



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Leslye Corsiglia

**SUBJECT:** SEE BELOW

**DATE:** September 17, 2012

Approved

Date

9-17-12

## SUPPLEMENTAL

**SUBJECT: PUBLIC HEARING AND APPROVAL OF THE AMENDED CITIZEN PARTICIPATION PLAN**

### REASON FOR SUPPLEMENTAL REPORT

This Memorandum summarizes 1) the comments received for the Amended Citizen Participation Plan during the public comment period from August 27, 2012 to September 13, 2012, and 2) the revisions to the draft document made by staff.

### BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) requires municipal recipients of federal grants to have a Citizen Participation Plan (CPP) that provides a process to facilitate meaningful public engagement and input on those grant programs. The CPP is required to have a public review and comment period of at least 15 days. The Draft Amended Citizen Participation Plan (CPP) document was made available for public review and comment from August 27, 2012 to September 13, 2012. Additionally, a public hearing was held on September 13, 2012 at the Housing and Community Development Advisory Commission (HCDAC) Grants Subcommittee meeting. This Memorandum summarizes the public comments received during the public comment period, and summarizes the revisions made by City staff in response to those comments and in preparation for the final draft document. Public comments received at the September 18<sup>th</sup> City Council hearing will also be incorporated into the final draft document, as appropriate, for submission to HUD.

September 17, 2012

**Subject: Public Hearing on the Amended Citizen Participation Plan**

Page 2

## **ANALYSIS**

### *First Public Hearing*

On September 13, 2012, the Housing and Community Development Advisory Commission Grants Subcommittee held a public hearing to take comments from the public on the draft CPP. Section B of the Attachment to this Memorandum contains a summary of the public comments received at the HCDAC as well as Housing Department responses. The HCDAC Grants Subcommittee accepted the CPP and voted to recommend that the City Council approve the FY 2011-12 CPP.

### *Public Comments*

Housing staff have not received any public comments during the public comment period beyond those made at the HCDAC Grants Subcommittee public hearing on September 13, 2012.

### *Staff-Initiated Revisions*

Since the public release of the draft CPP, staff has made revisions to the document in order to clarify the analyses. Section C of the Attachment to this Memorandum lists the staff-initiated revisions to the draft CPP document.

## **EVALUATION AND FOLLOW-UP**

Upon City Council approval, the final CPP will be submitted to HUD. The Council-approved document will then be posted to the San José Housing Department's website at: <http://www.sjhousing.org/report/conplan.html>.

## **COORDINATION**

Preparation of this report was coordinated with the City Attorney's Office.

## **CEQA**

Not a project, File No. PP10-068, General Procedure and Policy Making.

/s/  
LESLYE CORSIGLIA  
Director of Housing

For questions please contact Leslye Corsiglia, Director of Housing, at 535-3851.

Attachment

**ATTACHMENT SECTIONS A, B, AND C: SUMMARY OF PUBLIC  
COMMENTS AND REVISIONS MADE SINCE DRAFT CAPER  
RELEASE**

**Section A:  
General Public Comments and City Responses**

No general public comments were received by staff during the public comment period.

**Section B:  
Comments Received at the September 13, 2012 Housing & Community  
Development Advisory Commission Grants Subcommittee Meeting**

<b><u>Comment</u></b>	<b><u>City Response</u></b>
Joshua Wonland, student at San Jose State University, asked about the purpose of the Citizen Participation Plan	Staff indicated that the CPP is a HUD required plan that jurisdictions that receive federal grants must have to facilitate public participation and to receive feedback on how the grants should be use.
Joshua Wonland asked if the CPP includes analyses such as environmental impact reports.	Commissioner Norimoto indicated that they typically do not. Staff added that occasionally there are publication requirements for NEPA (National Environmental Policy Act).
Joshua Wonland asked if the CPP was posted online.	Staff indicated that the CPP was posted online, as well as publicly noticed in newspapers and through distribution lists.

**Section C:  
Staff-Initiated Revisions\***

<b><u>Page # of Draft Document</u></b>	<b><u>Recommended Change</u></b>	<b><u>Reason</u></b>
4	At the end of the first bullet in the paragraph titled Amendment, Substantial, add “,or”	To clarify that the an amendment can fulfill any of the three bullets’ conditions to be deemed substantial
4	In the third bullet in the paragraph titled Amendment, Substantial, remove the words “ <i>within a funding category</i> ”	To remove redundancy