

RESOLUTION NO. 90-107

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF November 20, 1990

1991 COMMUNITY DEVELOPMENT BLOCK GRANT STATEMENT OF OBJECTIVES; PROJECTED USE OF FUNDS; AND APPROVAL OF NEGATIVE DECLARATION

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

Section 1: The environmental documentation is adequate and complete, and the Negative Declaration based on the Initial Study filed with the staff report is appropriate and is hereby approved.

Section 2: The final 1991 Community Development Block Grant Statement of Objectives and Projected Use of Funds ("Application") is hereby approved and the Executive Director is authorized to submit it to the United States Department of Housing and Urban Development ("HUD") together with all necessary application materials.

Section 3: The Executive Director is authorized to execute and submit to HUD all certifications or other documents necessary to receive Community Development Block Grant ("CDBG") funds, and to execute the subsequent grant agreement.

Section 4: The 1991 Agency budget shall be amended to reflect receipt of such CDBG funds in the amount and for purposes designated in the approved Application.

Section 5: The Executive Director is hereby authorized to amend the 1991 CDBG Contingency fund to allocate funds to supplement the funds actually received from HUD, if such allocation should be less than estimated in the Application. The Executive Director is also authorized to amend the 1991 CDBG Contingency fund to receive funds, if any, which are in excess of the estimated allocation.

Section 6: The Executive Director is hereby authorized to enter into and execute contracts with subrecipients of CDBG funds for completion of the projects and programs listed in the Application.

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Section 7: The Executive Director is hereby authorized to amend the CDBG Program budget in accordance with Exhibit "A" to the staff report for this Resolution.

Section 8: The Executive Director is hereby authorized to execute contracts and memoranda of understanding as may be required when CDBG-funded agencies also receive City General Funds.

Section 9: The amended Citizen Participation Plan shown as Exhibit "B" to the staff report for this Resolution is hereby adopted.

Carne Rudin
CHAIR

ATTEST:

[Signature]
SECRETARY

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RECOMMENDED REPROGRAMMING ACTIONS
CITY OF SACRAMENTO - CDBG PROGRAM

YEAR/ COST CENTER	PROJECT	CURRENT ALLOCATION	RECOMMENDED ALLOCATION	NET CHANGE TO CONTING.	COMMENTS
1990 04286	BEGINNING CONTINGENCY BALANCE			\$ 29,191.14	
1989 J04421	Tot Lot	\$ 9,513.30	-0-	+ 9,513.30	Project complete surplus funds.
1987 J04507	Woodbine Street Improvements 5A/5B	165,215.34	-0-	+165,215.34	Project complete surplus funds.
1987 J04702	Bowman Park Improvements	67,904.50	-0-	+ 67,904.50	Project complete surplus funds.
1988 K04264	Building Code Inspection	34,403.02	-0-	+ 34,403.02	Project complete surplus funds.
(88 K04801	Self Sufficiency Housing	30,000.00	-0-	+ 30,000.00	Project complete surplus funds.
1988 K04802	Northgate Fence Repair	562.41	-0-	+ 562.41	Project complete surplus funds.

RECOMMENDED REPROGRAMMING ACTIONS
CITY OF SACRAMENTO - CDBG PROGRAM

EXHIBIT A
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YEAR/ COST CENTER	PROJECT	CURRENT ALLOCATION	RECOMMENDED ALLOCATION	NET CHANGE TO CONTING.	COMMENTS
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1988 KO4803	Gardenland/Norralto \$ 40,434.54 Levee Barriers		-0-	+ 40,434.54	Project complete surplus funds.
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1988 KO4705	HODAG Section 108 Loan Repayment	144,845.25	-0-	+144,845.25	Project complete surplus funds.
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1988 KO4706	12th Street Section 103,038.54 108 Loan Repayment		-0-	+103,038.54	Project complete surplus funds.
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1990 MO4001	East Del Paso Heights Street Improvement #6A	50,000.00	-0-	+ 50,000.00	Project cancelled
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1988 MO4002	East Del Paso Heights Street Improvement #4C	200,000.00	250,000.00	- 50,000.00	Augment construction reserve.
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1991	1991 Projected Use of Funds		-0-	595,916.90	Transfer surplus funds to finance 1991 contingency and capital improvements in East Del Paso Heights, Del Paso Heights and Gardenland/Norralto.
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ENDING CONTINGENCY BALANCE \$ 29,191.14

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CITY AND COUNTY OF SACRAMENTO

CITIZEN PARTICIPATION PLAN
(1991-1993)

I. INTRODUCTION

The Housing and Community Development Act of 1987 requires the City and County of Sacramento, as Community Development Block Grant (CDBG) Program Grantees, to follow a citizen participation plan which addresses several key elements (see "Objectives" section below).

Citizen participation has been an integral part of both the City and County CDBG Program; Target Area Committees (TACs) have been in place in the County since 1978 and in the City since 1982. The TACs represent the actual neighborhoods where CDBG funds are targeted and are an important part of program development, implementation, and evaluation. Regardless of modifications made in federal regulations regarding citizen participation in the CDBG Program, Sacramento has remained committed to this process.

This plan seeks to encourage and foster the citizen participation component of the CDBG Program. It identifies strategies to obtain participation from those persons directly affected by the CDBG Program, to provide accurate information and timely notification of CDBG activities, to provide education and assistance to citizens to access the program, to involve citizens during all stages of the process, and to respond to specific complaints and needs of citizens.

II. OBJECTIVES

This plan addresses the following objectives as defined by the 1974 Housing and Community Development Act as amended. The Citizen Participation Plan must:

1. Provide for and encourage citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which section 106 funds are proposed to be used, and in the case of a grantee described in section 106(a), provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;

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2. Provide citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by regulations of the Secretary, and relating to the actual use of funds under this title;
3. Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
4. Provide for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
5. Provide for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
6. Identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate and identify how needs of hearing - impaired persons or persons with other disabilities will be met.

III. CITIZEN PARTICIPATION STRUCTURE

The general structure of the CDBG citizen review component is three-tiered: Target Area Committees, the Sacramento Housing and Redevelopment Commission, and the Board of Supervisors/City Council. Target area project ideas occur at the Target Area Committee or grass roots level. These ideas are then recommended to the Sacramento Housing and Redevelopment Commission, a countywide and citywide committee which reviews all housing and redevelopment activities. The recommendations then proceed to the Board of Supervisors or City Council for final review/approval.

The Target Area Committees (TACs) are made up of residents and business owners of CDBG target areas. As appointments are made to these Committees, every effort is made to ensure geographic representation throughout the target area where CDBG-funded activities are proposed. The TACs are ongoing committees meeting throughout the CDBG cycle to recommend proposals for funding, obtain neighborhood input, and monitor progress

and performance projects. They also help develop long range plans or their respective areas which ultimately become part of the city and county community development plans.

TAC membership is widely solicited throughout the target areas. Initially, extensive outreach was made to obtain membership, and, as vacancies occur, outreach activities are used to recruit new members. Such activities include distribution of flyers throughout the community and notification to neighborhood newspapers.

When time permits, notification of vacancies is mailed to all target area residents or an announcement is included in the yearly CDBG newsletter which is distributed to all target area residents. Every effort is made to ensure that TAC members represent all segments of the community particularly low and moderate income persons, minorities, and residents of sections of the target area where CDBG activities are planned. All appointments to the TACs are made by the Board of Supervisors or the City Council.

The Sacramento Housing and Redevelopment Commission (SHRC) reviews all neighborhood projects recommended by the TACs as well as those programs which are "countywide" or "citywide" such as housing rehabilitation and economic development. The TACs make suggestions on countywide or citywide programs, but overall funding allocations and final policy recommendations must be made at the Commission level because of the "areawide" nature of these programs. The TACs are invited to attend Commission meetings and personally present TAC recommendations.

All recommendations made by the TACs and the Commission are then forwarded to the Board of Supervisors or the City Council.

IV. PUBLIC MEETING/HEARING PROCESS

All meetings/hearings at the TAC, SHRC, Board of Supervisors and City Council levels are open to the public. Notice of all meetings is made in accordance with the Brown Act and its amendments and, therefore, provides adequate notice time and thorough information regarding subject matter of meetings.

A. TAC Process

In addition to the public posting of TAC meeting agendas in accordance with the Brown Act (72 hours prior to meeting), agendas along with minutes of the prior meeting are sent to TAC members approximately five to seven days before the meeting date. A list

of interested citizens is also maintained for each target area, and meeting agendas are mailed to these persons. Efforts are made to maintain neighborhood newspaper contacts on the interested citizen list so notification of meetings may be included in such papers.

Annual hearings to obtain input and propose projects for the CDBG Application are noticed in the yearly newsletter sent to all target area residents. Topics covered in the newsletter generally include information on CDBG-funded activities, explanation of the role of the TACs, discussion of the hearing process and potential projects the TAC may be proposing for funding, and invitation for input from the community.

B. SHRC and Board of Supervisor/City Council Process

Hearings on the annual Projected Use of Funds and amendments to be held before the SHRC, Board, and Council are publicly noticed, and agendas are publicly posted. Public notice is published in a paper of general circulation at least one week prior to the hearing.

TAC meetings are held in the community during evening hours. SHRC meetings are held at the Sacramento Housing and Redevelopment Agency office on the first and third Monday evenings of the month. City Council meetings are held at City Hall every Tuesday evening, and Board of Supervisors meetings are held every Tuesday and Thursday (CDBG activities are generally heard by the Board on Tuesday morning). All meeting locations are handicapped accessible.

V. INFORMATION TO CITIZENS

The following information will be provided to citizens:

A. Annual Statement of Community Development Objectives and Proposed Use of Funds

Citizens will be furnished information prior to compiling a final annual statement concerning the amount of CDBG funds expected to be available (including program income); the range of activities that may be undertaken with CDBG funds; the estimated amount of funds proposed for activities benefitting low and moderate income persons; proposed CDBG activities likely to result in displacement; plans for minimizing such displacement; and types and levels of assistance to be made available to persons displaced by CDBG

funded activities. This information and the proposed statement of community development objectives and proposed use of funds will be published communitywide. Opportunity will be given for examination and comment on such information. All comments will be considered prior to completing the final statement.

The final statement of community development objectives and projected use of funds will be made available to the public in each of the public libraries in the City and County of Sacramento.

B. Grantee Performance Report

At the end of each year, a performance report is completed on the program activities for that year. A public notice is published informing citizens of the availability of such report prior to review and approval by the governing boards. All comments received are considered prior to submission to HUD.

VI. PRESENTATION OF VIEWS AND PROPOSALS/TECHNICAL ASSISTANCE

Citizens are welcomed and encouraged to present their views and proposals regarding the CDBG Program. Proposals and comments on capital improvement activities should be addressed to the TAC of the area where the activity is being proposed. Countywide or citywide proposals should be addressed to the SHRC.

Proposals may be made verbally or in writing at public meetings or directly to CDBG staff.

Extensive technical assistance is provided to all TACs. CDBG staff provides knowledge and advice to the Committees but does not direct their efforts nor dictate their action. Technical assistance to the TACs often involves helping them identify needs, develop activities and/or strategies to meet those needs, assess priorities, address neighborhood needs not specifically related to CDBG (self-help assistance), and understand the overall process.

Technical assistance will also be provided to groups representing low and moderate income persons who request such assistance to develop proposals. Assistance will be given based on staff time available but at a minimum will include an explanation of the CDBG process. Staff is always available to answer both individual and group concerns or questions regarding the CDBG

Program and the process for developing proposals, and to make referrals for other types of information.

VII. CONSIDERATION OF COMPLAINTS/OBJECTIONS

Citizens may formally object to decisions or recommendations made regarding CDBG activities.

Written complaints and grievances will be responded to within fifteen (15) working days where practicable.

VIII. ASSISTANCE TO NON-ENGLISH SPEAKING AND HEARING IMPAIRED PERSONS

If non-English speaking or hearing-impaired residents request assistance to participate in a public hearing being held on CDBG activities, staff will retain appropriate assistance to allow such residents to participate. Assistance will generally consist of obtaining appropriate interpreter services. The CDBG program has various resources available in such circumstances including Lutheran Social Services (Southeast Asian interpretation), SHRA staff (Spanish interpretation), and Norcal Center on Deafness (signing).

Attempts will be made to retain assistance for anyone needing such services; however, if such assistance presents an undue financial and administrative burden, it will be considered mandatory only in instances where a "significant number" of residents are expected to participate. ("Significant number" will be a common sense judgement, but particular attention will be paid in instances where residents are likely to be affected by CDBG activities.)

IX. AGREEMENT CITIES

The mechanism for citizen participation in the Agreement Cities of Folsom, Isleton and Galt is the City Councils in each of the jurisdictions. Public hearings are held before the Councils during the CDBG Application process to obtain input on potential projects. Review of activities and program performance is also accomplished through the City Councils.

CDBG staff provides technical assistance to the Agreement Cities and is available to assist concerned groups or citizens with developing proposals or gaining knowledge of the CDBG Program. CDBG staff will also respond as stated in Section VII to formal complaints or objections from citizens of the Agreement Cities.

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