

CITY OF HAYWARD  
CITIZEN PARTICIPATION PLAN

TABLE OF CONTENTS

<b>I.</b>	<b>Citizen Participation Plan Overview</b>	<b>2</b>
	Citizen Participation Goals for CDBG, ESG, and other HUD-funded programs	2
<b>II.</b>	<b>Federal Programs in Hayward</b>	<b>3</b>
<b>A.</b>	<b>Community Development Block Grant (CDBG) Program</b>	<b>3</b>
	Community Services Commission	4
	Allocation Development Schedule	5
	Annual Funding Forum	6
	Proposal Evaluation and Funding Process	6
	Amending the Annual Action Plan	7
<b>B.</b>	<b>HOME Investment Partnership Program</b>	<b>8</b>
	Alameda County HOME Consortium’s 5-Year Consolidated Plan	8
	Amending the HOME Consortium Annual Action Plan	9
<b>III.</b>	<b>Annual Performance Reports</b>	<b>9</b>
	Developing Annual Performance Reports	9
<b>IV.</b>	<b>General Citizen Participation Issues and Federal Requirements</b>	<b>10</b>
	Public Hearings and City Council Work Sessions	10
	Technical Assistance	10
	Program Information	11
	Public Comments	11
	Lead-Based Paint Hazards	12
	Administering the Citizen Participation Plan	12
	Anti-Displacement Plan	13
	<b>Glossary</b>	<b>14</b>
	<b>Other Housing and Community Development Resources</b>	<b>15</b>

# CITY OF HAYWARD CITIZEN PARTICIPATION PLAN

## **Citizen Participation Plan Overview**

As a federal Community Development Block Grant (CDBG) Entitlement jurisdiction, every five years the City is required to prepare and submit a comprehensive *Consolidated Plan* to the federal Department of Housing and Urban Development (HUD). Each Consolidated Plan contains updated market analyses, an inventory of housing and housing services, as well as a review of available resources to address identified priorities and objectives. In each interim year, the City submits an *Action Plan* to HUD, which identifies specific resources and activities to be implemented during the following year to achieve the objectives contained in the Consolidated Plan.

The City's Consolidated Plan represents the means by which the City meets the submission requirements for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) formula programs, as well as other sources of HUD funding that could be available to the City, either directly from HUD or as a subrecipient to another agency. The Consolidated Plan is required to include and result from an effective citizen participation process.

The City of Hayward's Citizen Participation Plan (CPP) seeks to involve all City residents including low and moderate-income persons, persons living in blighted areas, members of minority groups, members of non-English speaking groups, residents of areas where a significant amount of federally-funded activity is proposed or ongoing, the elderly, the disabled, the business community, and civic groups interested in any of the programs funded directly or indirectly by HUD.

The Citizen Participation Plan describes HUD-funded programs in Hayward and citizen participation opportunities related to the CDBG, HOME, ESG, and other HUD-funded programs, as well as Annual Performance Reports, other Citizen Participation Issues, and managing the Citizen Participation Plan. For more information please call the City of Hayward's Neighborhood Services Division at (510) 583-4250.

## **Citizen Participation Goals**

The goals of the City of Hayward's citizen participation process include:

- Providing residents with adequate and timely information about the range of activities that may be undertaken through HUD-funded programs, the kinds of activities previously funded in the community, the level of funding available to carry out these activities, and an estimate of the amount of funds that will benefit low- and moderate- income persons;
- Providing an appropriate means to ensure the involvement of low and moderate-income residents most likely to be affected by HUD-funded programs, and to provide reasonable efforts to ensure continuity of involvement of residents or resident organizations throughout all stages of the program;

**CITY OF HAYWARD  
CITIZEN PARTICIPATION PLAN**

- Providing residents with an adequate opportunity to articulate needs, express preferences about proposed activities, assist in the selection of priorities, and the development of the plans, applications and reports; and
- Providing residents with the opportunity to assess and submit comments on all aspects of the HUD-funded programs and their performance.

**I. Federal Programs in Hayward**

The following program descriptions are provided to aid residents in understanding the types of HUD-funded housing and community development programs routinely conducted in the City of Hayward. Occasionally, additional types of HUD funding are available, and the following description is not intended to be an exhaustive list of the various potential sources of funding available to the City from HUD. Additional guidance regarding sources not specifically addressed in this section of the CPP is addressed in Section IV, Administration of the Citizen Participation Plan.

**A. Community Development Block Grant**

This program provides the City with a flexible source of funding for programs and projects ranging from infrastructure improvements to social service activities. Federal regulations stipulate that CDBG-funded activities must address at least one of the following federally-defined national objectives:

- Directly benefit lower-income persons,
- Be conducted in an area where more than 51 percent of the population is lower income, or
- Eliminate slum and blighting conditions.

CDBG programs and projects may address urban blight by making physical improvements in predominantly low-income neighborhoods, or by providing direct services to either low-income individuals or families or persons living in low-income neighborhoods. Definitions of low and moderate-income are provided later in this Plan.

The City of Hayward has identified the following areas of community need that may be addressed by CDBG-funded activities:

- **Home Ownership and Affordable Housing** - Programs and projects to increase the percentage of homeowners including new housing development that is affordable to lower-income households. Eligible activities include the purchase and improvement of land to build homeowner units, rentals, and condominiums; the development of housing for the disabled and elderly; and the development of emergency housing.
- **Housing Rehabilitation** - The conservation and improvement of dwellings occupied by lower-income households. These activities include rehabilitation and minor home repairs.

CITY OF HAYWARD  
CITIZEN PARTICIPATION PLAN

- **Neighborhood Facilities and Improvements** - Acquisition, construction, reconstruction, rehabilitation or installation of eligible public facilities and improvements. Projects may include senior centers, centers for the disabled, curb ramps, removal of architectural barriers, parks, community gardens, playgrounds, and recreational facilities. The City Council has established a priority for facilities providing childcare or other youth services.
- **Public Services** - Fair housing, housing counseling services, the investigation of housing discrimination complaints, housing placement assistance to lower-income households and other housing-related social services. HUD regulations limit the allocation of funds to public service activities to no more than 15 percent of each annual CDBG award.
- **Economic Development** - Acquisition of real property, construction or rehabilitation of commercial or industrial facilities, and assistance to nonprofit organizations and small businesses.
- **Commercial Rehabilitation** - Activities include facade improvements, emergency health and safety repairs, and handicap accessibility repairs when caused by facade improvements for commercial properties in the downtown redevelopment area.

The City of Hayward uses its annual CDBG allocation each year to fund a variety of housing and community development activities. The CDBG program operates on an annual basis; typically programs and projects are implemented during a 12 month to 24 month period. The program year/s coincides with the City of Hayward's fiscal year that begins July 1 and ends June 30 of the following calendar year. HUD planning and application regulations require that the City of Hayward begin preparing for a new program year in the fall of the preceding year. The City begins preparations in September for the allocation of funds that will be used during the program year that begins the following July.

**The Community Services Commission**

The City of Hayward's Community Services Commission (CSC) is the primary conduit for resident participation in all phases of the CDBG program funded by HUD. The CSC advises and makes recommendations to the City Council on HUD-funded programs including the identification of housing and community development needs, setting priorities, making recommendations regarding the annual allocation of CDBG and other funds originating from HUD, and amending, as necessary, Annual Action Plans. CSC members must be Hayward residents and are appointed by the City Council for four-year terms. The CSC includes low and moderate-income residents, representatives from non-English speaking groups, minority groups, and target neighborhoods. For more information about CSC membership, please contact the Hayward City Clerk's office at (510) 583-4400.

The CSC holds regular meetings in the evening that are noticed and open to the public. At these meetings, the CSC discusses CDBG-funded housing and community development activities, other HUD-funded activities, and makes recommendations to the City Council, as appropriate. CSC

**CITY OF HAYWARD  
CITIZEN PARTICIPATION PLAN**

meetings also provide an opportunity for community residents to participate in the assessment of current activities. The City of Hayward's Library and Community Services Department staff supports the CSC and maintains records (agenda minutes, resolutions, etc.) for public review. CSC Agendas and Summary Notes are posted on the City's website for public review and comment.

**Allocation Development Schedule**

The activities receiving allocations of HUD funds must meet all federal funding eligibility requirements and support locally defined housing and, community development goals and objectives. The City is responsible for the allocation of these funds to specific eligible programs and projects. The allocation processes are designed to include City resident participation at meetings, work sessions, and public hearings.

To receive CDBG funding, organizations must attend an applicant workshop and complete and submit an application packet. City staff and the CSC review these materials and interview applicants. Both the CSC and City staff make advisory funding recommendations to the City Council. The City Council makes the final funding allocations. The following is the allocation development schedule for HUD-funded programs for a typical program year; however this schedule may be adapted as necessary to meet urgent community needs and to meet each program's regulations.

<b><u>Month</u></b>	<b><u>Activity</u></b>
<b>July</b>	CSC establishes the allocation development schedule
<b>September</b>	CSC new member training: Brown Act & Conflict of Interest Law Funding Forum and Application Technical Assistance Workshop 30 Day Public Notice of Federal Funding Availability
<b>October</b>	CSC training in Proposal Evaluation Appointment of CSC's Application Review Committees (ARCs) Applications are Due
<b>November</b>	First ARC Meeting (CDBG)
<b>December</b>	Second ARC Meeting (CDBG)
<b>January</b>	Third ARC Meeting (CDBG) Start Public Comment Period for CDBG Allocations
<b>February</b>	CSC develops its official "draft" Funding Recommendations City staff develops its "draft" Funding Recommendations End Public Comment period
<b>March</b>	CSC and City staff finalize their respective Funding Recommendations

**CITY OF HAYWARD  
CITIZEN PARTICIPATION PLAN**

14-day Public Hearing Notice of City Council's intent to make funding allocations, to be included in, and which constitute the substantive portion of, the subsequent year's Annual Action Plan.

- April**      City Council Public Hearing on CDBG Federal Funding Allocations  
Public Hearing on Annual Action Plan  
Public Hearing on Consolidated Plan (as necessary)  
Draft Annual Action Plan due to Alameda County HCD
- May**        Final Annual Action Plan submitted to HUD

**Annual Funding Forum**

Planning for a new program year begins with the Annual Funding Forum - typically scheduled for December. This meeting is designed to encourage low and moderate-income persons, members of minority groups, members of non-English speaking groups, and residents of targeted neighborhoods to express their views and ideas regarding community development and housing needs. The forum, sponsored by the CSC, presents the following information to Hayward residents and nonprofit organizations:

- Local and federal requirements and the annual application processes;
- The amount of federal funds anticipated to be available for eligible activities;
- The range of activities which may be undertaken with these funds; and
- Examples of projects funded during prior program years.

Forum participants are invited to discuss City needs in the areas of housing, economic development, and neighborhood revitalization. The discussion is structured to identify the needs of low and moderate-income households that can be addressed through particular HUD-funded programs (e.g., CDBG, ESG, etc.) and to identify activities to meet those needs. The project proposal submission, evaluation, and approval process and a timeline are also presented to facilitate resident participation.

**Proposal Evaluation and Funding Process**

The City of Hayward facilitates a proposal evaluation process to guide a fair and open process for evaluating, prioritizing, and selecting activities to receive funding. The following are examples of criteria considered during the proposal evaluation process, although additional factors may also be considered (e.g., City Council Priorities, unexpected or urgent local needs, etc.):

- Activity eligibility (with regard to HUD-funded program requirements),
- CDBG: Activity meets a CDBG National Objective,
- Reasonableness of proposed cost,
- Subrecipient capacity to carry out the project (including fiscal/administrative controls),

**CITY OF HAYWARD  
CITIZEN PARTICIPATION PLAN**

- Priority of need to be addressed.

Based on the review of the funding proposals, and interviews with applicants, the CSC and City staff each prepare respective “draft” Funding Recommendations. After the “draft” Funding Recommendations are determined, there is a Public Comment Period during which members of the public, including applicants, may submit or present comments to the CSC and/or City staff regarding the “draft” Funding Recommendations. At the conclusion of the Public Comment period, the CSC and City staff finalize their respective Funding Recommendations, which are subsequently forwarded to the City Council.

In early April, the City Council conducts a work session during which it reviews and discusses the Funding Recommendations. A 14-day Public Hearing Notice is published in advance of the City Council meeting when the subsequent year’s CDBG and/or other applicable HUD-funded allocations are to be determined, and which will then be included in and form the substantive portion of the City’s Annual Action Plan. The Public Hearing is scheduled to take place at a regular evening meeting of the City Council. City Council meetings are televised locally. People who have disabilities and wish to attend the Public Hearing in person are encouraged to request accommodations as needed.

The City’s complete Annual Action Plan is developed each year in accordance with the housing and community development goals and objectives articulated in the City’s five-year HUD-approved Consolidated Plan. The City of Hayward works with the Alameda County Department of Housing and Community Development to prepare the Annual Action Plan each year to:

- Identify the activities to receive an allocation of CDBG and other available HUD funds;
- Serve as an application for HUD funding; and
- Certify the City of Hayward's compliance with a variety of federal regulations.

A draft Annual Action Plan is prepared by the City of Hayward and is published by the Alameda County Department of Housing and Community Development, and uploaded into the Federal Integrated Disbursement and Information System (IDIS). For more information about the development of the Annual Action Plan please contact the Alameda County Department of Housing and Community Development at (510) 670-5398.

Copies of the complete draft Action Plan will be made available at the City of Hayward’s Community Services Division, City Clerk’s Office, Main and Branch Libraries, and will be posted on the City’s website. The Hayward City Council will consider any comments or complaints received in writing or at public hearings. A summary of the comments or complaints will be included with any documents submitted to HUD.

**Amending the Annual Action Plan**

As referenced previously, the purpose of the Annual Action Plan is to present and describe activities to receive CDBG and/or other HUD funding. However, from time to time the City of Hayward may

**CITY OF HAYWARD  
CITIZEN PARTICIPATION PLAN**

need to modify the Annual Action Plan. Changing the use of certain funds, for example, CDBG funds, from one eligible activity to another will constitute a substantial amendment to the Annual Action Plan. An amended Annual Action Plan will be developed and published through a citizen participation process similar to that of developing the initial Annual Action Plan, including a 30-day, published notice of a public hearing. In times of urgent community need, the time allowed for public review and comment of proposed revisions may be adapted as necessary.

**B. HOME Investment Partnership Program**

The City of Hayward receives funding from the HOME Investment Partnership through its participation in the Alameda County HOME Consortium. The HOME Consortium was established in 1991 to obtain an allocation of funds under the Affordable Housing Act of 1990 for the development or rehabilitation of affordable housing. The HOME Consortium includes the cities of Alameda, Fremont, Hayward, Livermore, Pleasanton, San Leandro, and Union City, and the Urban County jurisdictions of Albany, Dublin, Emeryville, Newark, Piedmont, and the unincorporated areas.

HOME funds may be used to acquire, rehabilitate, finance and construct affordable housing. The Alameda County Department of Housing and Community Development is responsible for preparing plans and reports required by federal HOME program regulations. Therefore, this Citizen Participation Plan will only provide a brief description of the citizen participation requirements for the HOME program. For more information regarding the HOME program, please contact the Alameda County Department of Housing and Community Development at (510) 670-5398.

**Alameda County HOME Consortium Five Year Consolidated Plan**

The Alameda County HOME Consortium Five Year Consolidated Plan is the primary long-range planning document for the City's HOME and CDBG and other HUD-funded programs, and consists of the following:

- A housing and community development needs assessment,
- An inventory of resources (including HOME, CDBG, and ESG funds) available to address those needs,
- A five-year strategy with goals and objectives, and
- A one-year Annual Action Plan that identifies the specific activities to be implemented and presents the allocation of the City's HOME, CDBG, and other HUD funds, as appropriate, for one fiscal year. Each year following the adoption of the Five Year Consolidated Plan, the City adopts a new Annual Action Plan.

As the lead agency for the Alameda County HOME Consortium, the Alameda County Housing and Community Development is responsible for coordinating the development of the Alameda County Consortium Five Year Consolidated Plan, and certain aspects of the development of the City of Hayward's Annual Action Plan. The Plan presents both county-wide information and information specific to each participating jurisdiction. City of Hayward staff prepares the section relevant to Hayward and its development includes citizen participation by Hayward residents.

**CITY OF HAYWARD  
CITIZEN PARTICIPATION PLAN**

A new Five Year Consolidated Plan is developed every five years and includes community workshops and other related activities. The specific citizen participation process will be established by the County prior to preparing the Plan and will comply with the latest HUD regulations. For more information about the development of the Alameda County HOME Consortium Five Year Consolidated Plan please contact the Alameda County Department of Housing and Community Development at (510) 670-5398.

**Amending the HOME Consortium Annual Action Plan**

From time to time the City of Hayward, as a participant in the Alameda County HOME Consortium may wish to change its allocation of HOME funds. This action will require amending the HOME Consortium Annual Action Plan which originally presented the allocation to be modified. The Alameda County Housing and Community Development Department will issue a public notice on behalf of the City of Hayward announcing the amendments to the City's portion of the Alameda County HOME Consortium Annual Action Plan. Summaries of the draft version of the Amended HOME Annual Action Plan will be available in formats accessible to persons with disabilities, upon request. There will be a public review period of thirty days during which comments on the draft amended Plan may be made before the amendment is finalized. Comments may be registered in writing or orally at public hearings. The Alameda County HOME Consortium shall consider any comments or views of citizens received in writing or orally. A summary of the comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the substantial amendment upon submission to HUD.

**II. Annual Performance Reports**

HUD requires the City of Hayward to prepare and submit performance reports in accordance with various programs' regulations and rules through IDIS. For example, an Annual Performance Report on the activities funded through the CDBG program is required. The Annual Performance Report requirements typically include the preparation of narrative descriptions of each activity and quantitative analysis of the funds expended and services provided during the program year. Due to the variety of CDBG funded activities, the performance statistics for a given activity may include the number of households served along with other characteristics such as income and demographics or the number of public improvements completed during the program year. HUD frequently updates the regulations regarding the annual performance report.

**CITY OF HAYWARD  
CITIZEN PARTICIPATION PLAN**

**Developing Annual Performance Reports**

A draft version of the Consolidated Annual Performance and Evaluation Report (CAPER) will be developed by City staff and will be made available for a fifteen-day public review period in conjunction with Public Hearing for funding allocations. A notice for the public review period will be published on the City's website. A summary of the draft CAPER will be made available in formats accessible to persons with disabilities, upon request. The complete draft Annual Performance Report will be made available online. A reasonable number of free copies of the CAPER will be provided to residents and groups that request them. A summary of the comments or complaints will be included with any documents submitted to HUD. Following the public comment period the final version of the CAPER will be submitted to HUD.

**III. General Citizen Participation Issues and Federal Requirements**

**City Council Work Sessions and Public Hearings**

A City Council work session, attended by representatives of the Community Services Commission and open to the public, is usually conducted in April to review and discuss funding allocations for the upcoming year's Annual Action Plan. The work session precedes the Public Hearing when funding allocations are made.

There will be 14-Day Public Notices of all Public Hearings, published on the City's website. All notices will be published in English and Spanish. In instances of urgent community need, the period of Public Notice may be abbreviated, but in no case shall it be less than that permitted by HUD.

Public hearings on the CDBG and other HUD-funded programs may be held at various points throughout the program year. In addition to the Public Hearing for the Annual Action Plan, at least one public hearing will be held during the development of the City's Five Year Consolidated Plan. The City will also publish a notice when the final version of any draft document has been submitted to HUD and will be made available upon request.

Meetings are scheduled at times and locations which permit broad participation by low-and moderate-income persons. When requested, translators are made available for non- English speaking attendees and people who are hearing-impaired. The City of Hayward employs over 50 individuals who speak at least 14 languages, and are paid a differential to provide translation services in those languages, upon request, during all City hours of operation. Upon request, American Sign Language (ASL) interpreters facilitate participation by people who are hearing-impaired.

**Technical Assistance**

To facilitate the continued involvement of low and moderate-income persons, non-English speaking persons, and residents in areas most likely to be affected by the CDBG or other HUD-funded programs, staff provides information and technical assistance to community organizations so they

## CITY OF HAYWARD CITIZEN PARTICIPATION PLAN

may participate fully in planning, implementing, and assessing the CDBG and other HUD-funded programs. If needed, City staff also provides technical assistance to groups developing project proposals.

The City of Hayward employs over 50 individuals who speak at least 14 languages, and are paid a differential to provide translation services in those languages, upon request, during all City hours of operation.

### **Program Information**

The following information will be available to the public from the City of Hayward's Library and Community Services Department:

- All CDBG and other HUD-funded program mailings and promotional materials.
- Records of hearings and CSC meetings, a summary of the proposal evaluation process, and by-laws of the CSC.
- All program documentation, including applications from prior program years, letters of approval, performance reports, quarterly evaluation reports, other reports required by HUD, and the proposed and approved application for the current program year.
- Copies of the HUD regulations, e.g., CDBG regulations, governing the programs.
- Explanation of program requirements, including contracting and operations procedures, environmental review policies, fair housing, and other equal opportunity requirements, relocation provisions, and the State Executive Order 12372 review process.
- The Citizen Participation Plan.
- Copies of written comments or complaints about the City's HUD-funded, including CDBG-funded, housing and community development activities, the City's assessment of these comments or complaints, and a description of any actions taken.
- Copies of the Consolidated Plan and the Action Plan are available at the City's Library and Community Services Department.
- All documents are available in Braille by written request. Please allow 5 working days for preparation.

City staff will provide Spanish translation services upon request. The City of Hayward employs over 50 individuals who speak at least 14 languages, and are paid a differential to provide translation services in those languages, upon request, during all City hours of operation. For hearing-impaired residents ASL interpreters will be provided. At least 24 hours of advance notice is requested.

### **Public Comments**

Citizens may submit comments, complaints, suggestions, or questions by letter, facsimile, telephone, by email, or in person regarding any aspect of any HUD-funded program, including the CDBG program, by calling (510) 583-4250, or by faxing (510) 583-3650., by logging onto the City's website ([www.hayward-ca.gov](http://www.hayward-ca.gov)) and clicking "Access Hayward," or emailing [CDBGinfo@hayward-ca.gov](mailto:CDBGinfo@hayward-ca.gov). Written comments should be sent to the following address. All written complaints will be answered in writing within 15 working days.

**CITY OF HAYWARD  
CITIZEN PARTICIPATION PLAN**

City of Hayward, Library and Community Services Department  
777 B Street, 2<sup>nd</sup> Floor, Hayward CA 94541  
Attention: CDBG Program Manager

When preparing the Annual Action Plan, the City of Hayward will consult with other public and private agencies that provide assisted housing, health services, and social services. The City of Hayward will also consult with adjacent units of general local government, including local government agencies with metropolitan-wide planning responsibilities where they exist, particularly for problems and solutions that go beyond a single jurisdiction.

**Lead-Based Paint Hazards**

The Alameda County Department of Housing and Community Development, Lead Poisoning Prevention Program is the lead agency responsible for addressing lead-based paint hazards. The Program's mission is to prevent childhood lead poisoning. The Lead Poisoning and Prevention Offices are located in Oakland but their jurisdiction includes the City of Hayward. Information and home test kits are available free of charge. The Program's general information line is (510) 567-8280.

**Administering the Citizen Participation Plan**

The Citizen Participation Plan (CPP) is subject to federal regulations that require resident participation during its initial development and any subsequent revisions. From time to time the City of Hayward may revise the CPP to reflect changes in HUD regulations or to make improvements to the citizen participation process.

To revise the CPP, a draft version of the revised CPP will be prepared by City staff and made available for a fifteen-day public review period. A notice for the public review period will be published in the Daily Review a newspaper of general circulation and on the City's website ([www.hayward-ca.gov](http://www.hayward-ca.gov)). Upon request, a summary of the draft revised CPP will be made available in formats and languages accessible to persons who have disabilities or who do not speak English. The complete draft revised CPP will be posted on the City's website ([www.hayward-ca.gov](http://www.hayward-ca.gov)), and hard copies will be provided to residents and groups that request them by contacting the City's Community Services Division.

Following the public comment period, a Public Hearing will be held on the draft revised CPP at a time convenient to potential and current program beneficiaries and a location that will accommodate persons with disabilities. A notice for the hearing will be published in the Daily Review a newspaper of general circulation and posted on the City's website ([www.hayward-ca.gov](http://www.hayward-ca.gov)). The notice will include a list of the locations where complete copies may be reviewed. The Hayward City Council shall consider any comments or complaints received in writing, or at public hearings.

Occasionally, the City may be eligible to apply for and/or receive other types of federal funding through HUD (e.g., ESG, etc.) to respond to emergency or urgent community needs. If the City's CPP does not include specific guidance for public participation for a particular type of HUD funding and

CITY OF HAYWARD  
CITIZEN PARTICIPATION PLAN

urgent community need does not allow time for the normal process for revision of the CPP to include such guidance, the citizen participation requirements of the CDBG program may be used *or adapted as permitted by HUD* and used to permit the City to apply for and/or receive those funds. In such instances, citizen participation will be solicited and documented to the greatest extent possible, and in no case shall it be less than that which is required by HUD to qualify for those funds.

**Anti-Displacement Plan**

The City of Hayward seeks to avoid temporary or permanent displacement of Hayward residents by City action whenever feasible. When displacement occurs as a result of federally-funded activities, The City of Hayward will act in compliance with Section (104) of the Housing and Community Development Act of 1974, as amended, to mitigate any negative impacts of federally-funded activities. Mitigating actions may include providing replacement low and moderate-income housing and appropriate relocation benefits to households displaced.

If relocation services are required, displaced persons will be given a written description of the City's Relocation Program. These materials include:

- Descriptions of replacement housing and relocation payments,
- Eligibility conditions,
- Procedures for obtaining payment,
- Advisory services,
- Explanation of the ninety-day advance notice,
- Assurance that the displaced cannot be required to move permanently unless at least one comparable replacement dwelling has been made available.

Benefits include a choice of three or more comparable replacement dwellings (if available) or replacement housing payments, transportation to inspect housing, payment for moving and related expenses, and counseling to minimize adjustment hardships. Real property will be acquired by negotiation only after a written appraisal. Owners will be offered just compensation and will be paid before surrendering possession of their property.

**CITY OF HAYWARD  
CITIZEN PARTICIPATION PLAN**

**Glossary**

Action Plan - A plan submitted to HUD annual which specifically describes the allocation of CDBG funds to activities to be conducted in support of the priorities presented in the Consolidated Plan.

CDBG - The US Department of Housing and Urban Development's Community Development Block Grant program.

Consolidated Plan - A plan that includes a housing and community development needs analysis, a survey of resources available to address those needs, and a five-year strategy that includes goals and priorities for the use of CDBG funds. The Consolidated Plan must be updated every five years and serves as the strategic foundation for subsequent one-year Action Plans.

Consortium - An organization of geographically contiguous units of general local government that are acting as a single unit of general local government for purposes of the HOME program.

ESG - The US Department of Housing and Urban Development's Emergency Solutions Grant program.

HOME - The US Department of Housing and Urban Development's HOME Investment Partnership Program. This program provides funds for affordable housing programs and projects.

HUD - The US Department of Housing and Urban Development.

Income: Please refer to the following HUD-defined income categories:

Extremely Low-Income - Total household income is between 0 and 30 percent of the median income for the area, as determined by HUD adjusted for household size.

Very Low-Income - Total household income does not exceed 50 percent of the median income for the area, as determined by HUD adjusted for household size.

Low-Income - Total household income does not exceed 80 percent of the median income for the area, as determined by HUD adjusted for household size.

Moderate-Income - Total household income does not exceed 120 percent of the median income for the area, determined by HUD adjusted for household size.

Program Year - The City of Hayward receives HUD funding and must complete several HUD-mandated tasks on an annual basis. The CDBG program operates according to a 12-month schedule that corresponds with the City's fiscal year - July 1 through June 30.

CITY OF HAYWARD  
CITIZEN PARTICIPATION PLAN

## Other Housing and Community Development Resources

The following agencies and organizations provide housing and community development services to Hayward -citizens. Please contact them if you have questions about any of their activities.

Alameda County Housing Authority - General housing services (510) 538-8876  
[www.haca.net](http://www.haca.net)

ECHO Housing - Fair housing and landlord-tenant dispute mediation (510) 581-9380  
[www.echofairhousing.org](http://www.echofairhousing.org)

Eden Information and Referral - General housing services (510) 537-2552  
[www.211alamedacounty.org](http://www.211alamedacounty.org)