

**CITY OF DAVIS**  
**CITIZEN PARTICIPATION PLAN**  
**For Development of Consolidated Plan, Annual Action Plan and**  
**Annual Performance Reports**  
*Updated November 11, 2011*

As a condition of the use of federal grants to the City of Davis, the U. S. Department of Housing and Urban Development (HUD) requires jurisdictions to submit a Consolidated Plan every five years. The Consolidated Plan is a five-year plan that serves as a comprehensive strategy to address the needs of low-and moderate-income residents in Davis. The Consolidated Plan identifies community needs and provides a strategy to address those needs using Community Development Block Grant (CDBG), Home Investment Partnerships Grant (HOME) funds, the Supportive Housing Program (SHP) as well as other City resources. Federal regulations also require that citizens have opportunities to review and comment on the local jurisdiction's Consolidated Plan to allocate these funds. To ensure full public participation in development of the Consolidated Plan and related documents, the City is required to adopt a citizen participation plan that sets forth the jurisdiction's policies and procedures for citizen participation.

**General Policy:** The City considers it the right of all Davis residents to be informed about and have the opportunity to comment on the use of public funds. To that end, the City will take appropriate actions pertaining to the Citizen Participation Plan and consolidated planning process to encourage participation by low- and moderate- income residents, people from under-represented groups in the community, people with limited English-speaking ability, and people with disabilities and the general public.

These actions include, but are not limited to, the following:

- The City will conduct surveys in English and Spanish of low- and moderate-income persons at public and assisted housing developments, public services agencies, and in any slum and blighted area and/or in areas where grant funds are proposed to be used.
- The City does not have any defined low- and moderate-income neighborhoods, but if it does in the future, it will conduct surveys and/or neighborhood meetings of residents to encourage their participation in the planning process.
- The City will consult with public housing agencies and other public and private, for-profit and nonprofit, organizations (including businesses, developers, and community and faith-based organizations) that provide services to low- and moderate-income persons and families.
- The City will conduct public hearings and meetings in accessible locations for persons with disabilities.
- Assistive listening devices will be made available at public hearings and meetings for persons with hearing impairments.
- Upon request, plans, reports, and other printed materials related to these matters will be made available in alternate document formats to accommodate persons with disabilities,

including giving reasonable consideration to converting documents to brail for sight-impaired persons.

- The City will continue to seek input from its Social Services Commission and ADA-community advisors and focus groups, which will include representative membership of persons with sight-impairments, hearing impairments and mobility impairments.
- At all public meetings, seeing eye dogs will be allowed for persons with sight-impairments and any other service animals needed for persons with other disabilities.
- If it is known that a large number of persons who have limited English speaking ability will be attending a public hearing or meeting, the City will make arrangement for interpreter services.
- The City will translate public hearing and meeting notices into Spanish and will consider other foreign languages, both upon request.

The Citizen Participation Plan (CPP) will be incorporated into the City's five areas of planning for the use of federal housing and community development monies; they are: (1) the development of the five-year Consolidated Plan; (2) each Annual Action plan; (3) each Annual Performance Report; (4) substantial amendments to a Consolidated Plan and/or Action Plan; and (5) amendments to the CPP, itself.

**General Purpose:** The purpose of programs covered by this Citizen Participation Plan is to improve the Davis community by providing: decent housing, a suitable living environment, and growing economic opportunities – all principally for low-moderate- income people. Opportunities for genuine involvement by low- and moderate-income people will be provided and encouraged.

This document outlines how members of the Davis community may participate in the five key planning areas listed above. General requirements for all or most activities are described in General Requirements Section of this CPP.

**ACTIVITY 1: FIVE-YEAR CONSOLIDATED PLAN.** The City of Davis's Consolidated Plan is developed through a collaborative process whereby the community establishes a unified vision of the Davis' community development actions. Prior to adoption of the Consolidated Plan, the City will make available to citizens, public agencies, and other interested parties information that includes the amount of assistance the City expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents.

Although the City does not expect that it will displace any persons through the use of its federal funding under the projects identified in the Consolidated Plan, the City will develop a relocation plan in accordance with the Uniform Relocation Act that specifies the types and levels of assistance that will be made available to assist any person displaced if a proposed project has the potential to result in tenant displacements. The relocation plan will be approved by the City Council prior to any demolition or construction activities occurring on that project.

Citizen participation is a critical part of the Consolidated Plan, including developing and amending the plan as well as reporting on program performance on an annual basis.

Consultations, public hearings citizen surveys and opportunities to provide written comment are all a part of the strategy to obtain citizen input. The City will make special efforts to solicit the views of citizens who reside in the designated CDBG and HOME-funded neighborhoods and participants in CDBG-funded programs of Davis, and to encourage the participation of all citizens including minorities, the non-English speaking population, and persons with disabilities. The steps for public participation in the five-year Consolidated Plan follow:

1. **Consultations with Other Community Institutions.** In developing the Consolidated Plan and related documents, the City consults with other public and private agencies, both for-profit and non-profit that either provides or has direct impact on the broad range of housing, health, and social services needed by Davis residents. The City Council has designated the Social Services Commission as the primary advisory body to gather input and information on community needs and priorities. Consultations may take place through meetings, task forces or committees, or other means with which to coordinate information and facilitate communication. The purpose of these meetings is to gather information and data on the community and economic development needs of the community. The City will seek specific input to identify the needs of homeless persons, frail elder adults and their families, persons with disabilities and other special needs populations.

2. **Citizen Surveys.** City staff shall conduct surveys of Davis residents in order to gather additional information on community needs and priorities.

3. **Initial Public Hearings.** There will be a minimum of one public hearing at the beginning stages of the development of the Consolidated Plan before the Social Services Commission, policy advisers appointed by the City Council, to gather information on community needs from citizens. Based on public testimony received, the Social Services Commission will make recommendations to City Council on the community needs.

4. **Written Comments.** Based on public input and quantitative analysis, City staff will prepare a draft Consolidated Plan, which also includes proposed allocation of first-year funding. A period of 30 calendar days will be provided to receive written comments on the draft Consolidated Plan. The public may review the draft plan at the City's main public library, City Hall, Grants Management Office, Yolo County Housing Authority, and on the City's website. A summary of the draft Consolidated Plan, including a description of its contents and purpose, will be published in a local newspaper of general circulation and may also be published in newspapers that target minority or special needs populations. In addition, the draft Consolidated Plan will appear on the City's website and be available to down load as a PDF. Upon request by citizens and groups, the City will provide a reasonable number of free copies of the draft Consolidated Plan.

5. **Draft Consolidated Plan Public Hearings.** There will be a public hearing held before the Social Services Commission to receive oral public comments on the draft. An additional hearing will be held before the City Council. These hearings will be scheduled during the 30-day written comment period on the draft plan.

**6. Final Action on the Consolidated Plan.** All written and oral testimony provided will be considered in preparing the final Consolidated Plan. A summary of testimony received and the City’s responses to comments shall be included in the final document. The Council will consider these comments, Social Services Commission recommendations, and the recommendations of the City staff before taking final action on the Consolidated Plan. When approved by City Council the Consolidated Plan will be submitted to HUD, no later than May 15 of the five-year cycle in which the Plan is due.

**ACTIVITY 2: ONE-YEAR ACTION PLAN.** Each year the City must submit an annual Action Plan to HUD, reporting on how that year’s funding allocation for the four HUD entitlement grants will be used to achieve the goals outlined in the five-year Consolidated Plan.

1. City staff will gather input from citizens and consultations to prepare the draft Action Plan. There shall be a public hearing conducted by the Social Services Commission to receive citizen input on the City’s performance report for the preceding year and proposed Action Plan and a public hearing before City Council on the proposed Action Plan, including funding allocations. The hearings provide the Commission and the Council with the public’s perspective on Davis’ housing and community and economic development needs.

2. City staff will gather community input and statistical data to prepare the draft Action Plan. A draft Action Plan will be available for 30 days for public comment after reasonable notice to the public is given.

3. During this comment period, the Social Services Commission shall conduct a second public hearing to receive oral public comment on the draft One-Year Action Plan and Consolidated Plan, if it is during a Consolidated Planning Year.

6. When approved by Council, the Action Plan will be submitted to HUD no later than May 15 of each year.

**ACTIVITY 3: SUBSTANTIAL AMENDMENTS TO CONSOLIDATED/ACTION PLAN.** Recognizing that changes during the year may be necessary to the Consolidated Plan and Action Plan after approval, the Citizen Participation Plan allows for “substantial amendments” to plans. These “substantial amendments” apply only to significant changes in CDBG funding allocations. Changes in funding allocation for other HUD grant programs received by the City of Davis –HOME, and SHP,– are not required to secure public review and comment. A substantial amendment is defined as follows:

(a) A proposed use of CDBG funds that does not address a need identified in the governing Consolidated Plan or Action Plan

(b) A cumulative change in the use of CDBG funds from an eligible activity to another eligible activity that is in excess of 10 percent of the grant for the year. An activity is defined as a priority need identified in the Consolidated Plan that is eligible for funding in the Action Plan.

In the event that there are substantial amendments to the governing Consolidated or Action Plan,

1. The City will draft the amendments and publish a brief summary of the proposed substantial amendment(s) and identify where the amendment(s) may be viewed.
2. After reasonable notice, there will be a 30-day comment period.

3. During the 30-day comment period, the Social Services Commission shall receive oral comments in public hearings.
4. The Social Services Commission and City Staff will make recommendations to Council prior to final action by City Council.
5. Upon approval by Council, the substantial amendment will be posted in the official City Council Minutes and available on-line and in the City Clerk's office.

**ACTIVITY 4: CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER).**

The City is required to submit annually by September 30 a CAPER to HUD that describes the City's progress in meeting the goals in the Consolidated Plan.

1. City Staff prepares the draft CAPER
2. After reasonable notice is provided, the CAPER is available for 15 days for written public comment.
3. The Social Services Commission holds a public hearing and invites community input on the draft CAPER. The Commission and staff make recommendations to Council prior to its final action.
4. The City Council holds a public hearing and approves the CAPER prior to submittal to HUD.
5. Upon approval by Council, the report will be posted in the official City Council minutes and available on-line and in the City Clerk's office.

**ACTIVITY5: AMENDMENTS TO THE CITIZEN PARTICIPATION PLAN.**

In the event that changes to this Citizen Participation Plan are necessary, City staff shall draft the proposed changes and:

1. Present the revised Plan to HUD for review and comment, ensuring that any modifications adequately address the requirements for a Citizen Participation Plan in accordance with 24 CFR 91.105.
2. The Citizen Participation Plan shall be made public through the City's Social Services Commission and City Council meeting notification and agenda processes.
3. At a regular meeting, the Social Services Commission shall receive any public comments and make recommendations to the City Council prior to its final action.
4. The City Council shall approve the revised Citizen Participation Plan prior to its formal submittal to HUD.
5. Upon approval by Council, the Citizen Participation Plan will be posted in the official City Council minutes and available online and in the City Clerk's office.

**GENERAL REQUIREMENTS**

- A. **Public Hearings:** Public hearings before the Social Services Commission, the City Council and other appropriate City advisory groups and community organizations will be advertised in accordance with the guidelines outline in the notification section below. The purpose of public hearings will be to allow citizens, public agencies and other interested parties the opportunity to provide input on Davis' primary housing

and community development needs. Public hearings will be held in locations accessible to low- and moderate-income residents and people with disabilities. Translation and interpreter services for non-English speaking residents and or those who are hearing impaired will be provided upon request.

- B. **Public Meetings:** Public meetings of the City Council, Social Services Commission and other boards and commission overseeing HUD programs provide opportunities for citizen participation and comment on a continuous basis. Notice of public meetings subject to the Public Meetings Act is posted at the public meetings bulletin board at City Hall, 23 Russell Boulevard. The City Clerk's office also provides the names and phone numbers of people to contact regarding the meeting or topics to be discussed. Meetings are held in locations accessible to persons with disabilities. Translation and interpreter services may be provided as necessary. The City Council and Social Services Commission are required to post their meeting agendas in accordance with California Open Meetings Act. These notices are also available on the City's main web page. Interested parties should contact the City Clerk's office to confirm specific meeting dates of the City Council or City advisory commissions.
- C. **Notification:** Advance notice of any City public hearing or meeting related to the Consolidated Plan and related documents shall be provided to the public through advertisements or press releases in local newspapers and on the City's main web page <http://www.cityofdavis.org/>. The City will consult and coordinate with the Yolo County Housing Authority, non-profit organizations, to obtain input from residents of federally funded housing communities during the development of the Consolidated Plan and Action Plan.
- D. **Document Access:** Copies of all planning documents, including Citizen Participation Plan, Consolidated Plan, Action Plan, and annual performance report, will be available to the public upon request. Citizens will have the opportunity to review and comment on these documents in draft from prior to final adoption by the City Council. These documents will be made available at City Hall, Grants Management Office, and on the City's web site. Upon request, these documents will be provided in alternate formats accessible to persons with disabilities. Citizens, groups, and interested organizations may obtain copies of the written reports by calling the City of Davis, (530) 747-5858.
- E. **Access to Records:** The City will provide citizens, public agencies, and other interested organization with reasonable and timely access to information and records relating to the Citizen Participation Plan, Consolidated Plan, Annual Action Plan, performance reports and the City's use of federal grants including CDBG, HOME and SHP programs as required by the California Public Information Act and the Freedom of Information Act.
- F. **Technical Assistance:** The City can provide technical assistance upon request and to the extent resources are available to groups or individuals that need assistance in preparing funding proposals, provided that the level of technical assistance does not constitute a violation of federal or City rules or regulations. These groups or individuals must represent CDBG-eligible communities or organizations. The provision of technical assistance does not involve a re-assignment of City staff to the proposed project or group, or the use of City equipment, nor does technical assistance guarantee an award of funds.

- G. **Citizen Complaints:** Written complaints related to the Consolidated Plan, amendments, and performance reports may be directed to the City. A timely, written response to the complainant will be prepared within 15 working days of receipt of the complaint by the appropriate department. If it is not practicable to prepare a response within the 15-day period, the complainant will be notified of the approximate date a response will be provided. Complaints must be submitted as a written letter or email to the City of Davis. Written complaints must clearly state the complainant's name, address, and a daytime telephone number in the event further information or clarification is needed. Complaints should be addressed as follows:

Danielle Foster  
Housing and Human Services Superintendent  
Community Services Department  
City of Davis  
1818 Fifth Street  
Davis, CA 95616  
OR e-mail to: [dfoster@cityofdavis.org](mailto:dfoster@cityofdavis.org)

With a copy sent to:

Elvia García-Ayala  
Director of Community Services  
City of Davis  
1818 Fifth Street  
Davis, CA 95616  
OR e-mail to: [egarci@cityofdavis.org](mailto:egarci@cityofdavis.org)

If the response is not sufficient or satisfactory, the complainant may submit and appeal to the City Manager:

Steve Pinkerton  
City Manger  
City of Davis  
23 Russell Blvd., Suite 1  
Davis, CA 95616  
OR e-mail to: [spinkerton@cityofdavis.org](mailto:spinkerton@cityofdavis.org)