

**Alameda County HOME Consortium
Action Plan
FY 2006**

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Summary of Action Plan Development Process

INTRODUCTION

Federal regulations mandate that jurisdictions receiving funds from federal housing programs prepare an Action Plan which consolidates into a single submission the planning and application aspects of the following federal programs: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Opportunities for People with AIDS (HOPWA), and the Emergency Shelter Grant (ESG).

Alameda County Housing and Community Development Department (HCD) is the lead agency for the Alameda County HOME Consortium, which includes the cities of Alameda, Fremont, Hayward, Livermore, Pleasanton, San Leandro, and Union City, and the Urban County, which includes the cities of Albany, Dublin, Emeryville, Newark, and Piedmont, and the unincorporated areas of the County. The HOME Consortium (referred to as the Consortium in this document) has adopted a five-year consolidated planning cycle starting July 1, 2005 through June 30, 2010 and has produced this Action Plan for the second year of that cycle.

This Action Plan has been prepared for all jurisdictions in the Consortium. Alameda County's Housing and Community Development Department (HCD) coordinated the process with the assistance of community development and planning staff from each of the Consortium's jurisdictions.

The HOME Program provides flexible funding to states and local governments for affordable housing programs for low income households. HOME funds can be used to acquire, rehabilitate, finance, and construct affordable rental or ownership housing, provide tenant-based rental assistance, or provide operating expenses of community housing development organizations. HOME-assisted housing must be permanent or transitional.

The HOME Consortium receives an annual allocation of HOME funds which is divided among the eight CDBG-entitlement jurisdictions (Alameda, Fremont, Hayward, Livermore, Pleasanton, San Leandro, Union City, and the Urban County). In addition, as mandated by HUD, 15% of the annual allocation is set aside for Community Housing Development Organizations (CHDOs). CHDOs are locally-based nonprofit organizations which provide housing that is affordable to lower income persons. CHDO projects can be developed, rehabilitated or managed. CHDOs must maintain at least one-third of their governing board's memberships from residents of low income neighborhoods, low income residents, or elected representatives of low income neighborhood organizations. Alameda County HCD administers Urban County and CHDO projects, while the remaining Consortium jurisdictions administer their allocations with monitoring oversight by Alameda County HCD.

The Action Plan is an important document for the HOME Consortium. Built on interagency coordination, consultation, and public participation, the Action Plan focuses attention on housing and community development needs and resources available to meet these needs.

The FY06 Action Plan was prepared through consultation with other public and private entities. The HOME Consortium Technical Advisory Committee, composed of staff from all jurisdictions in the HOME Consortium, met bi-monthly to provide policy input into the Action Plan planning

process. The Alameda County Lead Poisoning Prevention Program provided valuable information on the number of households at risk of lead poisoning, and the programs currently operating or planned to mitigate lead-based paint hazards. The three public housing authorities operating in the HOME Consortium (City of Alameda, City of Livermore, and Alameda County (including the City of Dublin)) were consulted to obtain current data on Public Housing and Section 8 housing needs, public housing improvements, and other activities.

CITIZEN PARTICIPATION PROCESS

Community participation is a very important part of the Action Plan development process. A pre-draft public hearing on the Action Plan took place on January 10, 2006 at the Housing and Community Development Advisory Committee's meeting to present an overview of the Action Plan, and review and solicit input on the housing and community development needs in the HOME Consortium. The Housing and Community Development Advisory Committee is composed of citizens who have been appointed by a member of the Alameda County Board of Supervisors, live in the County and have an interest in community development. The meeting was held in the evening to allow working people to attend and participate. No comments were received at this meeting.

The 30-day public comment for the Action Plan required by HUD, will take place from March 27, 2006 through April 25, 2006. A public hearing will be held on April 6, 2006 to take comments on the draft HOME Consortium Consolidated Plan. This meeting will be held at the County's Community and Housing Development office in Hayward. Public Notices are placed in all Alameda Newspaper Group (ANG) newspapers in Alameda County (Alameda Times Star, Oakland Tribune, Hayward Daily Review, Fremont Argus and the Tri-Valley Herald). The notice includes provisions for how the disabled can access the meeting along with a detailed description of what is included in the Consolidated Plan. At the public hearing, the hearing is listed and noticed as a hearing in the agenda. A sign-in sheet is circulated for attendance. HCD staff present the staff report regarding the Action Plan. Committee members ask questions of staff, the public is then asked to make comments. Any comments are recorded in the meeting and are also listed below.

The draft Action Plan is then distributed to all the cities and main library branches in Alameda County, HUD, and any interested citizens, organizations, or agencies. Once the Action Plan is adopted, it is available along with any substantial amendments (if necessary) and the annual performance reports to the general public. Distribution is the same as mentioned above as well as any requests made to HCD for a copy of the Action Plan. Materials are also available in alternate formats upon request.

In addition, the public will also have an opportunity to comment on the HOME Consortium's Consolidated Evaluation and Annual Performance Reports (CAPER). The CAPER is due to HUD on September 29, 2006. The HOME Consortium will hold a 15-day public comment period during the beginning part of September 2006.

Citizen Complaint Process

The Alameda County Housing and Community Development Department used the Community Development Block Grant guidelines to develop the following process. This process applies to all HUD-funded programs administered by the Alameda County Housing and Community

Development Department (HCD).

All aspects of programs administered by HCD are conducted with freedom of access for all interested persons. Citizens are encouraged to be involved in the development of programs offered by HCD including recommending program policies and funding, the five year Consolidated Plan, Annual Action Plan, Substantial Amendments to the Consolidated/Action Plans, Consolidated Annual Performance and Evaluation Report, and the Citizen Participation Plan.

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Citizens have an opportunity to register complaints by letter, telephone or in person directly to HCD. Citizens are encouraged to initially register complaints by telephone, directly to the HCD staff involved in the relevant program, since oftentimes complaints can be resolved satisfactorily at this level. HCD staff will investigate complaints and respond as quickly as possible. HCD staff will respond in writing to all written citizen complaints within fifteen (15) working days of their receipt, where practical.

Any citizen not satisfied by the response of HCD staff, may request further review of their complaint by writing the Alameda County Housing Director. The Housing Director will respond in writing to all written complaints with thirty (30) working days of their receipt, where practical. The Housing Director will consult with and inform the applicable Urban County Technical Advisory Committee representative(s), HOME Consortium Technical Advisory Committee representative(s), and the Housing and Community Development Advisory Committee member(s) as appropriate. If not satisfied at this level, citizens may request further review by the Alameda County Community Development Agency Director.

Citizens may also file complaints directly to the U.S. Department of Housing and Urban Development (HUD). Per HUD procedures, HUD will forward the complaint to the Chief Executive Officer of Alameda County. A copy of the letter accompanying the complaint will be sent to complainant. The Chief Executive Officer has fifteen (15) working days from the date of the HUD letter to respond directly to the complainant and must forward a copy of the response to HUD for their further review.

All documentation including final disposition of the complaint will be retained by HCD for a period of no less than three years from the date of disposition.

PUBLIC COMMENTS

Public comments may be presented at the public hearing or in writing to Alameda County HCD. No public comments have been received at the time of printing of this document. Please also see individual jurisdiction's Action Plan for comments from public hearings held for that jurisdiction.