



SONOMA COUNTY

2025 CITIZEN PARTICIPATION PLAN

Purpose of the Citizen Participation Plan

Pursuant to the U.S. Department of Housing and Urban Development (HUD) regulations set forth in 24 CFR Part 91, jurisdictions receiving housing and community development funds under the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grants (ESG) programs must prepare a Consolidated Plan and Assessment of Fair Housing (AFH). The Consolidated Plan is designed to help local jurisdictions assess their affordable housing and community development needs and market conditions, and make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus the use of CDBG, HOME, and ESG funds from HUD. The Consolidated Plan includes Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER). The AFH enables the County to identify fair housing issues and related contributing factors to achieve comprehensive community development goals and affirmatively further fair housing. Both the Plan and the AFH must include a strategy for resident participation in the planning process.

Jurisdictions receiving housing and community development funds under the CDBG, HOME, and ESG programs are further required to adopt and follow a Citizen Participation Plan (CPP). The purpose of the CPP is to provide a written policy and procedure document that describes the actions to be taken to provide for, and to encourage, community participation in the development of the AFH, Consolidated Plan, Annual Action Plans, and the CAPER as well as any substantial amendments to an adopted Consolidated Plan and Action Plan.

Access to Meetings, Information, and Records

To ensure that community members, public agencies, and other interested parties have the opportunity to review and comment, the public will be provided with reasonable and timely access to meetings, information and records relating to proposed activities, the proposed use of CDBG, HOME, and ESG funds, and the County's use of CDBG, HOME, and ESG assistance during the preceding 5-year period. The Community Development Committee, appointed by the Sonoma County Board of Supervisors as their advisory body for community development activities, regularly meets on the third Wednesday of each month at 10:00 a.m. and will hold special meetings as needed. These are hybrid meetings where members of the public can attend in-person or via teleconference, intended to encourage community participation. The meetings are held at the Sonoma County Community Development Commission office, 141 Stony Circle, Suite 210, Santa Rosa, CA. All members of the public are invited to attend the Committee's meetings to hear and comment on any of the items on the Committee's meeting agenda. In addition, the Committee's regular agenda includes time for the public to make comments on any other community development issues that are not on the meeting agenda. All meetings are noticed as described below and are conducted in accordance with the State of California Ralph M. Brown Act.

Technical Assistance

The Commission will provide technical assistance to any persons or groups interested in developing CDBG, HOME, or ESG funding proposals, including groups that are representative of low- and moderate-income persons and households. Such assistance will include at least one annual prospective applicant session, in-person or via webinar, where Commission staff will provide information and assistance on the funding application process, requirements, priorities, and schedule. Additional technical assistance will be available by individual appointments with Commission staff.

Public Notices

Members of the public are encouraged to participate in the development of the Assessment of Fair Housing, Consolidated Plan and Annual Action Plans, any substantial amendments to an adopted Plan, and the CAPER. Special efforts will be made to encourage participation by persons of low- and moderate-income, particularly those who are: (1) residents of slum and blighted areas, (2) residents of areas in which community development funds are proposed to be used, (3) residents of predominantly low- and moderate-income neighborhoods, (4) residents of any designated neighborhood revitalization

areas, (5) minorities, (6) non-English speaking persons, and (7) persons with disabilities. The Commission will also encourage participation of local and regional institutions, the Continuum of Care, and other organizations, including businesses, developers, nonprofit organizations, philanthropic organizations, and community- and faith-based organizations in the process of developing and implementing the AFH, Consolidated Plan and Annual Action Plans, any substantial amendments to an adopted Plan and the CAPER. Also, in consultation with the Sonoma County Housing Authority (SCHA), the Commission will encourage the participation of residents who are participants in the SCHA's rental assistance programs. Furthermore, the Commission will provide information to the SCHA about Consolidated Plan activities related to housing that is assisted by the SCHA in its area of operation so that the SCHA can make this information available at the annual public hearing required for the Public Housing Agency Plan.

To encourage the participation of low- and moderate-income citizens, the Commission will publish on the County and Commission websites, distribute flyers, and send an email to all interested parties on a distribution list announcing (1) public hearings and other public meetings related to the consolidated planning process, (2) funding availability and applicant technical assistance session, (3) publication of the draft AFH, Consolidated Plan and Annual Action Plans, (4) proposed substantial amendments to an adopted Plan, as defined further below, and (5) publication of the draft CAPER. The notices and flyers will be distributed through community-based organizations and other entities throughout the County that serve low- and moderate-income persons, posted in the lobby of the SCHA, and posted on the CDC's official website. The notices and flyers will be printed in both English and Spanish.

Notices of (1) public hearings and other public meetings related to the consolidated planning process, (2) funding availability and applicant technical assistance session, (3) availability of the draft AFH, Consolidated Plan, Annual Action Plans, (4) proposed substantial amendments to an adopted Plan, and (5) availability of the draft CAPER will also be published in a newspaper circulated locally as well as on the County's and CDC's official website. Additionally, notices will be disseminated directly to interested parties who request to be included on a distribution list maintained for this purpose.

Each public hearing will be noticed at least two weeks prior to the public hearing date. The notice will be in English and Spanish. Notices will include the time, date, location, and weblink to participate in the hearing via teleconference or in-person, as well as a summary of information about the matter to be

discussed. A contact name and telephone number will be included in the notice for interested parties who have questions or requests for special accommodation prior to the hearing.

Information on the amount of CDBG, HOME, and ESG funding available and the range of activities that may be undertaken will be published in a local newspaper and on the Commission's official website prior to the technical assistance session(s) for interested applicants. An estimate of funding to be used for activities that benefit low- and moderate-income persons will be provided at the annual public hearings held by the Sonoma County Community Development Committee and the Cities and Towns Advisory Committee; and will be included in the annual Consolidated Plan Summary.

Publication of Summary of Draft Documents

A summary of the AFH, Consolidated Plan, and annual Action Plan will be published in a newspaper circulated locally and posted on the Commission's official website. The summary will briefly describe the contents and purpose of the Plan and will include a description of any proposed activities in sufficient detail, including location, to allow persons to determine the degree to which they may be affected. All notices will list the locations where a full copy of the draft documents will be available for public review for a period of 30 days, except that the CAPER will be available for a minimum of 15 days. At a minimum, these locations will include the Sonoma County Community Development Commission, the Board of Supervisors' office, and the Central Branch of the Sonoma County Library. The draft documents will also be available for download from the Commission's official website and free copies of the draft documents will be available upon request.

Public Hearings and Meetings

The Commission will hold at least two public hearings annually during different stages of the annual community development planning process to obtain the public's views. A public hearing will be scheduled to consider development of the Consolidated Plan, the Annual Action Plan, and the CAPER.

Public hearings and meetings will be scheduled at times and locations convenient to potential or actual beneficiaries and with accommodation for persons with disabilities. The public hearings and meetings will be held in hybrid format (in-person and via teleconference) at the Sonoma County Community Development Commission office or at the Board of Supervisors' chambers, which are both located in the most heavily populated, central part of Sonoma County. The public meeting and hearing rooms are wheelchair accessible. Public meetings may be held at the Commission office or at the Board of

Supervisors chambers or may be held in other locations throughout the County as may be considered convenient to interested parties. In all cases, selected locations will be wheelchair accessible. Special accommodations for persons with visual or hearing impairments will be made upon request.

In cases where a significant number of non-English speaking residents are expected to attend a public hearing or meeting, the Commission will provide an interpreter. Several Commission staff members are fluent in Spanish and may provide Spanish interpretation. If other non-English speaking residents are expected, the Commission will seek interpreters from appropriate service organizations to assist such persons.

Public Comments

The views of the public, public agencies, and other interested parties will be considered before the Commission submits the AFH, the 5-year Consolidated Plan, the annual Action Plan, any substantial amendments to an adopted Plan and the CAPER to HUD. Public comments may be presented orally at public hearings and meetings or may be submitted in writing to the Commission. Following publication of the draft AFH, Consolidated Plan, or Action Plan and any substantial amendments to an adopted AFH, Consolidated Plan, or Action Plan, the public will be given at least 30 days to submit comments. Following publication of the draft CAPER, the public will be given at least 15 days to submit written comments. A summary of all oral comments and full copies of all written comments received, including comments not accepted and the reasons they were not accepted, will be attached to the AFH, Consolidated Plan, Action Plan, the substantial amendment or the CAPER, as applicable. At a public meeting following the 30-day comment period for the AFH, Consolidated or Action Plan, or any substantial amendment, the Sonoma County Board of Supervisors will review and consider all written and oral comments received prior to approval of the Plan or amendment. The Board may elect to modify the AFH, Plan or substantial amendment prior to adoption and submission to HUD.

Availability of Final Documents

The adopted AFH, Consolidated Plan, Action Plan, approved substantial amendments and the CAPER will be made available to the public on the Commission's official website. Free copies of the documents will be provided to interested persons upon request. The documents will also be made available in a form accessible to persons with disabilities. Persons may request a copy of the documents by contacting the Sonoma County Community Development Commission office.

Consolidated Plan, Action Plan Amendments, and AFH Revisions

Substantial amendments to the Consolidated Plan and Action Plan and revisions to the AFH may occur when a material change occurs which impacts the circumstances in the County that would cause alterations to the AFH, Consolidated or Action Plan analyses. This may include, but is not limited to, declared disasters, significant demographic changes, civil rights findings or other new significant contributing factors. The County may also receive a written notification from HUD specifying the requirement of a material change.

A substantial amendment of the Consolidated Plan or Action Plan is defined as:

- 1) A new eligible activity proposed that was not included in the Action Plan;
- 2) A change in use of CDBG, HOME, or ESG funds from one eligible activity to another; or
- 3) A change in the amount of CDBG, HOME, or ESG funds allocated to an eligible activity if the change exceeds 25% of the amount of CDBG, HOME, or ESG funds previously allocated to that activity as evidenced by the activity's designation as either a "funded" or a "contingency" project in an approved and adopted Action Plan.

A minor amendment to an adopted or approved Plan is one that does not alter the integrity, intention, and or substantially changes the outcome of the Plan and additionally, does not meet the definition of a substantial amendment as defined above. A minor amendment will be prepared administratively by Commission staff.

Criteria for revision to the AFH:

A material change that affects the information on which the AFH is based on to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances.

Displacement

The Sonoma County Anti-Displacement and Relocation Assistance Plan, amended October 2002, details the County's plans for minimizing displacement of persons as a result of CDBG, HOME, and ESG assisted activities. It provides a guideline for assistance to persons who are displaced as a result of such activities. Copies of the Anti-Displacement and Relocation Assistance Plan are available on the Commission's official website and will be made available to the public at the annual public hearings held by the Community Development Committee and Cities and Towns Advisory Committee.

Response to Complaints

The Commission will provide a timely, substantive written answer to every written complaint made by the public relating to the AFH, Consolidated Plan, Action Plan, substantial amendments to a Plan and the CAPER, where practicable, within 15 working days.

Public Review of the Citizen Participation Plan

This Citizen Participation Plan was made available for a 30-day public review period prior to adoption, in accordance with the Consolidated Plan public notice, public hearing and public comment procedures described herein. Any substantial amendments to this Citizen Participation Plan will be made available for public review and comment through the same process prior to adoption. This Citizen Participation Plan will be available on the Commission's official website. Copies will also be made available at no charge and will be made available in a format accessible to persons with disabilities, upon request. Interested community members may call or e-mail the Community Development Commission at 707-565-7501 or at CDC-8130-Public-Comment@sonoma-county.org to request a copy of this Plan.