

# Citizen and Community Participation Plan

The City of San Diego (City) is an entitlement jurisdiction and, as such, receives entitlement grant funding from the U.S. Department of Housing and Urban Development (HUD).

The federal entitlement grant funds include:

- HOME Investment Partnerships Program (HOME);
- Housing Opportunities for Persons with AIDS (HOPWA);
- Emergency Solutions Grant (ESG); and
- Community Development Block Grants (CDBG).

As an entitlement jurisdiction, the City is required to prepare:

- A Five-Year Consolidated Plan (Con Plan);
- A Consolidated Annual Action Plan (AAP);
- A Consolidated Annual Performance and Evaluation Report (CAPER); and
- An Assessment of Fair Housing (AFH)

As required by The Housing and Urban Development (HUD) Code of Federal Regulations (CFR) for the Consolidated Plan (24 CFR Part 91 Sec. 91.105), the City must adopt a Citizen Participation Plan (CPP) setting forth the City's policies and procedures for citizen participation. This CPP establishes standards for the City to provide for and encourage citizens and entitlement grant beneficiaries to participate in the planning, execution, and evaluation of the Con Plan, the AAPs, and the CAPERs.

In addition, HUD Final Regulations for the Assessment of Fair Housing (AFH) requires the City to adopt a Community Participation Plan (CoPP) setting forth the City's policies and procedures for the solicitation of views and recommendations from members of the community and other interested parties, consideration of the views and recommendations received, and incorporation of such views and recommendations into decisions and outcomes (24 CFR §5.152). Generally speaking, the CoPP policies and procedures mirror those of the CPP, with the addition of requirements regarding HUD-provided data and other supplemental information and required consultation with other public and private agencies.

This Citizen and Community Participation Plan serves to meet the federal requirements described above concurrently.

## DEFINITIONS

### **Amendment, Substantial:**

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

- Increases or decreases by 25% the amount allocated to a category of funding within the City’s entitlement grant programs (as listed below); or

| CDBG                 | ESG                                     | HOME                           | HOPWA   |
|----------------------|---|--------------------------------|---|
| Administration       | Administration                          | Administration                 | Administration  |
| Capital Improvements | Street Outreach/Shelters                | Homebuyer Assistance           | Tenant based rental assistance                                      |
| Economic Development | Rapid Re-housing                        | Rental Housing                 | Short-term rent, mortgage, security deposit, and utility assistance |
| Public Services      | Homeless Management Information Systems | Owner-occupied Rehab           | Information/support services  |
|                      |   | Tenant-Based Rental Assistance |   |

- Makes a significant change to an activity’s proposed beneficiaries or persons served; or
- Funds a new activity not previously described in the AAP.

A change to the previously adopted AFH:

- Resulting from a material change in circumstances in the City of San Diego affecting the information on which the AFH was based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances (for instance, a significant change that impacts the City’s ability to carry out the AFH, such as new significant contributing factors, civil rights findings, a substantial change in demographics used, a Presidentially declared disaster, etc.); or
- Resulting from a written notification provided by HUD identifying a material change that HUD believes warrants revisions to the AFH.

**Amendment, Minor:**

A change to a previously adopted Five-Year Con Plan or AAP that does not meet the thresholds to qualify as a Substantial Amendment. A minor amendment may include 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 to the City.

A change to a previously adopted AFH that does not meet the thresholds to qualify as a Substantial Amendment and does not require revisions to the previously identified fair housing contributing factors or to the previously stated priorities and goals of the AFH.

**Annual Action Plan (AAP):** The AAP describes the activities to be undertaken in the upcoming Fiscal Year (FY) that meet the goals in the approved Con Plan and utilize the annual funding provided to the City by HUD.

**Assessment of Fair Housing (AFH):** The AFH is an analysis of fair housing issues in a program participant's jurisdiction and region that results in goals the program participant sets forth to achieve over its coming planning cycle. The AFH replaces the previously required Analysis of Impediments to Fair Housing Choice (AI).

**Citizen Participation Plan (CPP):** The CCP provides standards by which citizens and entitlement grant beneficiaries are encouraged to participate in the development, planning, execution, and evaluation of the Con Plan, any Substantial Amendments to the Con Plan, the AAPs, and the CAPERs.

**Community Development Block Grant (CDBG):** The CDBG program provides communities with resources to address a wide range of housing and community development needs that benefit very low- and low- income persons through decent housing, suitable living environments, and expanded economic opportunities.

**Community Participation Plan (CoPP):** The CoPP provides standards by which citizens, consultants, entitlement grant beneficiaries, and other interested parties are solicited to provide views and recommendations in the development, planning, recommendations, execution, and evaluation of the AFH.

**Consolidated Annual Performance and Evaluation Report (CAPER):** HUD requires the City to prepare a CAPER at the end of each fiscal year. The CAPER assesses the City's annual achievements relative to the goals in the Con Plan and the proposed activities in the AAP.

**Consultation:** The City will engage and/or request comments from other public and private agencies that engage directly in providing assisted housing, health services, fair housing services and enforcement, and social services, including those focusing on services to children, elderly person, persons with disabilities, person with HIV/AIDS and their families, and homeless persons, when completing the AFH.

**Department of Housing and Urban Development (HUD):** HUD is the government agency that creates and manages programs pertaining to federal home ownership, affordable housing, fair housing, homelessness, and community and housing development.

**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:** Activities that are allowable uses of the four federal funds (CDBG, ESG, HOME, and HOPWA) covered by the CPP as defined in the Code of Federal Regulations Title 24 for the Department of Housing and Urban Development.

**Emergency Solutions Grant (ESG):** The ESG program provides resources to assist individuals and families in quickly regaining stability in permanent housing after experiencing a housing crisis or homelessness.

**Five-Year Consolidated Plan (Con Plan):** HUD requires entitlement jurisdictions to prepare a Con Plan every five years. The Con Plan identifies housing, economic, and community development needs and prioritizes funding to meet those needs.

**HOME Investment Partnerships Program (HOME):** HOME is designed exclusively to create affordable housing for low-income households. Activities include those that build, buy, and/or rehabilitate affordable rental or homeownership housing, or provide direct rental assistance to low-income people.

**Housing Opportunities for Persons with AIDS (HOPWA):** HOPWA provides housing assistance and related supportive services to low-income persons medically diagnosed with HIV/AIDS and their families.

**Low to Moderate Income (LMI):** LMI is 0–80% of Area Median Income (AMI) for a jurisdiction as defined annually by HUD. In addition, this includes those individuals presumed by HUD to be principally LMI (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

**Public Hearing:** Public hearings provide the public, specifically LMI individuals and families, to make public testimony or comment. Public hearings are to be advertised in local newspapers and made accessible to persons who do not speak English or who have a disability.

## **ROLE, RESPONSIBILITIES, AND CONTACT INFORMATION**

The City of San Diego is the recipient of all the federal entitlement grant funds listed above. Through contractual arrangements with the City, the San Diego Housing Commission is the sub-recipient for the ESG and HOME programs and the County of San Diego is the sub-recipient for the HOPWA program.

### **San Diego City Council**

The San Diego City Council is the elected legislative body governing the City of San Diego. It is responsible for approving the City's 5-Year Con Plan, the AAPs, amendments to the plans, the CAPER, and the AFH prior to the submission of those approved documents to HUD.

City Council meetings are generally held each Monday beginning at 2:00 p.m. and each Tuesday beginning at 10:00 a.m. and, occasionally, held in the evening. The meetings are held at the City of San Diego – City Hall, Council Chambers at 202 'C' Street, 12<sup>th</sup> Floor, San Diego, CA 92101. All City Council meetings are held in facilities that are accessible to persons with disabilities.

### **Consolidated Plan Advisory Board**

The Consolidated Plan Advisory Board (CPAB) was established by the City Council via Ordinance No. O-19963 (codified in Sections 26.2101–26.2113 of the Municipal Code) to provide advice and recommendations on all policy issues relating to the federal entitlement grant programs discussed in the City's 5-Year Con Plan. The nine (9) CPAB members are appointed by the Mayor and confirmed by the San Diego City Council.

CPAB meetings are generally held the second Wednesday of each month beginning at 9:00 a.m. The meetings are generally held at the City of San Diego Community Concourse, North Terrace Rooms 207-208, 202 'C' Street, San Diego, CA 92101. All CPAB meetings are held in facilities that are accessible to persons with disabilities.

### **San Diego Housing Commission**

The San Diego Housing Commission (SDHC) is the City of San Diego’s public housing authority. Through contractual arrangements with the City, the SDHC administers the HOME and ESG programs on behalf of the City. The SDHC Board of Commissioners is composed of seven members, each appointed by the Mayor and confirmed by the City Council. The Board reviews proposed changes to housing policy, property acquisitions, and other financial commitments.

The SDHC Board meetings are generally held on a monthly basis and are public noticed. The meetings are generally held at the offices of the SDHC, Smart Corner, 1122 Broadway, 4<sup>th</sup> Floor Conference Room, San Diego, CA 92101. All SDHC Board meetings are held in facilities that are accessible to persons with disabilities.

### **County of San Diego**

Through a contractual arrangement with the City, the County of San Diego administers the HOPWA program on the City’s behalf. The five (5) County of San Diego Board of Supervisors are elected to office, with the County’s Housing and Community Development (HCD) Department serving as the point of contact for the HOPWA program.

The planning process for the HOPWA Program encourages community participation and input through consumer and provider surveys, focus groups and one-to-one interviews. The community also has the opportunity to participate through the HIV Housing Committee, where serves as an advisory body to HCD. The HIV Housing Committee meetings are generally held on the first Wednesday of every other month, beginning at 10:00 a.m. The meetings are held at 3851 Rosecrans, San Diego, CA 92110. All HIV Housing Committee meetings are held in facilities that are accessible to persons with disabilities.

The General Contact Information for the City of San Diego’s HUD Entitlement Programs is:

City of San Diego  
Economic Development Department  
Community Development Division  
1200 Third Avenue, Suite 1400, MS 56D  
San Diego, CA 92101  
(619) 236-6700  
[CDBG@sandiego.gov](mailto:CDBG@sandiego.gov)  
[www.sandiego.gov/CDBG](http://www.sandiego.gov/CDBG)

## **CITIZEN PARTICIPATION POLICIES**

### **Availability of Draft and Approved Documents**

The draft and final versions of the Con Plan, AAP, CAPER, AFH, and all related amendments will be available online at the City’s Economic Development Department website at [www.sandiego.gov](http://www.sandiego.gov). Hard copies of all documents will be available at the City of San Diego, 1200 Third Avenue, Suite 1400, San Diego, CA 92101 on the 14<sup>th</sup> Floor. Hard copies may also be obtained by contacting the Community Development Division office at (619) 236-6700 or [CDBG@sandiego.gov](mailto:CDBG@sandiego.gov).

The draft Con Plan, draft AAP, draft AFH, and draft Substantial Amendments will be made available for public review and comment for a minimum of 30 calendar days prior to their submission to HUD. The draft CAPER will be available for public review and comment for a minimum of 15 calendar days prior to its final submission to HUD. Previously approved plans and amendments will be available to residents, public agencies, and other interested parties.

## **PUBLIC HEARINGS**

The City will hold a minimum of three (3) public hearings for the Con Plan and AFH and a minimum of two (2) public hearings for the AAP, CAPER, Substantial Amendments, and amendments to the CPP/CoPP.

The Con Plan and AFH hearings will include at a minimum:

- At least one (1) hearing before the CPAB;
- At least one (1) hearing before the San Diego City Council's Public Safety and Livable Neighborhoods Committee; and
- At least one (1) hearing before the City Council prior to adoption.

The AAP, CAPER, Substantial Amendments, and amendments to the CPP/CoPP hearings will include at a minimum:

- At least one (1) hearing before the CPAB; and
- At least one (1) hearing before the City Council prior to adoption

Public hearings will be held at accessible locations within the City. Listening devices, interpretation services, and other assistance to disabled persons or those with limited English proficiency will be provided upon request, with at least three (3) business days prior notification to the City Clerk.

## **NOTICE OF HEARINGS AND REVIEW PERIODS**

A public review period of not less than thirty (30) calendar days will be provided for each Con Plan, AAP, AFH, and Substantial Amendment to enable the public to provide comments prior to submission of the approved document to HUD.

The City will establish a public review period of not less than fifteen (15) calendar days for each CAPER to allow for public comments prior to submission of the approved document to HUD.

The City will provide residents, public agencies and other interested parties with notice of their opportunity to comment via email, U.S. mail, or in person at public hearings on the Con Plan, AAP, CAPER, Substantial Amendments, and CPP/CoPP.

To ensure that all residents, including minorities, persons with limited English proficiency, persons with disabilities, residents of public housing, and LMI residents are able to participate in the public review process, the City will provide the following:

- Notice of applicable public review period and public hearings using an email distribution list maintained by the City for those parties expressing interest in receiving information and updates related to the City's 5-Year Con Plan, AAP, CAPER, AFH, Substantial Amendments, and CPP/CoPP. To be added to this email distribution list, please submit a request to: [CDBG@sandiego.gov](mailto:CDBG@sandiego.gov).
- Notices via a wide variety of distribution services, such as email, websites, social media, and newspaper postings.
- Public notices will announce the availability of relevant draft documents for public review and will include an introduction of the document, its contents, and purpose. The notices will describe how to obtain a copy of the document for review and clearly list all scheduled hearings with dates, times and locations. The notices will include information on how to access staff report and related documents online and list locations where hard copies will be available.
- Notices of the availability of draft documents and the review periods will be distributed, published, and posted on the Economic Development Department's website at [www.sandiego.gov](http://www.sandiego.gov). Notices will be distributed and published at least fourteen (14) calendar days before the final public hearing and will include information regarding how to request accommodation and services available for persons with disabilities who wish to attend the public hearings.
- Newspaper postings of the notices for the Con Plan, AAP, CAPER, AFH, Substantial Amendments, and amendments to the CPP/CoPP will be provided in the San Diego Daily Transcript and in at least two additional local ethnic newspapers for at least one day.
- Notices will be sent to an email distribution list maintained by the Economic Development Department. Members of the public may be added to this distribution list by contacting the HUD Grants Program Administration office at (619) 236-6700 or [CDBG@sandiego.gov](mailto:CDBG@sandiego.gov). Although the City will prioritize the use of email to distribute the public notices to residents, it will continue to send hard copies via U.S. Postal Service to residents with no email access, upon request.

It has been the practice of the City to combine notices complying with several individual requirements into one document for dissemination and publication. The City is receptive to suggestions for ways to improve its process for notifying the public of hearing and the availability of draft documents for public review.

The City will consider comments and views expressed by residents, public agencies, and other interested parties either in writing or orally at public meetings. In each 5-Year Con Plan, AAP, CAPER, AFH, Substantial Amendment, or CPP/CoPP submitted to HUD, the City will provide as an attachment all written communications received and a summary of each oral comment during the applicable 30-day or 15-day public review period; 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.

## **NOTICE OF HEARINGS – MINOR AMENDMENTS**

Minor amendments to the Con Plan or AAP require no public notifications, public hearings, and public body approvals as specified in this CPP/CoPP. However, the City's Municipal Code may dictate that minor amendments need to adhere to noticing and/or public approvals outside the scope of this CPP/CoPP. In those cases, posting of recommended minor amendments on the agenda websites for the City Council (at least 72 hours prior to the meeting) will constitute adequate notice to the public for the purposes of this CPP/CoPP.

## **DISPLACEMENT POLICY**

As part of the CPP/CoPP, 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 relocations issues when they provide minor additions to existing dwellings in order 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 Con Plans, including records or documents over the previous Con Plans, CPPs/CoPPs, the current Con Plan, AAP, CAPERs, AFHs, and program regulations will be posted on the Economic Development Department's website at [www.sandiego.gov](http://www.sandiego.gov) and will be made available for citizen review during normal working hours at the City of San Diego, 1200 Third Avenue Suite 1400, San Diego, CA 92101, and upon written or oral request addressed to the Community Development Division at (619) 236-6700 or [CDBG@sandiego.gov](mailto:CDBG@sandiego.gov). 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) calendar days from the receipt of the request. These documents are also posted on City's Economic Development Department website at [www.sandiego.gov](http://www.sandiego.gov).

## **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 Con 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. “Technical assistance,” as used here, does not include the provision of funds to groups requesting such assistance.

Assistance will also be provided by the City’s Economic Development 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.

### **COMMUNITY PARTICIPATION POLICIES**

The Community Participation Policies are designed to provide reasonable opportunities for Citizens, consultants, entitlement grant beneficiaries, and other interested parties to be involved in the development of the AFH and incorporate the AFH information into the Con Plan and other related planning documents.

The Community Participation Policies are used in addition to the Citizen Participation Policies when developing the AFH plan.

### **ASSESSMENT OF FAIR HOUSING (AFH) DATA**

As part of the AFH, the City will gather and analyze historical and existing fair housing conditions data that pertain to determining the goals required to affirmatively further fair housing that will be used in the development of the Consolidated Plan. The City shall make available to the public, residents, public agencies, and other interested parties any HUD-provided data and other supplemental information the City plans to incorporate into the AFH at the start of the public participation process (or as soon as feasible thereafter). The City may make the HUD-provided data available to the public by cross-referencing to the data on HUD’s website.

### **AFH-ASSOCIATED CONSULTATION**

The City will consult with other public and private agencies that provide assisted housing, health services, and social services, including those persons with HIV/AIDS and their families, and homeless persons. In addition to community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws, when preparing the AFH, the City will also consult with public housing authorities (PHAs) operating in the region. The consultation process will include regional government agencies in addition to adjacent jurisdictions and the County of San Diego.

The AFH Community Participation Policies also incorporate the Citizen Participation Policies included in the following sections: Availability of Draft and Approved Documents; Public Hearings; Notice of Hearings and Review Periods, including Minor Amendments; and Availability of and Access to Records.

### **COMMENTS/COMPLAINTS**

Comments or complaints from residents, public agencies, and other interested parties regarding the Con Plan, AAP, CAPER, AFH, or related amendments and performance reports may be submitted in writing to the Economic Development Department at: City of San Diego, 1200 Third Avenue, Suite

1400, MS 56D, San Diego, CA 92101. Written comments or complaints will be referred to appropriate City staff for consideration and response. The City will provide substantive, written responses to all comments or complaints within fifteen (15) business days of receipt.

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