

CITY OF SAN JOSÉ
HOUSING AND COMMUNITY DEVELOPMENT
COMMISSION
ANNUAL RETREAT
SATURDAY, SEPTEMBER 26, 2015
9:15 A.M to 1:00 P.M
4th Street Apartments Community Room
 1460 N. 4th St.
 San Jose, CA 95112

* Times next to items on the Agenda are approximate times for discussion. Please note that the Commission will only be able to discuss comments related to meeting Agenda items.

TIME	AGENDA ITEM
9:15	(a) Call to Order/Orders of the Day
9:20	(b) Introductions
9:25	(c) Announcements
9:30	(d) Priorities and Issues Facing San José in 2015-16 (Councilmember Herrera)
9:45	(e) Overview of Housing & Community Development Commission Duties (D. Bopf, Housing)
10:00	(f) Overview of City's Citizen Participation Plan (CPP) for U.S. Department of Housing and Urban Development Programs (D. Bopf, Housing)
10:15	(g) Overview of Housing Department Workplan for 2015-16 (D. Bopf, Housing)
10:35	(h) Review and Commissioner Input on FY 2015-16 Preliminary Draft HCDC Workplan (D. Bopf, Housing)
11:15	Break
11:35	(i) Prioritization and Possible Recommendation of 2015-16 HCDC Workplan (D. Bopf, Housing) <ul style="list-style-type: none"> • ACTION: Recommend to direct Housing staff to revise 2015-16 HCDC workplan per commissions' comments for final approval at October 8, 2015 regular meeting.
12:45	(j) Open Forum
1:00	(k) Adjournment

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City of San José Housing Department, 200 E. Santa Clara St., 12th Floor, San José, CA 95113 at the same time that the public records are distributed or made available to the legislative body.

To request an accommodation for this meeting or an alternative format for any related printed materials, please contact Robert Lopez at 408-975-4402 or 408-294-9337 (TTY) or robert.lopez@sanjoseca.gov as soon as possible, but at least three business days before the meeting.

Para residentes que hablan español: Si desea mas información, favor de llamar a Theresa Ramos al 408-975-4475.

Riêng đối với quý vị nói tiếng Việt : Muốn biết thêm chi-tiết, xin vui lòng tiếp xúc với Therese Tran, Đ.T. 408-793-5349.

對於說華語的居民: 請電 408-975-4450 向 Ann Tu 詢問詳細事宜。說粵語的居民則請撥打 408-975-4425 與 Yen Tiet 聯絡。

Para sa mga residente na ang wika ay tagalog: Kung kinakailangan pa ninyo ng inpormasyon, tawagan si Arlene Silverio sa 408-793-5542. Salamat Po.

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Final Ranked Council Priority List (as of 6.22.2015)

Based on the Council voting exercise, the following 21 items were selected as Council Priorities, and are presented in ranked order with those getting the highest number of votes listed first. Progress will be tracked on all items on the Priority List.

Council Priorities (as set by Council on 6/22/15)			
	Policy/Ordinance Name	Votes Received	Lead Department Support Departments
1	Wage Theft, Parts A, B & C A) Revise contract and RFP requirements to protect the City from contracting services from businesses with unpaid wage theft judgments. B) Authorize Departments that issue business licenses or city issued permits to deny, suspend, or revoke licenses and permits to businesses with unpaid wage theft judgments. C) Provide any other readily available information on the issue of wage theft.	10	Public Works
2	Update the City's Rental Rights and Referrals Program. Explore modifications to the City's rent control ordinance and creation of ordinances for just cause evictions and income discrimination prohibition.	9	Housing Attorney
3	Local Hiring/Local Business/Apprentice Utilization Program Create policies encouraging the hiring of local workers and contracting of local and small businesses, using the City of Sunnyvale's recently approved program as a model.	8	Public Works
4	Massage Parlor Regulation Modify the Municipal Code to regulate massage parlors and prevent human trafficking as permitted under new state law.	8	Police
5	Mobile Home Conversions Review and potentially amend the Mobile Home Conversion Ordinance to address the protection of health, safety and welfare of mobile home park residents, including any needed General Plan amendments.	8	PBCE Attorney/Housing
6	Illegal Fireworks Ordinance Establish a new framework to cite, fine, and adjudicate the use, possession, sale, advertisement for sale, transportation, and/or manufacturing of fireworks. Explore use of administrative citations in addition to criminal charges.	7	Fire Police/Attorney

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	Policy/Ordinance Name	Votes Received	Lead Department Support Departments
7	Riparian Corridor & Bird-Safe Buildings Update zoning code provisions with respect to riparian setbacks and development of bird-safe buildings.	7	PBCE
8	Commercial Impact Fee for Affordable Housing Research the potential of a non-residential development fee as an additional source of revenue for affordable housing development.	6	Housing Attorney/OED
9	Allowing Secondary Detached Units in San José Modify the Municipal Code to allow and facilitate the building of secondary detached residential units on residential parcels.	5	PBCE Housing
10	Disadvantaged Business Enterprises Explore expanding existing DBE program beyond Airport to other City departments and contracts.	3	Public Works
11	North San José Policy Review Review of North San José development policies, fees, and development capacity allocations.	2	PBCE OED
12	Development Agreement Policy Provide more specific guidance for the use of Development Agreements, specifically for developments receiving City incentives and as a financing tool for urban villages	1	PBCE Attorney/OED/Housing
13	Downtown Parks Maintenance District and High-Rise Incentive Program To extend the current park fee incentive program for downtown high-rise projects currently under construction and to investigate the establishment of a new incentive that includes the creation of a downtown parks maintenance district.	1	PRNS Attorney/PBCE/Public Works
14	Real Estate Transactions Streamlining (Phase 3) Review of the leasing program for both properties where the City is Landlord and where the City is Tenant.	1	OED Attorney
15	San José is Open for Business/Legal Non-Conforming Uses Clarify Title 20 to reduce the evidentiary burdens for businesses and property owners seeking to establish a longstanding, legal nonconforming use.	1	PBCE
16	Food and Clothing Distribution at City Parks Review and update the Municipal Code policy regarding the distribution of food and clothing at City Parks.	0	Parks, Recreation, Neighborhood Services Attorney/OED/Police
17	Graywater Systems Consider changes to the permitting process allowing residents to install gray water systems in the most timely and inexpensive manner currently available.	0	PBCE

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	Policy/Ordinance Name	Votes Received	Lead Department Support Departments
18	Off-Sale of Alcohol at Grocery Stores Streamlining Modify Code provisions to streamline the permit process for sale of alcohol at grocery stores.	0	PBCE Attorney
19	Peddler Permits Enforcement/Outdoor Mobile Vendor Policy Suspend enforcement of peddler permit requirements until Council amends the existing ordinances.	0	City Manager PBCE
20	Surplus Land Sale Bring City codes into conformance with new state law.	0	Attorney OED/Housing
21	Zoning Ordinance Quarterly Modifications (Recurring) Minor revisions to Zoning Ordinance that do not require major analysis, raise community concerns or cannot be found exempt from CEQA. This is a reoccurring placeholder that facilitates economic development, permit streamlining, and General Plan implementation.	0	PBCE Attorney

Part 28 - HOUSING AND COMMUNITY DEVELOPMENT COMMISSION

2.08.2800 - Commission established, continuation.

The housing and community development commission is hereby established as the successor to and continuation of (a) the city commissions identified in Chapters 17.22 and 17.23 and related regulations; and (b) the housing and community development advisory commission.

(Ords. 27889, 29250, 29379.)

2.08.2810 - Members.

The commission shall consist of thirteen members.

(Ords. 27889, 29250, 29379.)

2.08.2820 - Special eligibility requirements.

- A. One member shall be a person recommended by an organization of owners of San José mobilehome parks.
- B. One member shall be a person recommended by an organization of residents of San José mobilehome parks.
- C. At least five members shall represent low income households, which for the purposes of this requirement means a person who meets one or more of the following criteria:
 1. The person is a member of a low- or moderate-income household as defined by HUD as at or below eighty percent of the area median income pursuant to 24 CFR 92.2.
 2. The person is an elected member of a neighborhood organization in a low- or moderate-income neighborhood (fifty-one percent of the neighborhood is at or below eighty percent of the area median income as defined by HUD).
 3. The person is a resident of a city council designated neighborhood targeted under the place-based neighborhoods initiative to receive federal funding.
 4. The person is employed by an organization which has as its primary purpose to serve the interests of low-income residents.
- D. The commission should also include members with experience related to development, lending, community development, homeless services, or federal funding.

(Ords. 27889, 29250, 29379.)

2.08.2830 - Appointment process.

- A. In the event that there is more than one recommended applicant for either of the seats to be filled by members meeting the special eligibility requirements set forth in Subsections 2.08.2820 A. and B., the council appointment advisory commission shall review the recommended applicants and make a recommendation to the city council.
- B. The remaining members shall be appointed in accordance with the provisions of Section 2.08.180.
- C. The city clerk shall implement procedures to ensure that a sufficient number of applicants to fulfill the special eligibility criteria set forth in Section 2.08.2820 C. are recruited for nomination consistent with Section 2.08.180.

(Ords. 29250, 29379.)

2.08.2840 - Functions, powers and duties.

The commission shall have the following functions, powers, and duties:

A. Housing and community development advisory functions.

1. Study, review, evaluate and make recommendations to the city council and the department of housing of the City of San José, pertaining to the following matters:
 - a. Existing housing programs and policies in the City of San José.
 - b. New programs and policies that would further the City of San José's housing and community development goals.
 - c. The City of San José's progress in meeting its housing goals.
2. Submit recommendations and reports to the city council and the city manager regarding housing policy in the City of San José as the city council or the city manager may from time to time request.
3. Hold public hearings in order to provide for meaningful citizen participation in the development and implementation of the consolidated plan.
4. Make such studies, and submit to the city council such reports or recommendations respecting affordable housing and community development matters, as the council may from time to time require or request.
5. Develop proposals and recommendations to the city council for use of housing and community development funds.

B. Functions related to Chapters 17.22 and 17.23.

1. Make recommendations to the city council regarding rules and regulations and amendments thereto which are necessary for the operation and administration of Chapter 17.22 or Chapter 17.23.
2. Make recommendations to the city council regarding changes in Chapter 17.22 or Chapter 17.23.
3. Pursuant to 17.23.490, make recommendations to the city council regarding the amount of the fee necessary to recover the costs of administering Chapter 17.23.
4. Pursuant to 17.22.910, make recommendations to the city council regarding the amount of the fee necessary to recover the costs of administering Chapter 17.22.
5. Make recommendations to staff regarding updates of the forms used in implementing Chapter 17.22 or Chapter 17.23.
6. Conduct such studies and submit to the city council and the city manager such reports or recommendations respecting mobilehome parks and mobilehome living in the City of San José as the council or the city manager may from time to time request.
7. Make recommendations to the city council regarding changes in provisions of Title 20 of this Code relating to mobilehomes and mobilehome parks.

(Ords. 27889, 29250, 29379.)

2.08.2850 - Representative membership.

The council of the City of San José finds and declares as follows:

- A. The council of the City of San José finds and declares that the members appointed to the commission to represent the interests of various groups in matters related to administration of the mobilehome rent ordinance are intended to represent and further the interest of such groups, and such representation is intended to and will serve the public interest.
- B. The mobilehome park owner appointed to the commission pursuant to Section 2.08.2830 is intended to represent and further the interest of the San José mobilehome park industry, and their representation will ultimately serve the public interest. Accordingly, the council finds that for the purposes of the mobilehome park owner who serves on the commission, the San José mobilehome park industry is tantamount to and constitutes the public generally within the meaning of California Government Code Section 87103. As such, the appointed member is not required to recuse himself or herself from participating in matters that may affect his or her financial interest related to being a representative of the mobilehome park industry.
- C. The mobilehome park resident appointed to the commission pursuant to Section 2.08.2830 is intended to represent and further the interest of the San José mobilehome park residential community and their representation will ultimately serve the public interest. Accordingly, the council finds that for purposes of the mobilehome park resident who serves on the commission, the San José mobilehome park residential community is tantamount to and constitutes the public generally within the meaning of California Government Code Section 87103. As such, the appointed member is not required to recuse himself or herself from participating in matters that may affect his or her financial interest as a representative of the mobile home park residential community.

(Ords. 29250, 29379.)

2.08.2860 - Transition period.

- A. As of July 1, 2013 and until December 31, 2013, the commission shall consist of the combined seated members of the advisory commission on rents, the mobilehome advisory commission and the housing and community development advisory commission.
- B. Notwithstanding Section 2.08.090, until the initial thirteen members have been appointed, a quorum shall consist of the majority of the total number of seated members.

(Ords. 29250, 29379.)



Citizen Participation Plan

for

U.S. Department of Housing and Urban Development Programs

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CITY OF SAN JOSÉ HOUSING DEPARTMENT CITIZEN PARTICIPATION PLAN

INTRODUCTION

The City of San José receives the following entitlement grants from the federal government: *Community Development Block Grant (CDBG)*, *HOME Investment Partnership Program*, *Housing Opportunities for People with AIDS (HOPWA)*, and *Emergency Solutions Grants (ESG)*.

As a requirement for receiving these entitlement grants, Title I of the National Affordable Housing Act mandates that jurisdictions prepare:

- A five-year Consolidated Plan (Five-Year Plan or Con Plan) and Consolidated Annual Action Plans (Annual Plans) that identify local community development needs and set forth a funding strategy to address those needs.
- A Consolidated Annual Performance Evaluation Report (CAPER) that assesses the jurisdiction's annual achievements relative to the goals described in the Consolidated Plan.

The Consolidated Plans and Performance Report must address both affordable housing and non-housing related community development needs.

This Citizen Participation Plan (CPP) describes the City of San José's process to facilitate and engage citizens to participate in an advisory role in the planning, implementation, and assessment of the Consolidated Plan and its associated Performance Report for the federally-funded entitlement programs.

OBJECTIVES OF THE CPP

The CPP establishes standards to promote citizen participation in the development of the Five-Year Plan, the Annual Plans, amendments to the Plans, and the CAPER. The CPP is designed to especially encourage participation by low- and moderate-income persons, including those living in blighted areas.

The objectives of the CPP are:

1. To form a citizen participation structure that adheres to the provisions of The Housing and Urban Development (HUD) Code of Final Regulations for the Consolidated Plan (24 CFR Part 91, et seq., dated January 5, 1995) and subsequent revisions.
2. To provide all residents of the City, especially those specified in 24 CFR Part 91 Sec. 91.105 (a), and who live in areas where federal funds are being used or proposed to be used, with the opportunity to:

- a) Attend public hearings
 - b) Define local needs
 - c) Review and evaluate the Consolidated Plan and related reports
 - d) Recommend the use of the federal entitlement funds.
3. To provide adequate citizen involvement in all phases of planning for the use of federal funds including the:
- a) Identification of housing and community development needs
 - b) Review and approval of the Consolidated Five-Year Strategic Plan and Annual Action Plans, including the proposed use of federal entitlement funds
 - c) Review and approval of substantial amendments to the Consolidated Five-Year Strategic Plan or Annual Action Plan
 - d) Review of the City's progress in achieving the goals set out in the Consolidated Plan and Annual Action Plans, through the CAPER.

DEFINITIONS

AMENDMENT, SUBSTANTIAL

A change to a previously adopted Five-Year Plan or Annual Plan that:

- Increases or decreases by the greater of \$100,000 or a 25% change in the amount allocated to a category of funding (please see definition of "Categories of Funding" below), or
- Makes a significant change to an activity's proposed beneficiaries or persons served, or
- Funds a new activity not previously described in the Action Plan.

AMENDMENT, MINOR

A change to a previously adopted Five-Year Plan or Annual Plan that does not meet the thresholds to qualify as a Substantial Amendment. Minor Amendment includes monetary changes or shifts, regardless of size, that are: (1) necessary for substantially preserving all the programs and activities identified in a Plan; and (2) necessitated by significant changes in the funding levels between HUD's initial estimates of funding amounts and HUD's final allocation notification.

CATEGORIES OF FUNDING

For the purposes of the Citizen Participation Plan, the following are categories of funding within each federal funding source. These categories are used when determining if an amendment to the Consolidated Plan qualifies as a "substantial amendment":

- CDBG
 - Public Service
 - Administration, Planning and Fair Housing

- Community Development (Non-Construction): To include, but not be limited to, Code Enforcement, Housing Rehabilitation and Economic Development
- Community Development (Construction): To include, but not be limited to, public facility improvements, street improvements, and ADA curb ramps;
- ESG
 - Emergency shelter operations and street outreach
 - Homeless prevention and rapid re-housing
 - Homeless management information.
- HOME
 - Rental housing development (new construction or rehabilitation)
 - Owner-occupied housing rehabilitation
 - Homebuyer assistance
 - Tenant-based rental assistance
 - Program administration.
- HOPWA
 - Rent payments
 - Mortgage payments
 - First month's rent and security deposits
 - Utility payments
 - Information/support to locate and apply for housing assistance
 - Move-in support
 - Emergency shelter vouchers at motels/hotel/other temporary sites.

CONSOLIDATED ANNUAL ACTION PLAN (Annual Plan)

The Consolidated Annual Action Plan sets forth the annual funding provided to the City by HUD and describes the activities that the City plans to undertake using those funds over the course of a fiscal year to achieve the goals identified in the Five-Year Plan.

CITIZEN PARTICIPATION PLAN (CPP)

The CPP outlines how a jurisdiction will actively facilitate citizen participation, particularly for those who are low- and moderate-income, in the planning process for the Five-Year Plan, the Annual Plans, amendments to these Plans, and the CAPER.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

The CDBG program allocates annual grants on a formula basis to entitlement jurisdictions for community development activities that provide decent housing, suitable living environment, and expand economic opportunities, principally for low- and moderate-income persons.

CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

HUD requires all entitlement jurisdictions to prepare a CAPER at the end of each fiscal year. The CAPER details the Jurisdiction's accomplishments in meeting the goals outlined in its Con Plan.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

The U.S. Department of Housing and Urban Development (HUD) is the government agency that oversees the majority of federal home ownership, affordable housing, fair housing, homeless, and community and housing development programs.

DISPLACEMENT

Displacement refers to the involuntary relocation of individuals from their residences due to housing development and rehabilitation activities paid for by federal funds.

ELIGIBLE ACTIVITY

Eligible activities are activities that are allowable in the four federal funds (CDBG, ESG, HOME, and HOPWA) covered by the Citizen Participation Plan and as defined in the Code of Federal Regulations Title 24 for the Department of Housing and Urban Development. All eligible activities fall within a specific Category of Funding as defined above.

EMERGENCY SOLUTIONS GRANT (ESG)

The ESG program (formerly Emergency Shelter Grant) provides homeless persons with basic shelter and essential supportive services. It can be used to assist with the operational costs of the shelter, supportive services and related administrative costs.

FIVE-YEAR CONSOLIDATED PLAN (Five-Year Plan)

HUD requires jurisdictions receiving entitlement funds to prepare a Consolidated Plan every five years. The Plan provides a comprehensive overview of a jurisdiction's housing and community development needs, its priorities and strategies, and how the jurisdiction's actions will address the identified needs over the subsequent five years.

HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME)

HOME is the largest Federal block grant designed exclusively to create affordable housing for low-income households. The HOME program provides formula grants to states and localities to fund a wide range of activities that build, buy, and/or rehabilitate affordable rental or homeownership housing or provide direct rental assistance to low-income people.

HOUSING OPPORTUNITIES FOR PEOPLE WITH AIDS (HOPWA)

Under the HOPWA program, HUD makes grants to States and local communities for housing and services that benefit low-income persons medically diagnosed with HIV/AIDS. HOPWA funds may be used for a wide range of housing and social services, including health care and mental health services, chemical dependency treatment, nutritional services, case management, and assistance with daily living.

PUBLIC HEARING

The main purpose of a public hearing is to obtain public testimony or comment. Public hearings need to be advertised in local newspapers and made accessible to persons who do not speak English or who have a disability.

ROLES AND RESPONSIBILITIES FOR CITIZEN PARTICIPATION

SAN JOSE CITY COUNCIL

The San José City Council is the elected legislative body governing the City of San José. It is responsible for approving the City's Five-Year Plan, the Annual Plans, amendments to Plans, and the CAPER, prior to the submission of those approved documents to HUD.

Whenever practicable, City Council public hearings on all these matters except minor amendments will be scheduled for the evening session to facilitate participation by low- and moderate-income persons.

City Council meetings are generally held every Tuesday beginning at 1:30 p.m. and, on an irregular schedule, one evening session each month at 7 p.m. The meetings are held at the San José City Hall, Council Chambers at 200 East Santa Clara Street, San José, CA 95113. All City Council meetings are held in facilities that are accessible to persons with disabilities.

HOUSING AND COMMUNITY DEVELOPMENT COMMISSION (HCDC)

The Housing and Community Development Commission (HCDC, or Commission), appointed by the City Council, is composed of eleven (11) residents of the City of San José. The Commission is advisory to the City Council and the Housing Department on matters relating to:

- Housing and community development policy and programs;
- The administration of and policy/regulatory changes to the City's Mobilehome Rent Ordinance;
- The administration of and policy/regulatory changes to the City's Rental Dispute and Arbitration Ordinance,
- Preparation of reports and recommendations, as requested by the City Council or City Manager, respecting mobilehome parks and mobilehome living in San Jose.

The Commission has, on occasion, had enough vacancies that assembling a quorum has been difficult and has necessitated the cancellation of meetings on whose agendas were noticed public hearings. Thus, those hearings – some of which required long lead-times for noticing required this Plan – had to be rescheduled. Accordingly, the City Council has approved the following exception: The Housing Director or Housing Director designee may hold a public hearing related the approval of the Consolidated Plan, Annual Action Plan, or Substantial Amendments, if the HCDC is unable to hold such a hearing due to time constraints or a lack of quorum.

HCDC Meeting time and location

The HCDC usually meets at the San José City Hall, 200 East Santa Clara Street, San José, CA 95113. Regular meetings are held on the third Thursday of each month (with the exception of July and December) at 5:45 p.m. Special and subcommittee meetings may also be held as needed and at a time and date different from the regular meeting schedule in order to respond to time-sensitive matters or when the full Commission is unable to convene for its regular meeting. All HCDC meetings are held in facilities that are accessible to persons with disabilities.

THE CITY OF SAN JOSE HOUSING DEPARTMENT

The City of San José's Housing Department (Department or Housing Department) is the primary administrative entity tasked with developing the Five-Year Plan, the Annual Plans, amendments to these Plans, and the CAPER for the City. The Department makes recommendations on the use of federal entitlement funds and is tasked with measuring the effectiveness of the use of federal funds in meeting the objectives defined in the Consolidated Plan.

The Housing Department also provides technical assistance to the HCDC. This assistance includes staffing the Commission, providing minutes and arranging meetings, and documenting and disseminating Commission recommendations.

CITIZEN PARTICIPATION POLICIES

AVAILABILITY OF DRAFT AND APPROVED DOCUMENTS

The draft and final versions of the Five-Year Plan, Annual Plans, CAPER, and all related amendments will be made available online at the Housing Department website: www.sjhousing.org. Hard copies of the documents will be available by contacting the City of San José Housing Department, 200 East Santa Clara St., 12th Floor, San José, CA 95113 or by calling 408-535-3860.

The draft Five-Year Plan, draft Annual Plans, and draft substantial amendments will be made available for public review and comment for a minimum of 30 days prior their final adoption by the City Council. The draft CAPER and amendments to the CPP will be available for public review and comment for a minimum of 15 days prior to its final adoption by the City Council.

Residents, public agencies, and other interested parties will be provided access to adopted Plans, amendments, and CAPERs which describe the City's use of assistance under the CDBG, ESG, HOME and HOPWA programs for the prior five years.

PUBLIC HEARINGS

The following guidelines apply to public hearings for all of the City of San José's Housing Department administered, federally-funded entitlement programs:

- a) The City of San José will hold a minimum of *three (3)* hearings for the Five-Year Plan and the Annual Plan and *two (2)* hearings for the CAPER, substantial amendments, and amendments to the CPP. The hearings will include at a minimum:
 - o At least *one (1)* hearing before the HCDC, prior to the publication of draft Five-Year Plan and Annual Plan documents, to obtain the views and input of citizens, public agencies and other interested parties on the housing and community development needs, including priority non-housing community development needs;

- At least *one (1)* hearing on the draft of the Five-Year Plan, Annual Plan, CAPER, any Plan amendments and amendments to the CPP before the HCDC, for which purpose the Grants Standing Subcommittee of the Commission may hold the hearing on behalf of the full Commission if a quorum of the full Commission is not available; and,
 - At least *one (1)* hearing before the City Council prior to its adoption of the final Five-Year Plan, Annual Plan, CAPER, any plan amendments and amendments to the CPP.
 - Notwithstanding the above, the Housing Director or Housing Director Designee may, in lieu of the HCDC, hold the required public hearing related to the approval of the Consolidated Plan, Annual Plan, CAPER, Plan Amendments and Amendments to the CPP, if the HCDC is unable to hold such a hearing due to time constraints or a lack of quorum.
- b) All public hearings will be held at accessible locations in San José, usually at the San José City Hall. The City will provide listening devices and other assistance to disabled persons upon request, with at least three (3) business days' prior notification.
- c) Hearings will be held during the evening hours when feasible.
- d) Interpretation services for persons with limited English proficiency or for hearing impaired individuals will be provided if notification is provided at least three (3) business days prior to the meeting for the need of such services.

NOTICES OF HEARINGS AND REVIEW PERIODS – FIVE-YEAR PLAN, ANNUAL PLAN, CAPER, SUBSTANTIAL AMENDMENTS & AMENDMENTS TO THE CITIZEN PARTICIPATION PLAN

The City will provide residents, public agencies and other interested parties with notice of their opportunity to comment on the CPP, Five-Year Plan, Annual Plan, CAPER, and Substantial Amendments to these documents using U.S. mail, e-mail, or in person at public hearings.

To ensure that all citizens, including minorities, persons with limited English proficiency, persons with disabilities, residents of public housing, and lower-income residents including those living in revitalization areas, are able to participate in the process:

- a) The City will provide notices of meetings and/or hearings on the Five-Year Plan, Annual Plan, CAPER, and substantial amendments via alternative distribution services such as the U.S. postal service, e-mail, website, and newspaper postings. Notices will be in English, but will also include a paragraph in each of San José's frequently used ethnic languages (including Spanish, Vietnamese, Chinese, and Tagalog) that identifies how to obtain additional information in each of the respective languages.
- b) The public notices will advise interested residents of the availability of relevant draft documents for public review and will include a summary of the document, its contents,

and purpose. The notices will describe how to obtain a copy of the document for review. The notices will also include information on how to access staff reports at the HCDC and City Council agenda websites.

- c) Notices will be distributed and published in newspapers at least *fourteen (14)* days before public hearings and will include information regarding how to request accommodation and services available for persons with disabilities who wish to attend the public hearings.
- d) Newspaper postings of the notices for the Five-Year Plan, Annual Action Plan, CAPER, substantial amendments and amendments to the CPP will be provided in the *San José Mercury News* and in local ethnic newspapers for one day, including, Spanish, Vietnamese, Chinese, and Tagalog language newspapers. Publication in more than one newspaper meets HUD's requirement for at least two notices on different days.
- e) Notices will be sent to an e-mail or U.S. Postal Service distribution list maintained by the Housing Department. Although the City will prioritize the use of e-mail to distribute the Public Notices to residents, it will continue to send by U.S. Postal Service hard copies of the notice to residents who do not have access to e-mail.
- f) Notices will be posted on the Housing Department's website at www.sjhousing.org.
- g) Notices of the availability of draft documents and the 30-day review periods for the Five-Year Plan, Annual Plan, and substantial amendments and the 15-day review period for the CAPER and CPP amendments will be distributed, published and posted on the Housing Department's website as above.

It has been the practice of the City to combine notices complying with several individual requirements into one document for dissemination and publication. See Appendix A for an example.

The City is receptive to suggestions for ways to improve its processes for notifying the public of hearings and the availability of draft documents.

NOTICES OF HEARINGS – MINOR AMENDMENTS

By definition, minor amendments to the Five-Year Plan or Annual Plan are those falling below a threshold that requires certain public notifications, public hearings, and public body approvals as specified in this CPP. However, the City's municipal code and transparency guidelines may dictate that certain minor amendments need to adhere to noticing and/or public approvals outside the scope of this CPP. In those cases, posting of recommended minor amendments on the agenda websites for the HCDC and City Council – 7 days prior to the HCDC meeting and 10 days prior to the City Council meeting – constitutes adequate notice to the public for the purposes of this CPP.

OTHER GUIDELINES FOR FIVE-YEAR PLAN, ANNUAL PLAN, AND SUBSTANTIAL AMENDMENTS

The draft Five-Year Plan and Annual Plan will be developed based on the following guidelines:

- a) The Housing Department will solicit input from San José residents, nonprofits, service providers, housing advocates, public agencies, and others interested in housing, homeless and community development issues during the Five-Year Plan and Annual Plan development process.
- b) A public review period of not less than *thirty (30)* days will be provided for each Five-Year Plan, Annual Plan, and substantial amendment to enable the public to provide comments prior to final adoption by the City Council.
- c) The City will consider comments and views expressed by residents and other interested parties either in writing or orally at public meetings regarding the Five-Year Plan, Annual Plan, or substantial amendment before final adoption by the City Council. The City will provide, as an attachment to the final Five-Year Plan, Annual Plan, or substantial amendment submitted to the U.S. Department of Housing and Urban Development (HUD), all written communications received and a summary of each oral comment, the City's subsequent action, and the reasons for non-action if none was taken. This information will also be made available to the public as part of the final document.

OTHER GUIDELINES FOR CAPER

The development of the CAPER will include the following public participation guidelines:

- a) The City will establish a public review period of not less than *fifteen (15)* days to allow for public comments prior to final adoption by the City Council.
- b) 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 the final performance report submitted to HUD, all written communications received and a summary of each oral comment, the City's subsequent action, and the reason for non-action if none was taken. This information will be made available to the public as part of the final document.

AMENDMENTS TO THE CITIZEN PARTICIPATION PLAN

The CPP will be posted at the Housing Department's website at <http://www.sjhousing.org>. Copies will also be available for pick-up, upon written or oral request, at the Department of Housing, 200 East Santa Clara Street, San José, CA 95113, on the 12th Floor.

Any change to the Citizen Participation Plan will be subject to the following guidelines:

- a) The City will establish a public review period of not less than *fifteen (15) days* to receive public comments prior to final adoption of the CPP by the City Council.

- b) The City will consider comments and views expressed by residents and other interested parties either in writing or orally at public meetings regarding the CPP prior to City Council action.

DISPLACEMENT POLICY

As part of the CPP, the City must maintain a displacement policy. Displacement refers to the involuntary relocation of individuals from their residence due to housing development and rehabilitation paid for with federal funds. The City will continue to use existing federal and State relocation guidelines, as applicable, to minimize displacement and to alleviate the problems caused by displacement. 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 from their homes as a result of displacement. Depending on the funding source, displaced persons may be offered one or more of the following:

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

The City's rehabilitation programs may also deal with relocation issues when they provide minor additions to existing dwellings in to address overcrowding. Any temporary relocation costs are included in the rehabilitation loan package offered to clients.

AVAILABILITY OF AND ACCESS TO RECORDS

Information on the City's Consolidated Plans, including records or documents over the previous five related to the CPP, the current Consolidated Plan, the Annual Action Plans, CAPER, and program regulations will be available for citizen review during normal working hours at the Department of Housing, 200 East Santa Clara Street, San José, CA 95113, on the 12th floor, upon written or oral request. If the City is unable to provide immediate access to the documents requested, the City will make every effort to provide the documents and reports within ten (10) days from the receipt of the request. These documents are also posted on the Housing Department's website at www.sjhousing.org

TECHNICAL ASSISTANCE

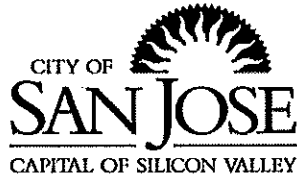
The City will, to the extent practicable, respond to requests for technical assistance by groups representing persons of low- and moderate-income developing funding proposals for any program covered by the Consolidated Plan in accordance with grant procedures. This may include, but is not limited to, providing information regarding how to fill out applications, other potential funding sources, and referrals to appropriate agencies within and outside the City of San José. "Technical assistance," as used here, does not include the provision of funds to groups requesting such assistance.

Assistance will also be provided by the Housing Department to interested individuals and citizens' groups who need further explanation on the background and intent of the Housing and Community Development Act, interpretation of specific HUD regulations, and project eligibility criteria for federal grants.

COMPLAINTS

Complaints from members of the public regarding the Consolidated Plan or related amendments and performance reports may be submitted to the City of San José Housing Department at 200 East Santa Clara Street, San José, CA 95113. The complaints will be referred to the appropriate City staff for disposition. The City will provide substantive, written responses to all complaints within fifteen (15) days of receipt. Each federal program also has a separate appeals process for grant applicants.

APPENDIX A – SAMPLE PUBLIC HEARING NOTICE



NOTICE OF HEARINGS ON THE 2012-2013 CONSOLIDATED ANNUAL ACTION PLAN AND A SUBSTANTIAL AMENDMENT TO THE 2011-2012 CONSOLIDATED ANNUAL ACTION PLAN FOR THE SECOND ALLOCATION AND REALLOCATION OF EMERGENCY SOLUTIONS GRANT FUNDS

THIS NOTICE IS TO ANNOUNCE THAT HEARINGS ON THE CITY OF SAN JOSÉ'S 2012-2013 CONSOLIDATED ANNUAL ACTION PLAN AND A SUBSTANTIAL AMENDMENT TO THE CITY'S 2011-2012 CONSOLIDATED ANNUAL ACTION PLAN FOR THE SECOND ALLOCATION AND REALLOCATION OF EMERGENCY SOLUTIONS GRANT (ESG) FUNDS WILL BE HELD BEFORE THE HOUSING AND COMMUNITY DEVELOPMENT ADVISORY COMMISSION AND THE SAN JOSÉ CITY COUNCIL. Come give your views on affordable housing and community development needs in San José. Comments will be used to develop the City's Consolidated Annual Action Plan and the use of new and reallocated ESG funds.

The Consolidated Annual Action Plan outlines the City's housing and community development needs and provides a one-year action plan on how the City plans to address those needs. This document is developed in consultation with the public and is the City's planning document for its federal entitlement funds (the Community Development Block Grant program, the Emergency Solutions Grant program, the HOME Investment Partnership program, and the Housing Opportunities for Persons with AIDS program), which are anticipated to total about \$12 million for Fiscal Year 2012-2013.

The Substantial Amendment to the 2011-2012 Consolidated Annual Action Plan addressing ESG funds outlines the proposed uses of the City's second allocation of ESG funds and changes in the use of its first allocation of ESG funds.

The following table highlights the schedule for the completion of the 2012-2013 Consolidated Annual Action Plan and the Substantial Amendment to the 2011-2012 Consolidated Annual Action Plan:

What?	Who?	Where?	When?
Release of staff funding recommendations for federal grant programs in 2012-2013	City of San José Housing Department	City of San José - Housing 200 E. Santa Clara St.-12 th Floor, San José, CA 95113	March 27, 2012
The draft 2012-2013 Consolidated Annual Action Plan and the draft Substantial Amendment to the 2011-2012 Consolidated Annual Action Plan available to the public for review and comment for 30 days	Visit the Housing Department's website at http://www.sjhousing.org/report/conplan.html to find electronic copies or call (408) 793-5542 or (408) 294-9337 (TTY) for paper copies	City of San José - Housing 200 E. Santa Clara St.-12 th Floor, San José, CA 95113	March 29, 2012
First Council Hearing on the 2012-2013 Consolidated Annual Action Plan	San José City Council	San José City Hall 200 E. Santa Clara Street City Council Chambers	April 3, 2012, 1:30 p.m.
Review and Approval of the 2012-2013 Consolidated Annual Action Plan 2012-13 and the Substantial Amendment to the 2011-2012 Consolidated Annual Action Plan	Housing and Community Development Advisory Commission	San José City Hall 200 E. Santa Clara Street Room W-118,119 (Wing)	April 12, 2012, 5:45 p.m.
End of 30-Day Public Comment Period			April 30, 2012
Final approval of the 2012-13 Consolidated Annual Action Plan and the Substantial Amendment to the 2011-2012 Consolidated Annual Action Plan	San José City Council	San José City Hall 200 E. Santa Clara Street City Council Chambers	May 1, 2012 1:30 p.m.
Submit the approved Annual Action Plan and the Substantial Amendment to the US Department of Housing	City of San José Housing Department		May 11, 2012

and Urban Development.			
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COMMUNITY INPUT IS GREATLY APPRECIATED. Specifically, we are looking for your input on the housing and community needs of low and moderate-income residents, seniors, people who are disabled, and others with special needs. Note above how electronic or paper copies of the two documents may be obtained. Please direct questions on either the Annual Action Plan or the Substantial Amendment to Daniel Murillo of the City of San José Department of Housing at 408-793-4195, by e-mail to daniel.murillo@sanjoseca.gov, or for those with speech/hearing impairments please call (408) 294-9337 (TTY).



Public comments can be submitted in the form of statements made at the above listed meetings, in writing to City of San José, Housing, 200 E. Santa Clara Street, 12th Floor, San José, California 95113, or submitted via e-mail to the address listed above. All public meetings are held in locations accessible to those with mobility impairments.

PARA RESIDENTES QUE HABLAN ESPAÑOL: Este anuncio es tocante a una enmienda significativa que se va llevar a cabo en El Plan Consolidado para el Año Fiscal 2011-12 en el programa de Subsidio de Soluciones de Emergencia (ESG) y describe como El Departamento de Viviendas de la Ciudad de San José propone usar estos fondos y cambios que se haran en la primer distribución de estos fondos. El Plan Consolidado identifica las necesidades de viviendas y del desarrollo comunitario para la ciudad, también fija prioridades y adopta estrategias para dirigir fondos federales. Para mas información, favor de llamar a Alejandra Herrera (408) 975-4424.

對只懂華語的聖荷西市居民: 此公告是關於2012-2013

財政年度聯邦政府房屋及都市發展部的綜合計劃年度行動計劃。綜合計劃 –

年度行動計劃列出本社區發展的需求，並為本市如何滿足這些需求規劃為期一年的計劃。此公告也是關於2011-2012

財政年度的綜合計劃之緊急補助方案的大幅修改。修改的內容包括對方案的第一分配用途的更改及第二分配的建議用途。若有任何查詢，請聯絡 劉小姐 535-8242。

Dành cho những người cư-trú nói tiếng Việt:

Đây là thông cáo về các cuộc điều-trấn liên-quan tới Chương-trình Cùng cố và Phát động Công tác Niên-khoá 2012-13. Chương trình kể trên nêu rõ các nhu cầu thuộc phạm-vi Phát-triển Gia cư và Cộng đồng của Thành-phố, đồng thời cung ứng chương-trình Phát động Công tác trong vòng một năm, nhằm giúp Thành phố trừ liệu xử dụng các nhu cầu đó như thế nào. Thông cáo này cũng còn được coi như phần bổ túc đầy đủ cho chương trình tổng hợp thuộc tài-khoá 2011-12 dành cho Quỹ tài trợ giải quyết tình trạng khẩn cấp tài khóa 2011-12, đồng thời vạch rõ cách xử dụng tài khoản trợ cấp của Thành phố đã được dự trù cho quỹ tài-trợ ESG cũng như bất cứ sự thay đổi nào trong việc xử dụng tài-khoản trợ cấp lần đầu tiên cho Quỹ ESG. Quý vị nào muốn biết thêm chi tiết xin vui lòng liên lạc với Therese Trần, điện-thoại số (408) 793-5549.

APPENDIX B – SAMPLE AFFIDAVIT OF PUBLICATION

San Jose Mercury News

750 RIDDER PARK DRIVE
SAN JOSE, CALIFORNIA 95190
408 920-5332

PROOF OF PUBLICATION

IN THE
CITY OF SAN JOSE
STATE OF CALIFORNIA
COUNTY OF SANTA CLARA

SAN JOSE, CITY OF
OFFICE THE CITY GROUP/REBECCA, 200 E SANTA
CLARA STREET, 2ND FLOOR
San Jose CA 95113
FILE NO. Not. of Hearing

In the matter of

The San Jose Mercury News

The undersigned, being first duly sworn, deposes and says: That at all times hereinafter mentioned affiant was and still is a citizen of the United States, over the age of eighteen years, and not a party to or interested in the above entitled proceedings; and was at and during all said times and still is the principal clerk of the printer and publisher of the San Jose Mercury News, a newspaper of general circulation printed and published daily in the city of San Jose in said County of Santa Clara, State of California as determined by the court's decree dated June 27, 1952, case numbers 84098 and 84097, and that said San Jose Mercury News is and was at all times herein mentioned a newspaper of general circulation as that term is defined by Sections 6050 and following, of the Government Code of the State of California and, as provided by said sections, is published for the dissemination of local or telegraphic news and intelligence of a general character, having a bona fide subscription list of paying subscribers, and is not devoted to the interests or published for the entertainment or instruction of a particular class, professional, trade, calling, race or denomination, or for the entertainment and instruction of any number of such classes, professionals, trades, callings, races or denominations; that at all times said newspaper has been established, printed and published in the said city of San Jose in said County and State at regular intervals for more than one year preceding the first publication of the notice herein mentioned. Said decree has not been revoked, vacated or set aside.

I declare that the notice, of which the annexed is a true printed copy, has been published in each regular or entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:


3/23/2012

10"x 6 3/8"

Dated at San Jose, California
03/23/12

I declare under penalty of perjury that the foregoing is true and correct.

Signed: *Rebecca*
Principal clerk of the printer and publisher of the San Jose Mercury News.



CITY OF SAN JOSE
COUNTY OF SANTA CLARA

NOTICE OF HEARING ON THE 2012-2013 CONSOLIDATED ANNUAL ACTION PLAN AND A SUBSTANTIAL AMENDMENT TO THE 2011-2012 CONSOLIDATED ANNUAL ACTION PLAN FOR THE SECOND ALLOCATION AND REALLOCATION OF EMERGENCY SOLUTIONS GRANT FUNDS

RECEIVED

THIS NOTICE IS TO ANNOUNCE HEARINGS ON THE CITY OF SAN JOSE'S 2012-2013 CONSOLIDATED ANNUAL ACTION PLAN AND A SUBSTANTIAL AMENDMENT TO THE 2011-2012 CONSOLIDATED ANNUAL ACTION PLAN FOR THE SECOND ALLOCATION AND REALLOCATION OF EMERGENCY SOLUTIONS GRANT (ESG) FUNDS WILL BE HELD BEFORE THE HOUSING AND COMMUNITY DEVELOPMENT ADVISORY COMMISSION AND THE SAN JOSE CITY COUNCIL. Come give your views on affordable housing and community development needs in San Jose. Comments will be used to develop the City's Consolidated Annual Action Plan for the next year and reallocated ESG funds.

The Consolidated Annual Action Plan outlines the City's housing and community development needs and provides a year-after action plan on how the City plans to address those needs. This document is developed in consultation with the public and is the City's planning document for its federal entitlement funds (the Community Development Block Grant program, the Emergency Solutions Grant program, the HOME Investment Partnership program, and the Housing Opportunities for Persons with AIDS program), which are estimated to total about \$12 million for Fiscal Year 2012-2013.

The Substantial Amendment to the 2011-2012 Consolidated Annual Action Plan addresses ESG funds defines the proposed uses of the City's second allocation of ESG funds and changes in the use of its first allocation of ESG funds.

The following table highlights the schedule for the completion of the 2012-2013 Consolidated Annual Action Plan and the Substantial Amendment to the 2011-2012 Consolidated Annual Action Plan:

What?	Who?	Where?	When?
Release of and funding process considerations for federal grant programs in 2012-2013.	City of San Jose Housing Department	City of San Jose - Housing 200 E. Santa Clara St., 12 th Floor, San Jose, CA 95113	March 27, 2012
The draft 2012-2013 Consolidated Annual Action Plan and the draft Substantial Amendment to the 2011-2012 Consolidated Annual Action Plan available to the public for review and comment for 30 days.	Visit the Housing Department's website at http://www.sanjoseca.gov/housing and call (408) 293-5542 or (408) 294-4537 (TTY) for paper copies.	City of San Jose - Housing 200 E. Santa Clara St., 12 th Floor, San Jose, CA 95113	March 29, 2012
Final Comment Period on the 2012-2013 Consolidated Annual Action Plan.	San Jose City Council	San Jose City Hall 200 E. Santa Clara Street City Council Chambers	April 3, 2012, 1:30 p.m.
Review and Approval of the 2012-2013 Consolidated Annual Action Plan 2012-13 and the Substantial Amendment to the 2011-2012 Consolidated Annual Action Plan.	Housing and Community Development Advisory Commission	San Jose City Hall 200 E. Santa Clara Street Room 1118, 119 (Wing)	April 12, 2012, 8:45 a.m.
Final 30-Day Public Comment Period.			April 30, 2012
Final Approval of the 2012-13 Consolidated Annual Action Plan and the Substantial Amendment to the 2011-2012 Consolidated Annual Action Plan.	San Jose City Council	San Jose City Hall 200 E. Santa Clara Street City Council Chambers	May 1, 2012 1:30 p.m.
Submit the approved Annual Action Plan and the Substantial Amendment to the US Department of Housing and Urban Development.	City of San Jose Housing Department		May 11, 2012

COMMUNITY INPUT IS GREATLY APPRECIATED. Specifically, we are looking for your input on the housing and community needs of low and moderate-income residents, seniors, people who are disabled, and others with special needs. Input about how effective a paper copies of the two documents may be obtained. Please email questions on either the Annual Action Plan or the Substantial Amendment to Daniel Murillo of the City of San Jose Department of Housing at 408-293-4185, or e-mail to dmurillo@sanjoseca.gov, or for those with speech/hearing impairments please call (408) 294-9227 (TTY).

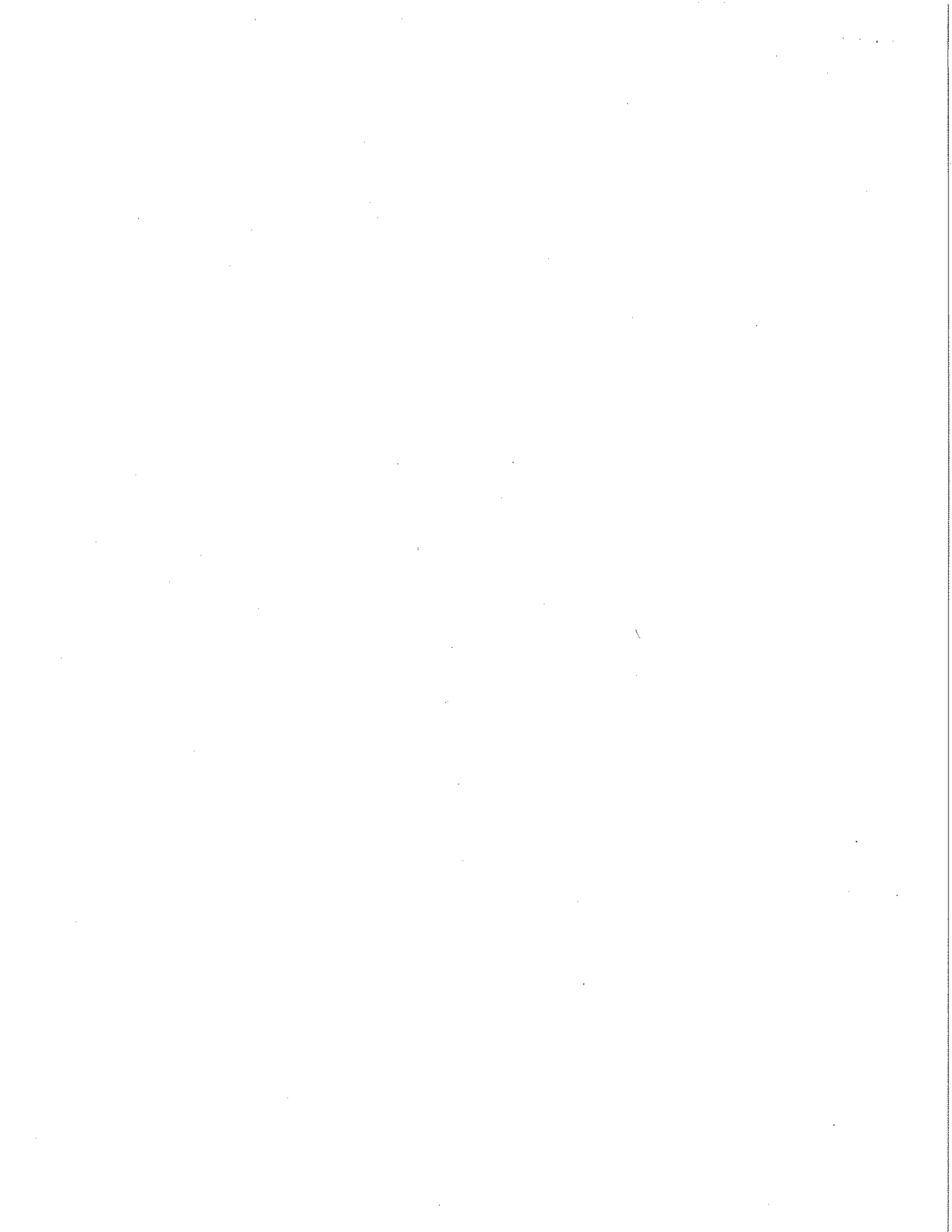
Public comments can be submitted in the form of statements made at the above listed meetings, in writing to City of San Jose, Housing, 200 E. Santa Clara Street, 12th Floor, San Jose, California 95113, or submitted via e-mail to the address listed above. All public meetings are held in locations accessible to those with physical impairments.

PARA RESIDENTES QUE HABLAN ESPAÑOL: Este anuncio es sobre la nueva planificación de vivienda que se va a llevar a cabo en el Plan Consolidado para el Año Fiscal 2012-13 en el programa de Subvención de Soluciones de Emergencia (ESG) y describe cómo el Departamento de Vivienda de la Ciudad de San Jose propone usar estos fondos y cambios que se harán en la primera distribución de estos fondos. El Plan Consolidado describe las necesidades de vivienda y del desarrollo comunitario para la ciudad, también las prioridades y estrategias para estos fondos federales. Para más información, favor de llamar al Asistente Municipal (AM) 293-4426.

財政預算案諮詢及公眾意見: 此公告是關於2012-2013財政年度房屋及社區發展部撥款計劃的綜合計劃年政府計劃。該計劃第一年度撥款計劃以不同類型的撥款，其對全市不同地區提供房屋服務第一年的計劃。此公告將提供2011-2012財政年度撥款計劃的修改及重新分配方案的大概修改。修改的內容包括對力量增加一分額用途的重新分配及二分配額的用途。如有任何查詢，請聯絡 劉小姐 898-8242。

Đã hết những người cần tìm nơi ở nữa.
Đây là thông tin về các cuộc điều tra liên quan tới Chương trình Công tác và Phát động Công tác Hỗn-hỗn 2012-13. Chương trình hỗ trợ nhà ở các nhu cầu thuộc phân-vi Phát-hiện Gia cư và Công đồng của Thành-phố, rằng thời cùng ủng hộ chương trình Phát động Công tác trong vòng một năm, nhằm giúp Thành phố trở lại xây dựng các nhu cầu đã như thế này. Thông cáo này cũng còn được coi như phần bổ túc đầy đủ cho chương trình tổng hợp thuộc tài-hỗn 2011-12 dành cho cấp 121 người bất hạnh trong năm cấp tài-hỗn 2011-12, đồng thời vạch rõ cách sử dụng tài-hỗn trợ cấp của Thành phố đã được dự trù cho quỹ tài-trợ ESG cũng như hết về sự thay đổi nhờ trong việc sử dụng tài-hỗn trợ cấp lần đầu tiên cho Quỹ ESG. Quý vị nào muốn biết thêm chi tiết xin vui lòng liên lạc với Theresa Tran, điện-thoại số (408) 793-5549.

San Jose #437-0118 March 23, 2012



Strategy	#	2015-16 Actions	2015-16 Priority	2015-16 Program	Status	Comments	2015-16 Start Month	2015-16 End Month
Strategy 1: Increase Funding and Resources								
1	A.	Housing Impact Fees Council Follow-Up	High	MF Production	In progress	City Council will consider AHIF update in late October or November	July	October
1	B.	Commercial Impact fee: Review options and obtain direction from City Council.	High	MF Production	In progress	Working with Office of Economic Development to clarify strategy - then to City Council in October	July	March
1	C.	Update fees and fund 3 FTES: A. Rental Rights B. Asset Management	High	RRRP Asset Management MF Production	In progress	Address as part of annual Fees and Charges process	January	June
1	D.	Inclusionary Application Fee for developers Maximize income derived from our existing loan portfolio A. Complete loan repayment revenue projection model B. Complete review of the loan portfolio C. Implement processes and procedures for review of financial statements D. Strengthen the asset management program to maximize returns	High	Asset Management	In progress	Execute consultant agreement with TCAM and initiate scope of work.	September	June
1	E.	Funding for Grants Personnel: Evaluate possibility for funding an additional position for the Grants Management Team	High	Grants Management	Not started	Evaluate as part of Annual Action Plan and Budget process.	December	May
8	F.	Identify TABS deals and Planning for repayments to reprogram funds. Develop funding strategy	Medium	MF Production	In progress	Staff evaluating portfolio	August	March
1	G.	Funding: Evaluate sources and tools to fund housing and economic development activities including: A. Enhanced Infrastructure Financing Districts B. Veterans - Monitor new funding sources and funding criteria.	Low	Policy	Partially Complete	A. Performed preliminary analysis. B. Monitoring proposed legislation and reviewed existing State funding for veterans	On-going	On-going
1	H.	Grant funding: Continue to seek both housing and community development activities A. Cap and Trade B. HRPP C. Knight Foundation	Low	Policy	In progress	A. Hosted presentation at CED CSA in August, convening a meeting with other departments to identify potential projects. B. Not started C. Developing Project Proposal - Application due October-27	A. Fall 2015 B. Ongoing	A. Spring 2016 B. On-going
Strategy 2: Develop and Strengthen partnerships to expand our capacity to respond to Housing and Community Development Needs								
2	A.	Out-source: Explore opportunities to outsource programs A. Contract out with provider for the rehabilitation loan program B. Execute agreement with consultant to support the single-family program including homebuyer training, underwriting and policy support	High/ High	Grants Management SF/Homebuyer	In progress	A. Initial scope of work established. Prepare and release RFP by January. B. RFP issued and vendor selected. Execute agreement and start Program by end of fiscal year.	August	June
2	B.	Transition in Place (TIP) Program: Refining the program, gathering developer support. Develop summary and termsheet stating details of how the program works so that property owners/developers will accept Program. Goal: Work with existing multifamily affordable property owners to get 5 - 10 properties to accept 100 units.	High	MF Production	In progress	TIP Term sheet developed for Creekview project. Currently working on program attributes and narrative summarizing key features of TIP	July	December

HCDC AGENDA: 9-26-15
ITEM: (9)

Strategy	#	2015-16 Actions	2015-16 Priority	2015-16 Program	Status	Comments	2015-16 Start Month	2015-16 End Month
2	C.	Housing Authority: Strengthen our relationship A. Renegotiate Housing Authority Agreement B. Input on Executive Director Position C. Voucher Awards D. MTW	High	Director	In progress	Director meeting with Housing Authority on a monthly basis.	On-going	On-going
2	D.	Implement Knight funded "Housing 2.0: Reimagining the Housing System" symposium to increase our capacity to respond to affordable housing needs.	Medium	Policy	In progress	Developing scope, goals, outcomes, participant list for Housing 2.0.	TBD	TBD
2	E.	Develop a rental program (RLEI), with the police and nonprofit partners, that holds tenants and landlords accountable: A. The San Jose Way (as an alternative to Crime Free) B. Find permanent agency and funding for the Program C. Solve long term funding issues and monitor performance	Medium	Grants Management		A. The Department continues to work with SPPD and Crime Prevention to create an alternative to the Crime Free Program B. The Department helped facilitate the transfer of the RLEI Program from NHSSV to Catholic Charities and also provided \$150,000 of new funding to support the program.	TBD	TBD
2	F.	Fair share of funds: Advocate for policies and programs at the State and federal levels that allow San Jose to receive funds and be considered for the following: A. TCAC changes B. Veterans (Separate Cap & Trade from Veterans & TCAC) C. Advocate to save HOME	Medium	MF Production	In progress	Staff currently updating is list of legislative priorities	On-going	On-going
2	G.	Legislation: Promote State bills that help San Jose respond to housing and homelessness issues.	Medium	Policy	In progress	1. Completed several memos for State Legislation Package. 2. Currently coordinating on the 2015 State and Federal Legislative Guiding Principles, Priorities and Advocacy Issues.	On-going	On-going
2	H.	SCC Housing Search: Develop Strategy to make it easier for tenants to locate and secure affordable housing. A. Early warning when new units go online (accepting applications) B. Explore new, centralized Application/Wait list solution C. Develop and implement universal tenant application form	Medium	MF Production	Not started	Hold Asset Management Roundtable in Spring, 2016 to obtain additional input from partners	April	TBD
2	I.	Strengthen relationships with VTA A. Bart Extension B. Public Land disposal C. Opportunities for affordable TOD D. VTA Homelessness Response/Case Manager E. Continue to monitor VTA Policy Agenda	Medium	Policy	In progress		On-going	On-going
2	J.	Create new systems for Section 3/NIEPA to promote hiring of minority and women-owned businesses. Tie in with anti wage-theft efforts. A. Current Compliance B. Expansion/Other Departments	Medium	Grants Management	Not started	Staff to be trained	TBD	TBD

Strategy 3: Implement high-impact, outcome driven programs

Strategy	#	2015-16 Actions	2015-16 Priority	2015-16 Program	Status	Comments	2015-16 Start Month	2015-16 End Month
3	A.	Overall Program Goals (Kristen) A. Multi-family: Approve \$40 Million in subsidies for six developments totaling 600 new affordable homes. Complete construction for six developments totaling 500 units. homes. Collect \$6.2 million in in-lieu fees. C. Single Family: Invest \$400,000 to assist ten (6) homebuyers with downpayment assistance loans. D. Asset Management: Collect \$50 million in loan payments. E. Grants Administration: Award/fund 30 new grants totaling over \$12 million in federal funds.	High	All	In progress	A. 2nd Street Studios permanent supportive housing project approved by City Council on September 15. Plaza and Balbach acquisitions set for September 22 approval. D. \$35 MM in loan repayments received in August from JSW portfolio	July	June
	B.	Update Policies and Procedures consistent with the Audit Findings: A. Asset Management B. Performance Measurement Templates	High	Multifamily	A. Partially Complete B. Complete	B. New performance measure templates created per audit recommendations	July	June
	C.	Create policies and procedures to implement new HOME regulations	High	Grants Management	In progress	Currently participating in on-line training on new HOME regulations	September	June
	D.	NOFA for rehabilitation grants (Dave) A. Multi Family B. Single Family	High	Grants Management	In progress	NOFA currently under development	August	December
	E.	Close out of Single Family component of NSP 2	High	Grants Management	Not started		November	June
	F.	Close out NSP 1 program	Medium	Grants Management	Not started		November	June
	G.	Close out the Mobilehome Seismic Retrofit Program	Medium	Grants Management	Program Completed	Over 600 mobilehomes seismically braced	July	December
	H.	Transition from neighborhood 1.0 A. Execute agreements place-based funding to three agencies to focus on clean, safe, and engaged B. Identify and fund capital projects by January	Medium	Grants Management	In progress	Currently working on executing project contracts	July	December
	I.	Development of Neighborhoods 2.0 plan A. Identify performance measurements and track outcomes B. Develop success measure and criteria for existing neighborhoods and selecting new neighborhoods	Medium	Neighborhood, Policy	Paused	Staff redirected to other funding. Revisit in second half of fiscal year	February	June
	J.	Rental Rights Program: Implement changes to improve overall quality of the program including: A. Increasing the number of hearing officers B. Developing tools/training to ensure consistency C. Implementing management tools to track performance	Medium	Rental Rights	Partially Complete	A. Number of hearing officers increased. C. Working on new reports from RRRP system.	On-going	
K.	Public service: Explore HUD Neighborhood Revitalization Strategic Area (NRSA) to maximize public service investments.	Medium	Grants Management	Partially Complete	Initial evaluation complete.	TBD	TBD	
Strategy 4: Create, Improve and Implement Planning and Policy Tools that Increase Affordable Housing and Community Development Opportunities								
4	A.	CEDC Budget Memo	High	Policy	In Progress	A. Analysis in progress B. Confirming Date with CMO C. Analysis in progress	July	February
	B.	Housing Study Session						
	C.	Complete FY 2015-16 Housing Investment Plan						

Strategy	#	2015-16 Actions	2015-16 Priority	2015-16 Program	Status	Comments	2015-16 Start Month	2015-16 End Month
4	B.	Develop FY 2016-17 Annual Action Plan A. Analysis of Impediments B. Hold Community Meetings & adopt priorities C. Issue RFPs and execute service agreements based on priorities D. Identify and fund capital projects	High	Grants Policy	In Progress	B. Community meetings held. Action Plan Priorities being presented to HCDC and NSE Committee in October.	July	May
4	C.	Update the City Surplus Land Policy and Procedures	High	MF Production	In Progress	Memo going to City Council in October	September	October
4	D.	Implement strategy for providing homeownership opportunities A. Issue RFP for homeownership underwriting B. Execute agreement and establish procedures	High	SF Production	Partially complete	A. RFP issued and service provider selected.	July	January
4	E.	Citywide Inclusionary Ordinance Implementation	High	Inclusionary	In Progress	Currently developing regulations	July	December
4	F.	Second Unit ordinance: Evaluate and propose changes to make it a more feasible development alternative	High	Policy		#9 on Council Priority list. PBCE taking lead on schedule	TBD	TBD
4	G.	Complete financing tools for the Urban Villages	Medium	Policy	Paused	PBCE currently developing UV financing/implementation tools for 3 Uvs. Housing staff will participate on the 4-year		
4	H.	Annual Housing Element Report	Medium	Policy	Not started		January	April
4	I.	Participate in Age Friendly Cities working group (Dave)	Medium	Exec/Policy	Partially complete	Participated in presentation to NSE Committee on Sept 10.	August	On-going
4	J.	Single Room Occupancy (SRO) Ordinance: Modernize to be consistent with current SRO development standards and practices (including micro-units)	Low	Director	Not started	PBCE driving timeline based on their workplan and other priorities	TBD	TBD
4	K.	Diridon Station Implementation Plan: Partner with Departments to develop affordable housing provisions	Low	Policy	Paused	Housing not driving timeline on this project	TBD	TBD
Strategy 5: Preserve Existing Housing Opportunities								
5	A.	Apartment Rent Control Ordinance: Evaluate options in response to City Council Direction	High	Rental Rights, Policy	In Progress	Memo presented to City Council in September. Currently facilitating focus groups	July	December
5	B.	Mobilehomes: Work with PBCE to develop options on how to protect an adequate supply of mobilehomes	High	Policy, Rental Rights	In Progress	Six Month Moratorium approved by City Council on September 15	July	December
5	C.	Mobilehomes: Evaluate "Opt-In/Stay in business" concept for mobilehome park owners to provide housing stability - In response to City Council direction.	High	Policy, Rental Rights	In Progress	New project assigned to Department by City Council in September.	September	March
5	D.	Soft Story buildings: Evaluation options to address	Medium	Policy	Paused	Began initial research, additional analysis needed. Staff intends to bring this to Development Cabinet.	Feb-16	April
5	E.	Develop Affordable Housing Preservation Strategy	Medium	Asset Management	In Progress	Need to execute new agreement with preservation consultant after issuance of RFP	TBD	TBD
Strategy 6: Work with Partners to Respond to Homelessness								
6	A.	Working with COC, redesign and implement a homeless outreach program. Execute agreements with service providers.	High	Homeless	Complete	New agreements with service providers approved by City Council on Sept. 15	July	September

Housing Department - FY 2015-16 Workplan

Strategy	#	2015-16 Actions	2015-16 Priority	2015-16 Program	Status	Comments	2015-16 Start Month	2015-16 End Month
6	B.	Create and implement Program/Strategy that prioritizes homeless goals in every development (new and existing developments)	High	M/F Production	In Progress	All new projects to include homeless units. All existing projects seeking refinancing with 30% AMI units being asked to reserve TIP units. 30 TIP units added thus far	July	December
6	C.	Transition in Place program: Create materials and integrate TIP units into existing buildings and complete the program	High	Homeless + M/F Production	In Progress	Homeless staff working with M/F Production team on Program design	July	December
6	D.	Implement State ESG funded programs for the County 2016-17	High	Grants	Not Started		February	June
Strategy 7: Provide Alternatives to Encampments and Street Homelessness								
7	A.	Develop a new program for Place-based Rapid Rehousing. Work with community partners and city Departments to launch a place-based rapid rehousing program to house 200 homeless people living in the encampments	High	Homeless	In progress		July	June
7	B.	Partner with OED, SIDA, PRNS, and other organizations to implement downtown programs for homeless individuals	High	Homeless	In progress		On-going	On-going
7	C.	Interim housing: A. Develop a plan to implement transitional communities, B. Implement a safe parking program C. Implement a hotel/motel program	High	Homeless	In progress	A. Memo going to City Council on September 29. Currently evaluating two sites	July	June
7	D.	100% supportive housing project in San Jose. Working in partnership with Santa Clara County and the Housing Authority, support supportive housing developments	High	Homeless	In progress	Second Street Studios permanent supportive housing project funding approved by City Council on Sept. 15	On-going	On-going
7	E.	Develop and homeless strategy pertaining to the Superbowl event	High	Homeless	In progress	Update provided to City Council by OED in September	October	February
7	F.	Encampment abatement program: Partner with the Water District and other interested parties to implement and to consistently clean up encampments, prevent re-encampments, and responsibly deal with belongings of homeless residents (- add goal?)	Medium	Homeless	In progress		July	June
7	G.	Community engagement: Develop and implement a program that tells our story more effectively	Medium	Homeless	In progress		July	June
7	H.	A. Complete rehabilitation on Hip and Creekview B. Start rehabilitation on Vermont House C. Fund a new RFC	Medium	M/F Production	In progress	A. Rehab Complete B. Funding request going to City Council in November	July	June
Strategy 8: Strengthen our Foundation								
8	A.	Enhance employee performance Workforce Engagement Strategy - Implement plan to address Gallup Survey Results - Recognition - Professional Development	High	Admin	Initiated	Follow-up actions assigned at 9-16 HPC	July	June
8	B.	Program level budgeting implementation per Budget Office direction	High	Admin	In progress	Preliminary Structure submitted to Budget Office	August	June
8	C.	Develop a succession plan for key positions in the organization pending hiring of new director.	Medium	Exec Team	On-hold	On hold pending permanent Director appointment	TBD	TBD
8	D.	Provide orientation to new council members	NA - Complete	Exec Team		2 briefing sessions were held with City Council assistants	TBD	TBD

Housing Department - FY 2015-16 Workplan

Strategy	#	2015-16 Actions	2015-16 Priority	2015-16 Program	Status	Comments	2015-16 Start Month	2015-16 End Month
8	E	Ensure integrity of internal systems A. Implement data integrity process for all loans. Ensure reports are accurate and meet Department needs. B. Complete Rental Rights Program Cycle-Time Reports to ensure staff is meeting processing times prescribed by Ordinance C. Start the project to transfer the Single Family Rehabilitation Program from Access to Salesforce D. Bond Admin Information - Data necessary to track E. Comprehensive grants database F. Training and testing of HOLMS capacity to staff G. Data analytics coordination	Medium	Admin	Partially Complete	G. Provided data from all Housing Department systems to CMO's Data Analytics Team	On-going	On-going
8	F	Implement additional features of new floor space	Medium	Admin	Partially Complete	High Tech storage system installed as of 9-15	July	December
8	G	Evaluate and update recently created onboarding plan for new employees	Medium	Admin	Not started	Need to bring plan to HPC	October	December
8	H	Develop and implement centralized, digital storage solution and working files that meets the document management retention and utilization practices of the Department minimizing paper	Medium	Admin	On-hold	Delayed due to other priorities	TBD	TBD
8	I	Develop new intranet site for better internal communication with Housing Department Staff	Medium	Admin	On-hold	Delayed due to other priorities	TBD	TBD
8	L	Finalize the Departments reporting requirements and ensure that accurate reports are completed on time	Medium	Admin	On-hold	Delayed due to other priorities	TBD	TBD
8	K	Complete travel training	Medium	Admin	On-hold	Delayed due to other priorities	TBD	TBD
8	L	Improve communication and marketing: A. Define a consistent look, tone, and voice for Department work products; B. Standardize the Department's approach to public outreach; C. Make better use of social media and collateral; D. Practice and critique important presentations;	Medium	Admin Policy, Admin	In progress	Staff have been working to improve public outreach, web postings, use of social media, and more.	Ongoing	Ongoing
8	M	Align department telecommunicating policy with city policy.	Medium	Admin	On-hold	Delayed due to other priorities	TBD	TBD
8	N	Redesign performance measures across departments with budget and align goals	Medium	Admin	Not Started	Begin in November	November	June
8	O	Evaluate on-line Council Memo (i-legislate, OneDrive) version control/change tracking system	Medium	Admin	Partially Complete	i-legislate overview training held. Implemented internal/interim system for Council memo tracking	August	June

HCDC AGENDA: 9-26-15
ITEM: (h)

Housing & Community Development Advisory Commission
Draft Workplan for FY 2015-16

#	Objective for FY 2015-16	Actions	Subject	Meeting Date*	Status
1	Consolidated Annual Performance and Evaluation Report (CAPER)	Public Hearing of the FY 2014-15 Consolidated Annual Performance and Evaluation (CAPER) – and Possible Recommendation to City Council to Approve Report	Housing and Community Development	September 10, 2015	Complete
2	Adopt FY 2015-16 Workplan for the Commission	Review, discuss, and adopt a FY 2015-16 Workplan based on work completed at Annual Retreat.	Administrative	October 8, 2015	One-time
3	Substantial Amendments to FY 2015-16 Annual Action Plan	Provide input to staff and recommendation to City Council regarding amendments to the Annual Action Plan	Housing and Community Development	October 8, 2015	Ongoing
4	FY 2016-17 Annual Action Plan Funding Strategies	Review and possible recommendation on funding strategies for 2016-17 Annual Action Plan	Housing and Community Development	October 8, 2015	Ongoing
5	Mobilehome Conversion Ordinance	Provide input to staff and recommendation to City Council regarding changes to the Mobilehome Conversion Ordinance	Mobilehome	Fall/Winter 2015	Ongoing
6	Commercial Impact Fee for Affordable Housing	Research the potential of a non-residential development fee as an additional source of revenue for affordable housing development.	Housing & Community Development	As required	Ongoing
7	Apartment Rent Ordinance (ARO)	Provide input to staff recommendations regarding the potential modifications to the ARO.	Apartment & Mobilehome Rent Ordinances	Fall 2015/Winter 2015/16	Ongoing
8	Apartment Rent Ordinance Regulations	Provide input on Apartment Rent Ordinance regulations to implement the potential modifications to the ARO.	Apartment & Mobilehome Rent Ordinances	Winter 2015/Spring 2016	Ongoing
9	Mobilehome Park Opt-in/Stay in Business Concept	Provide input on potential Opt-in/stay in business concept.	Mobilehome	As required	Ongoing
10	Homeless Issues	Provide updates and input on homeless policy issues.	Housing and Community Development	As required	Ongoing

Housing & Community Development Advisory Commission
Draft Workplan for FY 2015-16

#	Objective for FY 2015-16	Actions	Subject	Meeting Date*	Status
11	General Plan 2040 Implementation	Provide input on general plan implementation, including text amendments, urban villages, affordable housing, and mobilehome parks	Housing and Community Development	As required	Ongoing
14	Public Hearing – Input on FY 2016-17 Annual Action Plan	Hold Public hearing on the Annual Action Plan (Required per Citizen Participation Plan prior to publication)	Housing and Community Development	Winter/Spring 2016	Ongoing
15	Preliminary Recommendations for award of FY 2016-17 Federal Grants	Review and potential recommendation to City Council regarding award of federal funds to nonprofit grant recipients pursuant to Needs Assessment for Five-Year Consolidated Plan	Housing and Community Development	Winter/Spring 2016	Ongoing
16	Rental Rights Program Budget (Fee) Recommendations	Review, discuss, and provide recommendation to the Housing Department on the RRR Program annual fee structure and staffing levels (Mobilehomes and Apartments)	Apartment & Mobilehome Rent Ordinances	Winter/Spring 2016	Ongoing
17	Public Hearing and Recommendation on FY 2016-17 Annual Action Plan	Public Hearing and possible Recommendation on 2016-17 Annual Action Plan and Housing Trust Fund	Housing and Community Development	Spring 2016	Public Hearing
18	Commission Nominations	Nominate and select Chair/Vice Chair	Administrative	June 9, 2016	One-time
19	Proposed State/Federal Legislation	Federal/State Legislation. Discussion and possible recommendations on proposed legislation under to the purview of the Commission	Housing and Community Development	As required	Ongoing
20	Quarterly Housing Reports	Review various reports on housing data (for what purpose, recommendation?)	Housing and Community Development	As required	Ongoing

**Items marked by an asterisk in the Meeting Date column are "time-certain" items that have been noticed for the specific date indicated. All other dates listed are for planning purposes only and may be heard at a different date than that listed on the workplan.*