons with disabilities and, if possible, accommodation of non-English translation assistance when appropriate. DOH shall consider any comments or views received from the public in preparing the final Annual Action Plan and shall submit such comments to the Board of Supervisors as appropriate for their consideration in adopting the final Annual Action Plan. A summary of any comments or views shall be attached to the final Annual Action Plan.
- Public Hearing: DOH shall publish a draft Annual Action Plan, together with an electronic notice of the public hearing before the Board of Supervisors thereon. This public hearing shall also specify the amount of funds to be used for activities benefiting lower income persons; indicate the activities likely to result in displacement, if any; indicate the availability of the County's plan to minimize displacement of persons as the result of the three entitlement program-funded activities and the availability of the County's plan to assist persons actually displaced as a result of the funded activity.

- Public Notice: The Annual Action Plan shall be provided to the HCDC and to other interested organizations and individuals for public review and comment during a 30-day comment period prior to submission of the Annual Action Plan to HUD. Copies of community comments shall be included in the Annual Action Plan submitted to HUD.

### C. The Assessment of Fair Housing (AFH)

- The Document: DOH shall prepare an AFH to analyze historical and existing fair housing conditions that result in goals to affirmatively further fair housing that will be used in the development of the CONPLAN. DOH shall make available to the public, residents, public agencies, and other interested parties any HUD-provided data and other supplemental information DOH plans to incorporate into its AFH at the start of the public participation process (or as soon as feasible after). DOH may make the HUD-provided data available to the public by cross-referencing to the data on HUD's website.
- Consultation: DOH shall consult with other public and private agencies that provide assisted housing, health services, and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. DOH shall consult with community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws when preparing the AFH. DOH shall also consult with public housing authorities (PHAs) operating in the jurisdiction. DOH's consultation process will include consultation with regional government agencies in addition to adjacent units of general local government and local government agencies. This includes local government agencies with metropolitan-wide planning and transportation responsibilities, particularly for problems and solutions that go beyond a single jurisdiction.
- Community Meetings: Public meetings will be held at a time and location convenient to the general public, with accessibility and/or accommodations for persons with disabilities and, if possible, accommodation of non-English translation assistance when appropriate. DOH shall encourage, in conjunction with public housing agency consultations, participation of residents of public and assisted housing developments, including any resident advisory boards, resident councils, and resident management corporations, in the process of developing and implementing the AFH, along with other low-income residents of targeted revitalization areas in which the developments are located. DOH shall consider any comments or views received from the public in preparing the final AFH and shall submit such comments to the Board of Supervisors as appropriate for their consideration in adopting the final AFH. A summary of any comments or views shall be attached to the final AFH.
- Public Hearing: DOH shall publish a draft AFH, together with an electronic notice of the public hearing before the Board of Supervisors thereon. The

required public hearing must occur before the proposed AFH is published for comment.

- Public Notice: The AFH shall be provided to the HCDC and to other interested organizations and individuals for public review and comment during a 30-day comment period prior to submission of the AFH to HUD. Copies of community comments shall be included in the AFH submitted to HUD.

#### **D. The Consolidated Annual Performance and Evaluation Report (CAPER)**

- The Document: DOH shall prepare a CAPER on the use of the three entitlement program funds, including the performance of subrecipients.
- Community Meetings: Public meetings will be held at a time and location convenient to the general public, with accessibility and/or accommodations for persons with disabilities and, if possible, accommodation of non-English translation assistance when appropriate. DOH shall consider any comments or views received from the public in preparing the CAPER and shall submit such comments to the Board of Supervisors as appropriate for their consideration in adopting the CAPER.
- Public Notice: The CAPER shall be provided to the HCDC and to other interested organizations and individuals for public review and comment during a 15-day comment period prior to submission of the CAPER to HUD. Copies of community comments shall be included in the CAPER submitted to HUD.
- Public Hearing: DOH shall publish a draft CAPER, together with an electronic notice of the public hearing before the Board of Supervisors thereon.

### **PLAN AMENDMENTS / REVISIONS**

#### **A. Amendments to the Five-Year Consolidated Plan and the Annual Action Plans**

- The Documents: The CONPLAN and Annual Action Plans may be amended to add or remove action items or objectives. The Plans must be amended through the community participation process, if any changes meet the definition of "Substantial Amendment." Substantial amendments are subject to the community participation process in accordance with this CPP.
- CONPLAN:
  - Substantial Amendment: Changes 1) in allocation priorities or in the method of distribution of funds, 2) carrying out an activity, using funds from any program covered by the CONPLAN (including program income), not

previously described in the Action Plan, 3) changes in the purpose, scope, location, or beneficiaries of an activity, and 4) any change in use from one eligible activity to another eligible activity. Any amendment above shall be determined to be substantial if it totals an increase in funding by more than \$100,000 for any activity and will require a public notice with a 30-day review period. This notice may be in electronic and/or print format, and at the minimum, will involve posting a notice on the DOH internet website at [www.smchousing.org](http://www.smchousing.org) and electronic notification to DOH's email list of providers, stakeholders, and others. At the DOH's discretion, the public noticing may include a supplemental publication in a local newspaper of general circulation.

- **Minor Amendment:** Any minor amendments to the Consolidated Plan will be made administratively and will be incorporated into the County's CAPER at the end of end program year. Minor amendments maintain the integrity of the plan and do not include any substantial change policy or in funding priorities.
- **Annual Action Plan:** New activities and changes to activities generally require public noticing, unless the activity is part of the County's housing rehabilitation program. An activity is defined as a project or program that has or will have its own IDIS activity number. Changes may involve a change in the purpose, scope, location, or beneficiary of a project or an activity to the extent that it would be considered a new project or an activity. Changes that do not involve funding increases of an activity or that only increases an activity funding up through \$25,000 will not require public noticing other than posting the changes on the DOH website.

A new activity not previously described in the Action Plan will be treated as either a Substantial Amendment or Minor Amendment in accordance with the proposed funding amount. A slate of new activities (including those that have resulted from an Off-Cycle NOFA process) in which each individual activity meets the parameters for a Minor Amendment may be treated as a Minor Amendment in its entirety. For a group of activities comprising funding amounts that the meet criteria of Substantial and Minor Amendments, DOH may undertake a single Substantial Amendment for the entire group of activities or undertake separate Substantial and Minor Amendments.

- **Substantial Amendment:** Changes that result in an increase in funding by more than \$100,000 for any activity will require a public notice with a 30-day review period. This notice may be in electronic and/or print format, and at the minimum, will involve posting a notice on the DOH internet website at [www.smchousing.org](http://www.smchousing.org) and electronic notification to DOH's email list of providers, stakeholders, and others. At the DOH's discretion, the public noticing may include a supplemental publication in a local newspaper of general circulation.

- Minor Amendment: Changes that result in an increase in funding by more than \$25,000 but not more than \$100,000 for any activity will require a public notice with a 10-day review period. Format and distribution requirements for noticing shall be same as for a Substantial Amendment. Changes involving a change in the County's allocation priorities or method of distribution of funds will be treated as a minor amendment, described above. After the lapse of the required comment period, the revised Action Plan will be posted on the DOH website, emailed to the DOH email list, and provided to HUD in accordance with HUD requirements.

## B. Revisions to the Assessment of Fair Housing

- Assessment of Fair Housing Substantial Change: The AFH may be revised when a change in circumstances in the County occurs that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances. Examples include presidentially declared disasters significant demographic changes; new significant contributing factors in the County; and civil rights findings, determinations, settlements (including Voluntary Compliance Agreements), or court orders; or upon HUD's written notification specifying a material change that requires the revision.
- Revision: A revision of the AFH consists of preparing and submitting amended analyses, assessments, priorities, and goals that take into account the material change, including any new fair housing issues and contributing factors that may arise as a result of the material change. A revision may not necessarily require the submission of an entirely new AFH. The revision need only focus on the material change and appropriate adjustments to the analyses, assessments, priorities, or goals.
- Public Hearing: DOH shall publish a draft AFH, together with an electronic notice of the public hearing before the Board of Supervisors thereon. The required public hearing must occur before the proposed AFH is published for comment.
- Public Notice: The revision shall be submitted within 12 months of the onset of the material change, or at such later date as HUD may provide. Revisions to an AFH, as described in this section, are subject to community participation and require a public notice with a 30-day review period. This notice may be in electronic and/or print format, and at the minimum, will involve posting a notice on the DOH internet website at [www.smchousing.org](http://www.smchousing.org) and electronic notification to DOH's email list of providers, stakeholders, and others. At the DOH's discretion, the public noticing may include a supplemental publication in a local newspaper of general circulation. After the lapse of the required comment period, the revised AFH will be posted on the DOH website, emailed to the DOH email list, and provided to HUD in accordance with HUD requirements.

## C. Revisions and Amendments to the Community Participation Plan

- The Document: HUD regulations require that the County provide reasonable opportunity to the public to comment and present their views on the original CPP and substantial amendments to it. Amendments may be made in concurrence with the CONPLAN or through the Community Participation process, if meeting the definition of "Substantial Change."
- Substantial Change: A change in the participation process stated in the original CPP for the CONPLAN, Annual Plans, AFH, amendments and revisions to them and the CAPER.
- Public Notice: The CPP shall be provided to the HCDC and to other interested organizations and individuals for public review and comment during a 30-day comment period prior to submission of the CPP to HUD.
- Public Hearing: DOH shall publish a draft CPP, together with an electronic notice of the public hearing before the Board of Supervisors thereon.

## PUBLIC MEETINGS

Public meetings will be held at a time and location convenient to the general public, with accessibility and/or accommodations for persons with disabilities and, if possible, accommodation of non-English translation assistance when appropriate.

- A minimum of one (1) public meeting will be held by the HCDC for the purpose reviewing and providing a forum for public comment on countywide and local community needs and priorities related to the use of CDBG, HOME, and ESG funds;
- A minimum of one (1) public meeting will be held by the HCDC to review and provide a forum for public comment on program matters involved in the preparation of the CONPLAN and its associated Annual Action Plans
- A minimum of one (1) public hearing will be held by the Board of Supervisors prior to submission of the Annual Action Plan to HUD.
- A minimum of one (1) public meeting will be held by the County to review and provide a forum for public comment on countywide and local community needs and priorities related to the preparation of the AFH.

Notification of the public hearing shall be made at least ten (10) days prior to the hearings through one or more of the following methods: posting on the DOH website; electronic notification to applicants and other interested parties who have expressed interest in DOH programs (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations). At DOH's discretion, additional public notification will be undertaken via publication in a newspaper of general circulation; posting in appropriate public locations; and mailing to organizations and

individuals who have expressed an interest in obtaining information concerning the three entitlement programs.

## ADEQUATE INFORMATION

DOH shall notice and publish electronically, together with an invitation for project proposals, information concerning the amount of CDBG, HOME, and ESG funds expected to be available for housing & community development activities, and the range of activities that may be undertaken with those funds.

Copies of the Assessment of Fair Housing, Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, and the Residential Anti-displacement and Relocation Assistance Plan shall be made available to interested community members at the Office of Housing, 264 Harbor Blvd., Bldg A, Belmont, CA 94002. Copies of the documents are/shall be made available on the DOH website at [www.smchousing.org](http://www.smchousing.org) and in hard copy if requested.

## COMPLAINTS

DOH will make every reasonable effort to provide written responses electronically or by letter within fifteen (15) working days to complaints regarding the three entitlement programs.

## AVAILABILITY OF COMMUNITY PARTICIPATION PLAN AND AMENDMENTS THERETO

The Community Participation Plan will be posted on the DOH website. Hard copies of the Plan will be made available to the public at the Department of Housing;

**County of San Mateo Department of Housing**  
264 Harbor Blvd, Bldg. A  
Belmont, CA, 94002

The HCDC shall consider amendments to the citizen Participation Plan at public meetings.