

CITY OF VALLEJO

CITIZEN PARTICIPATION PLAN

I. OVERVIEW

The City of Vallejo invites comments from its citizens on critical planning issues and decisions for the CDBG and HOME Programs. The City commits to provide the general public and interested and affected persons with ample notification of these critical actions and ample time to comment. Meetings will take place at Vallejo City Hall or other accessible locations in the community.

At a minimum, the Citizen Participation Plan shall apply to the following: (1) the Consolidated Plan, (2) the Annual Plan, (3) Performance Reports, and (4) substantial amendments to these documents.

The City of Vallejo will prepare a Five Year Consolidated Plan. The City may prepare an Annual Plan each fiscal year or the City may prepare multiple Annual Plans in one fiscal year.

Performance Reports shall be prepared as required by the U.S. Department of Housing and Urban Development (HUD) and shall also be subject to the provisions of the Citizen Participation Plan.

The City of Vallejo may consider substantial amendments to any of these plans or documents. In such cases, the City will invite public comments.

The subsequent sections of the Citizen Participation Plan address the specifics of how and when the public will be notified, how they may provide comments, how long they will have to comment, and where documents will be available.

II. PUBLIC HEARINGS

A. Consolidated Plan

Every five years, the City of Vallejo shall conduct at least two public hearings on its Consolidated Plan. The public hearings may be conducted by the Community Development Commission and/or the City Council. The first public hearing shall be conducted to receive input and comments on the City's needs and priorities. This input shall be considered by the City in the development of the Consolidated Plan.

The second public hearing shall be conducted after the City has prepared a draft of the Consolidated Plan. The purpose of the public hearing shall be to receive comments and input on the draft Consolidated Plan.

B. Annual Plan

The City of Vallejo shall conduct at least two public hearings every year on its Annual Plans. The City may adopt multiple Annual Plans in one year. For example, in Fiscal Year 1995/96, the City may adopt Annual Plans for Fiscal Year 1996/97, 1997/98, 1998/99, and 1999/2000.

The first public hearing shall be conducted to receive comments and input on housing and community development needs and proposed activities. The purpose of the public hearing shall be to determine how the needs may have significantly changed from those identified in the Consolidated Plan and what, if any, changes in proposed activities may be appropriate.

The second public hearing shall be conducted to receive comment and input on the proposed Annual Plan(s).

C. Performance Reports

The City of Vallejo shall conduct at least one public hearing on any performance report required by HUD. The purpose of the public hearing shall be to receive comment and input on the contents of the draft performance report.

D. Substantial Amendments

A substantial amendment is defined as the addition or deletion of any program or activity. A substantial amendment also includes any change in statistical data of 20% or more in the Consolidated Plan, Annual Plan, or Performance Report.

Amendments that are NOT substantial are: increases or decreases in the amount of funds allocated to an approved project or activity, to achieve the original purpose of the project or activity.

At least one public hearing is required for a substantial amendment to any of the plans or documents.

III. PUBLIC NOTICE

At least fourteen (14) days prior to each public hearing the City of Vallejo shall publish a notice in the local newspaper at least twice. The notice shall indicate the place, time, and location of the public hearing. The notice shall provide sufficient information on the purpose of the public hearing.

The notice shall be a display advertisement in the non-legal section of the newspaper.

At least fourteen (14) days prior to each public hearing the City of Vallejo shall provide local Chambers of Commerce, ethnic organizations, the Vallejo Housing Authority, the public libraries, and interested persons, with a copy of the public notice at least twice.

The public notice for the proposed Consolidated Plan will include a summary of the Plan. It shall indicate the amount of assistance the City expects to receive (grant funds and program income), the range of activities that may be undertaken, and the estimated amount of funds that will benefit low/moderate income persons. This summary shall describe the contents and purposes of the Consolidated Plan. It shall also list the locations where the Consolidated Plan will be available for examination. These locations shall include at least the following - the City Clerk's Office of City Hall, the Housing and Community Development Division of the City of Vallejo, and local public libraries.

IV. COMMENT PERIOD

The City of Vallejo shall provide a period of at least thirty (30) days to receive comments on the draft Consolidated Plan and on any substantial amendments. The 30-day period may start on the date the document is available to the public. The City must also provide public notice regarding the availability of documents and the dates of the 30-day comment period.

For performance reports and annual plans, the City shall provide at least fifteen (15) days to receive public comment.

The City shall consider all comments received. The City shall respond to all complaints, in writing, within fifteen (15) days. All comments and responses shall be attached to the document.

V. AVAILABILITY OF DOCUMENTS

The Consolidated Plan, Annual Plan, Performance Report, and any amendments shall be available to the public at the City Clerk's Office and Housing and Community Development Division Office during

normal working hours, and on the City's Internet Website. The documents shall be provided to the interested party within three (3) working days of their request.

The documents shall be retained for at least five (5) years.

The City shall make available at least ten (10) free copies of the Consolidated Plan to local residents or organizations.

VI. TECHNICAL ASSISTANCE

The City of Vallejo shall provide up to forty (40) hours per year of technical assistance to organizations that represent low/moderate income persons. This technical assistance may include:

- publishing instructions on how to fill out forms/applications;
- conducting workshops to explain: (1) the process for submitting proposals and (2) federal and local requirements;
- providing comments and advice on the telephone or in meetings; and
- reviewing and commenting on draft proposals.

The City shall also provide ongoing assistance to CDBG-funded agencies as needed to help them maintain their eligibility for full funding.

The City may provide additional (beyond forty (40) hours) technical assistance if, in the opinion of the City Manager, staff time is available.

VII. ASSISTANCE TO NON-ENGLISH SPEAKING

When City staff reasonably expects a significant number of non-English speaking residents to participate at a public hearing, the City will make a translator available at the meeting.

VIII. DISPLACEMENT

The federal regulations stipulate that the City shall include in its Citizen Participation Plan the City's "plans to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance ..."

City of Vallejo - Citizen Participation Plan
Revised, October 1998

The City of Vallejo has adopted (Resolution 81-723) a General Relocation Plan. This plan meets the requirements of 24 CFR 91.105(b)(1). It is attached.

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