



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Leslye Krutko

SUBJECT: CDBG CITIZEN PARTICIPATION
PLAN

DATE: November 20, 2006

Approved

Kay Winer

Date

11/26/06

COUNCIL DISTRICT: City-Wide
SNI AREA: N/A

RECOMMENDATION

It is recommended that the City Council adopt the revised Consolidated Plan Citizen Participation Plan to reflect that the Housing and Community Development Advisory Commission is the lead citizen advisory group advising the City Council and Housing Department on the CDBG program and affordable housing and homeless programs. In addition, the updated Citizen Participation Plan also reflects that the Housing Department administers the CDBG program.

OUTCOME

The updated Consolidated Plan Citizen Participation Plan will replace the Citizen Participation Plan, which was adopted by the Mayor and City Council in June 1995, to reflect that the Housing and Community Development Advisory Commission is the lead citizen advisory group advising the City Council and Housing Department on the CDBG program.

BACKGROUND

In October 2006, the Mayor and City Council recommended that the Housing Advisory Commission and CDBG Steering Committee be consolidated to form the Housing and Community Development Advisory Commission (HCD), which will act as the lead citizen advisory group in advising the City Council and Housing Department on the CDBG program, housing policies, and programs. In addition, as part of the FY 06-07 budget, the City Council approved the transfer of the CDBG program from the Parks, Recreation, and Neighborhood Services Department to the Housing Department. The Consolidated Plan Citizen Participation Plan has been updated to reflect these changes.

The Consolidated Plan Citizen Participation Plan (CPP) was last amended by the City Council in June 1995. The document describes the objectives of the CPP, the citizen participation objectives and structure for the CDBG Program, and the citizen participation objectives and structure for all affordable housing and homeless programs.

ANALYSIS

The Consolidated Plan Citizen Participation Plan has been updated to reflect that the Housing and Community Development Advisory Commission (HCD) is the lead citizen advisory group to the City Council and Housing Department on matters related to CDBG and all affordable housing and homeless programs. The CPP has also been updated to reflect the Mayor and City Council's recommendation that the HCD have a minimum of three members that are lower income residents. In addition, the document has been updated to reflect that the CDBG program has been transferred from the Parks, Recreation, and Neighborhood Services Department to the Housing Department.

As the lead citizen advisory body, the HCD will hold public hearings, define local needs, review and evaluate the Citizen Participation Plan, provide recommendations on use of CDBG funds, review subsequent amendments to the program, and review program implementation, monitoring, and evaluation. The updated CPP indicates that Commissioners will be asked to review staff's recommendations regarding program proposals. Previously, CDBG Steering Committee members reviewed individual program proposals and held numerous meetings to determine funding awards. Staff recommends that Commissioners' time be used more efficiently by having them review and take a position on staff's recommendations, which will be based on application criteria that will be approved by the HCD.

PUBLIC OUTREACH/INTEREST

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- ✓ **Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This item meets criteria 2: Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City.

A special Housing and Community Development Advisory Commission meeting will be held on November 30 to solicit community input. In addition, an e-mail will be sent to CDBG interested parties and funded agencies advising them of the changes to the Consolidated Plan Citizen Participation Plan.

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COORDINATION

This memo has been coordinated with the City Attorney's Office. It will also be coordinated with the Housing and Community Development Advisory Commission at its Special Meeting on November 30, 2006.

CEQA

Not a project.


LESLYE KRUTKO
Director of Housing

For questions please contact Leslye Krutko, Director, at 408-535-3851.

Attachment (1)

CITY OF SAN JOSÉ CONSOLIDATED PLAN CITIZEN PARTICIPATION PLAN

INTRODUCTION

The Citizen Participation Plan (CPP) contains three components: the overall objectives of the CPP, the objectives and structure for the Community Development Block Program (CDBG), and the objectives and structure for all affordable housing and homeless programs, including the HOME Investment Partnership Program, the Housing Opportunities for People with AIDS Program (HOPWA), and the Emergency Shelter Grant Program.

I. OVERALL OBJECTIVES

In the preparation of the City of San José Consolidated Plan, the City will adhere to the objectives outlined in the Final Rule for the Consolidated Plan (24 CFR Part 91, et seq., dated January 5, 1995) and subsequent revisions, including the encouragement of citizen participation in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and Performance Reports. These objectives are designed to especially encourage participation by low- and moderate-income persons, including those living in blighted areas.

To meet these objectives, the City will adhere to the following procedures:

- A. General Objectives on Notices, Hearings, Substantial Amendments, and Availability of Documents
 - 1. To ensure participation of all citizens, including minorities, non-English-speaking citizens and persons with disabilities, the City will provide notices of meetings, hearings, substantial amendments and availability of documents via US Mail to organizations, agencies and groups representing such residents, in English as well as other languages (primarily Spanish and Vietnamese) as is appropriate. Notices will include information regarding facilities and services available to persons with disabilities.
 - 2. To encourage the participation of residents of public housing, the City will provide notices of meetings, hearings, substantial amendments and availability of documents via US Mail to the Housing Authority of Santa Clara County which manages the City's public housing units, in English as well as other languages (primarily Spanish and Vietnamese) as is appropriate. Notices will include information regarding facilities and services available to persons with disabilities.
 - 3. To encourage participation by lower-income residents in revitalization areas, the City will provide notices of meetings, hearings, substantial amendments and availability of documents via US Mail to community centers throughout the City in English as well as other languages (primarily Spanish and Vietnamese) as is appropriate. Notices will include information regarding facilities and services available to persons with disabilities.

4. The City will provide residents with an opportunity to comment on the CPP and its amendments by providing notices of meetings, hearings, substantial amendments and availability of the CPP before the City Council and citizen advisory groups in newspaper notices via individual mailings to organizations, agencies and groups. The public will have the opportunity to comment on the draft CPP and its amendments for a period not less than fifteen (15) days prior to its adoption by the City Council. Notices will include information regarding facilities and services available to persons with disabilities.
5. The City will provide residents with an opportunity to comment on the Consolidated Plan and substantial amendments by providing notices of meetings, hearings, substantial amendments and availability of the Consolidated Plan before the City Council, and citizen advisory groups, in newspaper notices and via individual mailings to organizations, agencies and groups. The public will have the opportunity to comment on the draft Consolidated Plan and substantial amendments for a period not less than thirty (30) days prior to its adoption by the City Council. Notices will include information regarding facilities and services available to persons with disabilities.
6. The City will provide residents with an opportunity to comment on performance reports by providing notices of meetings, hearings, and availability of performance reports before the City Council, and citizen advisory groups, in newspaper notices and via individual mailings to organizations, agencies and groups noted above. The public will have the opportunity to comment on the draft performance reports for a period not less than fifteen (15) days prior to adoption by the City Council.

B. Displacement

With respect to minimizing displacement, the City will continue to use existing federal and State relocation guidelines as applicable. Both the federal government and the State of California have specific requirements dictating the amount of benefits and assistance that must be provided to lower-income persons and households relocated as a result of displacement. Depending on the funding source, displaced persons may be offered one or more of the following:

- (1) a rent subsidy for another unit;
- (2) a cash payment to be used for rent or a down payment on the purchase of a dwelling unit; and
- (3) moving and related expenses.

The City's rehabilitation programs address overcrowding by providing households with relocation assistance or by providing minor additions to existing dwellings in some situations. It should be noted, however, that the City will not provide funding for a rehabilitation project if the relocation costs are deemed excessive vis-a-vis the total rehabilitation costs. Information regarding the specific types and levels of assistance that are required to be made available will

be provided as part of each individual Relocation Plan, as required by either federal or State law.

C. The Draft Consolidated Plan

1. To provide a reasonable opportunity for the public to comment on the Consolidated Plan, a public review period of not less than thirty (30) days will be established for each annual update, the purpose of which is to receive comments from the public prior to final adoption of the Consolidated Plan by the City Council.
2. Each public notice to organizations, newspaper(s) agencies and groups will advise the public of the availability of the draft document for public review (see A, B and C above), including a summary of the Consolidated Plan, and its contents and purpose. The summary will describe where copies of the complete document are available for public review, and that complete copies are available free of charge (one copy per person) at the Department of Housing.
3. The City will consider comments and views expressed by residents and other interested parties either in writing or orally at public meetings regarding the Consolidated Plan before the City Council adopts the final Consolidated Plan. The City will provide, as an attachment to the final Consolidated Plan submitted to the US Department of Housing and Urban Development (HUD), a summary of each comment and the City's subsequent action or reason why no action was taken. This information will be made available to the public as part of the final document.

D. Substantial Amendments

1. Substantial amendments to the document after it has been adopted by the City Council will require additional opportunity for public review and comment. A substantial amendment is defined as an amendment that:
 - a. Changes the allocation priorities or the method of distribution of funds;
 - b. Carries out an activity, using funds from any program covered by the consolidated plan (including program income), not previously described in the action plan; or
 - c. Changes the purpose, scope, location, or beneficiaries of an activity.
2. To provide a reasonable opportunity for the public to comment on a substantial amendment, a public review period of not less than thirty (30) days will be established, the purpose of which is to receive comments from the public prior to final adoption of the substantial amendment by the City Council.

3. The City will consider comments and views expressed by residents and other interested parties either in writing or orally at public meetings regarding the substantial amendment prior to City Council action. The City will provide, as an attachment to the final substantial amendment submitted to HUD, a summary of each comment and the City's subsequent action or reason why no action was taken. This information will be made available to the public as part of the final document.

E. Performance Reports

1. To provide a reasonable opportunity for the public to comment on performance reports, a public review period of not less than fifteen (15) days will be established, the purpose of which is to receive comments from the public prior to final adoption of the performance reports by the City Council.
2. The City will consider comments and views expressed by residents and other interested parties either in writing or orally at public meetings regarding the performance reports prior to City Council action. The City will provide, as an attachment to final performance reports submitted to HUD, a summary of each comment and the City's subsequent action or reason why no action was taken. This information will be made available to the public as part of the final document.

F. Hearings

1. Federal regulations require that the City hold at least two (2) public hearings each year, the purpose of which is to obtain the views of residents and interested parties, at two different stages of the program year, addressing housing and community development needs, the development of proposed activities, and review of program performance. To meet these requirements, the City will hold the following hearings annually to solicit input on the Consolidated Plan:
 - a. at least one (1) hearing on housing and community development needs before the Housing and Community Development Advisory Commission (HCD Commission), to be held prior to the development of the Consolidated Plan draft;
 - b. at least (1) hearing on the draft documents before the HCD Commission.
 - c. at least two (2) hearings before the City Council to review the proposed draft and adopt the final document.
 - d. at least one (1) hearing before the City Council to consider and approve any performance report.

Other hearings before the HCD Commission are described below.

2. All hearings, whether before the City Council or the HCD Commission will be held at accessible locations in San José, usually City Hall. The City

will provide listening devices and other assistance to disabled persons upon request, to the extent practicable.

3. All hearings will be held during the evening hours or on Saturday unless otherwise indicated to ensure that working people have an opportunity to attend.
4. Traditionally, interpretation services for non-English speaking residents have been provided by nonprofit organizations and individuals in languages including Spanish, Vietnamese, Chinese, Japanese, and Portuguese. At those meetings where such services are not anticipated and a significant number of non-English speaking residents can reasonably be expected to participate, or if such services are requested, the City will provide interpreters to the extent practicable.

G. Access to Records

The City will provide, upon written request, access to all records related to the Consolidated Plan and any of its related documents and reports, within ten (10) days from the receipt of the request.

H. Technical Assistance

The City will, to the extent practicable, provide technical assistance to groups representing persons of low- and moderate-income that request such assistance in developing proposals for funding under any program covered by the Consolidated Plan. This may include, but is not limited to, providing information regarding how to fill out applications, where applicants may locate other sources of funding, or providing referrals to appropriate agencies within and outside the City of San José. "Technical assistance," as used here, does not imply the granting or loaning of funds to groups requesting such assistance.

I. Complaints

Complaints received from members of the public regarding the Consolidated Plan, any amendments, and any performance reports will be referred to the appropriate City department or, if appropriate, the Mayor and City Council, for disposition. The City will provide substantive, written responses to all complaints within fifteen (15) days of receipt.

II. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) OBJECTIVES

A. Overall CDBG Program Objectives

In the preparation of the Community Development Block Grant Plan and Program, the City will adhere to the following objectives:

1. Conform to the intent of the Housing and Community Development Acts of 1974, 1977, and 1987 by providing projects that benefit persons of low or moderate income and/or aid in the prevention or elimination of slums and blight.

2. Provide for meaningful citizen participation in the development and implementation of the CDBG Program and assessment of CDBG performance in accordance with the citizen participation requirements specified in the CDBG rules and regulations.
3. Develop a plan that meets community development needs and provides continuity with the community development activities initiated in previous years of the CDBG program.
4. Implement program activities to achieve and ensure maximum program impact and resource utilization.
5. Achieve maximum economies in the implementation, administration, and evaluation of the program.
6. Provide supporting activities necessary to conform to the intent and guidelines of the Act.

B. Citizen Participation Objectives

The objectives of the citizen participation process are:

1. To form a citizen participation structure that adheres to the provisions of the Act and represents low and moderate income areas of the City and others served by CDBG on a Citywide basis.
2. To provide all residents of the City, especially those who are low and moderate income and live in areas where funds are being or are proposed to be used, with the opportunity to:
 - a. Attend Public Hearings
 - b. Define local needs
 - c. Review and evaluate the plan
 - d. Recommend the use of the funds
3. To provide adequate citizen involvement in all phases of the CDBG program including:
 - a. Review of criteria for evaluation of projects
 - b. Review of the Community Development Plan
 - c. Review of subsequent amendments to the program
 - d. Review of program implementation, monitoring and evaluation.

III. CDBG CITIZEN PARTICIPATION STRUCTURE

The current structure provides for citizens to address community development needs and make recommendations at two levels: (1) through a Housing and Community Development Advisory Commission, and (2) at City Council Public Hearings. The structure of the citizen committees is as follows:

A. Housing and Community Development Advisory Commission (HCD)

1. Membership

The membership of the nine (9) member HCD Commission is:

- 1 Council District 3 Representative
- 1 Council District 5 Representative
- 1 Council District 7 Representative
- 6 City-wide Representatives
- 1 Senior Citizen Commissioner Representative (non-voting)

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Council Districts 3, 5, and 7 each have at least 1 representative, because the 2000 Census showed they had the highest percentage of low and moderate income residents. There must be a minimum of 1, but no more than two representatives from Council District 3, 5, and 7. In addition, a minimum of three members on the HCD Commission must be lower income persons as defined in the California Health and Safety Code Section 50079.5. Nominees are recommended to the Council by the City's Diversity Committee and are then approved by the City Council.

Appointments will take place if any vacancies occur. In order to ensure that the HCD Commission will have a quorum at all meetings, it is a policy that unexcused absences be limited to three consecutive meetings. The member shall be deemed to have automatically resigned after missing the third consecutive meeting or missing more than 20% of all meetings scheduled within a calendar year.

All positions on the Commission are three (3) years. Staggered ending dates will assure continuity and avoid all members leaving at the same time. According to City Council policy, no member can serve more than two complete terms.

The table below shows the make-up of the HCD Commission as well as the action that will take place when the current terms expire. After the expiration of the terms below, new Commission members will serve for 3 years.

| Council District | Term Ending Date | Action When Term Expires |
|------------------|------------------|----------------------------------|
| 1 | 12/31/08 | Appointment of City-Wide Rep. |
| 2 | 12/31/06 | No reappointment |
| 2 | 12/31/08 | Appointment of City-Wide Rep |
| 3 | 12/31/07 | Appointment of District 3 member |
| 3 | 06/30/07 | Appointment of District 3 member |

| | | |
|-----------|----------|----------------------------------|
| 5 | 06/30/07 | Appointment of District 5 member |
| 5 | 12/31/07 | Appointment of District 5 member |
| 6 | 12/31/08 | Appointment of City-Wide Rep. |
| 7 | 06/30/08 | Appointment of District 7 member |
| 10 | 12/31/06 | No reappointment |
| City-wide | 06/30/07 | Appointment of District 7 member |

2. Functions

The HCD Commission is the lead citizen participating group in the planning and programming process of the Community Development Block Grant. The HCD Commission will be involved in the total CDBG planning process. Its specific responsibilities shall be:

- a. To advise the City Administration and the City Council in the development of the Community Development Plan and Program.
- b. To conduct public meetings on the development of the program.
- c. To assist the City Council in conducting Public Hearings on the program.

3. Public Hearings

At least two public hearings will be held each year on the CDBG program. The purpose of the hearings will be as follows:

- a. To obtain views and proposals of citizens at the initial stage of the application development on community development and needs priorities;
- b. To review program process and performance and obtain citizen comments on the same, and
- c. To obtain views of citizens on the proposed application prior to submission of the application to HUD or other required agencies.

d. Quorum

A quorum for the HCD Commission is more than half of the total nine (9) voting positions, whether filled or vacant. As constituted, a quorum will be five (5) voting members.

IV. CITIZEN INVOLVEMENT IN THE CDBG PLANNING PROCESS

A. Application Development

The HCD Commission will review and provide a recommendation to staff on the CDBG application and criteria prior to its release to the public.

The HCD Commission will hold a public hearing on housing and community development needs. The City Council will then have a hearing to adopt the plan and the evaluation system.

B. Submission of Views and Proposals

During the planning process non-profit agency proposals for CDBG funding will be actively solicited. Technical assistance by way of a proposal workshop will be provided to citizens in developing these proposals. The HCD Commission shall set a date after which no further proposals will be considered.

All HCD Commission meetings will be open to the public. Citizens will also have an opportunity to review and comment on a preliminary CDBG Plan at the HCD Commission meeting. Views may also be presented before the City Council at any of the public hearings.

C. Technical Assistance

1. The City's Housing Department will provide technical assistance to the HCD Commission. This assistance will include staffing the Commission, clerical support for providing minutes and arranging meetings and technical support preparing the general recommendations of the HCD Commission.
2. Assistance will be provided by the Housing Department to interested individuals and citizens' groups who need further explanation of the background and intent of the Housing and Community Development Act, interpretation of specific HUD regulations and project eligibility criteria.

D. Adequate Information

1. Information on the planning process, including the citizen participation plan, the approved current CDBG application, CDBG performance reports, and CDBG program regulations shall be available for citizen review during normal working hours in the Housing Department at 200 East Santa Clara Street, San Jose, CA 95113. Other pertinent information including minutes of HCD Commission meetings, prior applications, grant agreements, environmental documentation, mailings and promotional material, records of hearings, letters of approval, evaluation reports, proposed CDBG application, and documents regarding fair housing and other equal opportunity requirements, relocation provisions and contracting procedures, will also be available for citizen review during normal working hours at the Housing Department.
2. Information concerning the CDBG program will be sent periodically to all persons on the CDBG mailing list. This list will include all persons expressing interest in the CDBG program. Currently funded non-profits and agencies requesting funds in the past year will be automatically added to the list. Other individuals and groups should write to CDBG Program, City of San José Housing Department, 200 East Santa Clara Street, San José, CA 95113 or call 408-793-5520.

E. Program Amendments

Amendments to the CDBG program which require HUD approval will be submitted to the HCD Commission for review and recommendation prior to submittal of the amended application to the City Council for its approval. Public hearings will be held on amendments where required by HUD.

The HCD Commission shall consider the use of funds set aside for contingencies and/or local option activities, if any.

F. Program Implementation

Citizens will be involved in the implementation of the CDBG program. The HCD Commission will receive semi-annual reports on the progress of projects included in the CDBG program. Meetings will be held by the HCD Commission to discuss any issues that significantly affect the CDBG program, such as substantial modifications to approved projects or significant time delays.

G. Assessment of Performance

Citizens will be given the opportunity to assess and submit comments of the City's performance in the CDBG program. A public hearing will be held on program performance and the HCD Commission will review performance throughout the program year.

H. Notice of Submission of Application

At the time of application to HUD, a notice will be published in the San José Mercury News stating the availability of the application, describing the requirements for citizen objections, and will be in a form that meets HUD requirements for publication.

I. Location and Time of HCD Commission Meetings

Generally, the HCD Commission will meet in Room 1254 at City Hall, 200 East Santa Clara Street, San Jose, CA 95113. Meetings are at the call of the chair and will be generally on the second Thursday of the month at 5:30 p.m. Disabled access at City hall HCD Commission meetings and at other locations will be assured.

V. AFFORDABLE HOUSING AND HOMELESS OBJECTIVES

A. Overall Affordable Housing and Homeless Objectives

In the preparation of the housing and homeless portions of the Consolidated Plan, the City will adhere to the following objectives:

1. Conform to the intent of the Housing and Community Development Acts of 1974, 1977, and 1987 by providing projects that benefit persons of low or moderate income and/or aid in the prevention or elimination of slums and blight.
2. Conform to the intent of all programs covered by the Consolidated Plan, including the HOME Investment Partnership Program (24 CFR part 92),

the Housing Opportunities for People with AIDS Program (24 CFR part 574) and the Emergency Shelter Grant Program (24 CFR part 576).

3. Conform to the intent of the Cranston-Gonzalez National Affordable Housing Act of 1990.
4. Provide for meaningful citizen participation in the development and implementation of the these above-named programs and assessment of the City's performance in accordance with the citizen participation requirements specified in the Consolidated Plan rules and regulations.
5. Develop a plan that addresses community housing and homeless needs and provides continuity with the housing and homeless activities initiated in previous years of the programs.
6. Implement program activities to achieve and insure maximum program impact and resource utilization.
5. Achieve maximum economies in the implementation, administration, and evaluation of the program.
6. Provide supporting activities necessary to conform to the intent and guidelines of the various programs.

B. Citizen Participation Objectives

The objectives of the citizen participation process are:

1. To form a citizen participation structure that adheres to the provisions of the Act and represents low and moderate income areas of the City and others served by housing and homeless programs on a City-wide basis.
2. To provide all residents of the City, especially those who are low and moderate income and live in areas where funds are being or are proposed to be used, with the opportunity to:
 - a. Attend Public Hearings
 - b. Define local needs
 - c. Review and evaluate the plan
 - d. Recommend the use of the funds

VI. AFFORDABLE HOUSING AND HOMELESS CITIZEN PARTICIPATION STRUCTURE

The current structure provides for citizens to address housing and homeless needs and make recommendations at two levels: (1) through the Housing and Community Development Advisory Commission, and (2) at City Council Public Hearings:

A. Housing and Community Development Advisory Commission

1. The Commission is composed of nine (9) residents of the City of San José. Nominees are recommended to the Council by the City's Diversity Committee and are then approved by the City Council.

2. Functions

On October 2006, the City Council passed Ordinance No. 27889 establishing the HCD Commission and setting forth its duties and responsibilities:

- a. To study, review, evaluate and make recommendations to the City Council and the Department of Housing of the City of San Jose, respecting the following matters:
 - i. Existing housing programs and policies in the City of San Jose;
 - ii. New programs and policies that would further the City of San Jose's housing goals; and
 - iii. The City of San Jose's progress in meeting its housing goals.
- b. Submit recommendations and reports to the City Council and the City Manager regarding housing policy in the City of San Jose as the Council or the City Manager may from time to time request.

The role of the Commission is therefore advisory to the City Council and the Department on matters relating to policy and program issues. With respect to the Consolidated Plan specifically, the HCD Commission's responsibilities will be:

- a. To advise the City Administration and the City Council in the development of the Consolidated Plan and its components.
- b. To conduct public meetings on the development of the program.
- c. To assist the City Council in conducting public hearings on the program.

3. Public Hearings

The HCD Commission will hold at least two public hearings each year on the Consolidated Plan. The purpose of the hearings will be as follows:

- a. To obtain views and proposals of citizens at the initial stage of the application development on housing, homeless and community development needs and priorities;

- b. To review program process and performance and obtain citizen comments on the same, and
- c. To obtain views of citizens on the proposed application prior to submission of the application to HUD or other required agencies.

A notice of each public hearing will be published in the San Jose Mercury at least seven (7) days prior to the hearing. The notice will include the date, time, place and procedures of the hearing. Notices will be mailed to all persons expressing interest in the program prior to each hearing.

VII. CITIZEN INVOLVEMENT IN THE AFFORDABLE HOUSING AND HOMELESS PLANNING PROCESS

A. Consolidated Plan Development

The HCD Commission will be actively involved in the development of the Consolidated Plan and its components. The HCD Commission will hold a public meeting in the early stage of the development of the plan.

B. Submission of Views

During the planning process, views of non-profits, service providers, housing advocates, and others interested in housing and homeless issues will be actively solicited. Citizens will have an opportunity to review and comment on the draft Consolidated Plan and HCD Commission hearings. Views may also be presented before the City Council at any of the public hearings.

C. Technical Assistance

1. The City's Department of Housing will provide technical assistance to the HCD Commission. This assistance will include staffing the Commission, clerical support for providing minutes and arranging meetings and technical support preparing the general recommendations of the Commission.
2. Information will be provided by the Department of Housing to interested individuals and citizens' groups who need further explanation of the background and intent of the Housing and Community Development (HCD) Act and the National Affordable Housing Act, any of the programs subject to the Consolidated Plan's requirements, and interpretation of specific HUD regulations and project eligibility criteria.

D. Adequate Information

1. Information on the planning process, including the citizen participation plan, the approved current Consolidated Plan (or its predecessor, the Comprehensive Housing Affordability Strategy), performance reports, and program regulations will be available for citizen review during normal working hours in the Department of Housing, 200 East Santa Clara Street, San José, CA 95113. Other pertinent information including minutes of Commission meetings, prior reports, grant agreements, environmental documentation, mailings and promotional material, records of hearings,

letters of approval, evaluation reports, relocation provisions and contracting procedures, will also be available for citizen review during normal working hours at the Department of Housing.

E. Program Amendments

Amendments to housing and homeless programs that require HUD approval will be submitted to the HCD Commission for review and recommendation prior to submittal of the amended application to the City Council for its approval. Public hearings will be held on amendments where required by HUD.

F. Program Implementation

Citizens will be involved in the implementation of the housing and homeless programs. The HCD Commission and City Council will receive semi-annual reports on the progress of projects included in these programs.

G. Assessment of Performance

Citizens will be given the opportunity to assess and submit comments of the City's performance in the various programs. A public hearing will be held on program performance.

H. Location and Time of HCD Commission Meetings

Generally, the HCD Commission meets at City Hall, 200 East Santa Clara Street, San Jose, CA 95113. The Commission also meets periodically at sites throughout the neighborhoods of the City. Meetings are generally on the second Thursday of the month at 5:30 p.m. Disabled access at City Hall Commission meetings and at other locations will be assured.