

**CONSOLIDATED PLAN ADVISORY BOARD (CPAB)  
MINUTES**

WEDNESDAY, MAY 10, 2017

SAN DIEGO CIVIC CONCOURSE – NORTH TERRACE ROOMS 207–208  
202 ‘C’ STREET, SAN DIEGO, CA 92101

| <b>BOARD MEMBERS PRESENT</b>  | <b>BOARD MEMBERS ABSENT</b>  |
|---|--|
| <ul style="list-style-type: none"> <li>• Sara Berns, Council District 2 (late)</li> <li>• Vicki Granowitz, Council District 3</li> <li>• Ken Malbrough, Council District 4</li> <li>• Gary Wong, Council District 6</li> <li>• Richard Thesing, Council District 7</li> <li>• Claudia Dunaway, Council District 8</li> <li>• Peter Dennehy, Council District 9</li> </ul> | <ul style="list-style-type: none"> <li>• Joe LaCava, Council District 1</li> <li>• VACANT, Council District 5</li> </ul> |

| <b>STAFF PRESENT</b>  | <b>ATTENDANCE SHEET</b>                     |
|---|---|
| <ul style="list-style-type: none"> <li>• Michele Marano, Community Development Coordinator</li> <li>• Ulysses Panganiban, Community Development Specialist</li> <li>• Leo Alarcon, Community Development Project Manager</li> </ul> | <p>4 people signed the attendance sheet</p> |

**Call to Order**

Ms. Vicki Granowitz called the meeting to order at 9:00 a.m. with six board members present. Quorum was achieved at the same time.

**Approval of Minutes**

Ms. Granowitz called for a motion to approve the April 18, 2017 meeting minutes. Mr. Ken Malbrough moved to approve the minutes. The motion was seconded by Mr. Peter Dennehy. The minutes were then approved 6–0.

**Board Announcements**

There were no Board announcements.

## Staff Announcements

- Mr. Panganiban mentioned that the City hosted a Fair Housing Training on April 21, 2017, for 69 housing providers at the Central Library.
- Mr. Panganiban stated that on April 25, 2017, the City Council approved the Draft FY 2018 Annual Action Plan and Second Substantial Amendment to the Fiscal Year (FY) 2015–2019 Consolidated Plan. The Council actions included approval of the FY 2018 CDBG projects recommended for funding by the CPAB. The City must await the final allocations from the Department of Housing and Urban Development (HUD) before officially submitting the documents.
- Mr. Panganiban stated that staff in the months of May and June will be working with organizations awarded FY 2018 CDBG funding to execute contracts to begin on July 1.
- Mr. Panganiban stated that staff released a survey to FY 2018 Request for Qualifications and Request for Proposals applicants to solicit their feedback on the process and recommendations for improvements for FY 2019.

## Non-Agenda Public Comment

- There were no non-agenda public comments.

## Agenda Item(s)

### Action Items 6a & 6b:

#### ***Creation of Ad Hoc Committees for the FY 2019 Scoring Criteria & Proposed CDBG Performance Management and Cash Management Recommendations***

Ms. Michele Marano presented the possibility of creating ad hoc committees to address updates to the FY 2019 scoring criteria and CDBG performance management and cash management recommendations. *Please see attached handout for more information.*

Ms. Granowitz called for a motion to create three ad hoc committees (two groups for the scoring criteria comprised of four members each, and one group comprised of members for the performance and cash management recommendations). Mr. Rich Thesing moved to create the ad hoc committees, and the motion was seconded by Mr. Malbrough. The motion was approved 7–0.

*Note: After the meeting was completed, the ad hoc committees were established with the following members:*

#### *Scoring Criteria Group 1:*

- *Vicki Granowitz, Peter Dennehy, Joe LaCava, Gary Wong*

*Scoring Criteria Group 2:*

- *Vicki Granowitz, Rich Thesing, Claudia Dunaway, Sara Berns*

*Performance and Cash Management:*

- *Vicki Granowitz, Ken Malbrough, Joe LaCava, Rich Thesing (Session 1)*
- *Vicki Granowitz, Ken Malbrough, Rich Thesing, Claudia Dunaway (Session 2)*

Discussion Item 7a:

***Fiscal Year 2018 CDBG Application Process Review***

Mr. Leo Alarcon provided a brief overview of FY 2018 CDBG Application Process. *Please see attached handout for more information.*

*Public Comment:*

*Mr. Daniel Hernandez, representing San Ysidro Health Center, stated that the larger organizations should collaborate with smaller ones with smaller capacity.*

*Keryna Johnson, representing Councilmember Gomez, thanked the CPAB for all their contributions.*

Discussion Item 7b:

***Proposed Revisions to Citizen Participation Plan***

Ms. Lydia Goularte provided a brief overview of the updates to the Citizen Participation Plan in relation to requirements outlined by HUD's Affirmatively Furthering Fair Housing (AFFH) Rule. *Please see attached handout for more information.*

Adjournment

- Meeting adjourned at 10:00 a.m.

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## FY 2019 Scoring Criteria – Ad Hoc Committees

Consolidated Plan Advisory Board  
May 10, 2017



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### FY 2019 Scoring Criteria: Input and Feedback

- During the RFQ/RFP process
  - Geo Targeting
  - Promise Zone
  - Performance Measures
  - Structure of the RFP in ED Grants
  - Consideration for smaller organizations
  
- During CPAB meeting discussion today

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### Ad Hoc Committee(s) – Scoring Criteria

- Ad Hoc Committees may be formed by CPAB chair, if deemed necessary
- May not consist of a majority of CPAB members
- Currently – eight (8) seated CPAB members

**Ad Hoc 1**

Up to 4 CPAB members

**Ad Hoc 2**

If there is interest  
Up to 4 CPAB members

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### Tentative Schedule

|                                    |                  |
|------------------------------------|------------------|
| Ad Hoc Meetings                    | June – July 2017 |
| Introduce Proposed Changes to CPAB | August 2017      |
| CPAB Recommendation                | September 2017   |

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## Economic Development

# Proposed Performance and Cash Management Recommendations – Ad Hoc Committees

Consolidated Plan Advisory Board  
May 10, 2017



## Economic Development

### Performance and Cash Management - Concepts

- Performance Management
  - Current performance report cards
  - Periodic progress check during contract term
  - Spending schedules and outcome targets
  - Corrective action plans – funds at risk
  
- Cash Management
  - Reprogramming of dormant cash balances
  - Threshold based upon IDIS cash balance
  - Supplemental NOFA/RFPs for unobligated or reprogrammed fund balances

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### Ad Hoc Committee(s) – Performance and Cash Management

- Ad Hoc Committees may be formed by CPAB chair, if deemed necessary
- May not consist of a majority of CPAB members
- Currently – eight (8) seated CPAB members

Ad Hoc 1  
Up to 4 CPAB members

Ad Hoc 2  
If there is interest  
Up to 4 CPAB members

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### Tentative Schedule

|                             |                |
|-----------------------------|----------------|
| Ad Hoc Meetings             | June 2017      |
| CPAB Recommendation         | July 12, 2017  |
| PSLN                        | July 19, 2017  |
| City Council Recommendation | August 1, 2017 |

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# Economic Development Department

## Applicant & CPAB FY 2018 Community Development Block Grant (CDBG) Application Process Review




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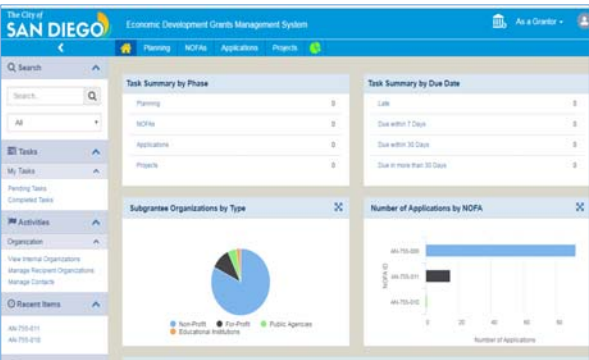
## NEW in FY 2018

- RFQ: Seamless Docs

- Salesforce ED Grants System



The screenshot shows a web form titled 'The City of SAN DIEGO Fiscal Year 2018 Community Development Block Grant Request for Qualifications (RFQ)'. It includes sections for 'Applicant Organization: General Information', 'Head of Agency Contact Information', and 'RFQ Contact Information'. The form contains various input fields for name, address, phone, and email.



The screenshot shows the 'The City of SAN DIEGO Economic Development Grants Management System' dashboard. It features a search bar, navigation tabs for Planning, NOFA, Applications, and Projects, and several data visualization widgets. These include 'Task Summary by Phase' (Planning, NOFA, Applications, Projects), 'Task Summary by Due Date' (Less than 7 Days, Due within 7 Days, Due within 30 Days, Due in more than 30 Days), 'Subgrantee Organizations by Type' (a pie chart showing Non-Profit, For-Profit, and Public Agencies), and 'Number of Applications by NOFA' (a bar chart showing the number of applications for different NOFA numbers).

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## NEW in FY 2018

- Reinvestment Initiative
- Challenge Grant Category
- Sustainability Category

### INVESTMENT PERIOD (FY18) TOTAL OF FUNDS AVAILABLE (\$17,156,000)

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**Project CHOP**

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## NEW in FY 2018

- Performance Indicator Report Cards

- Geographic Targeting

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### FY 2018 RFQ/RFP Process - Summary

| RFQ  | RFP   | CPAB   |
|--|---|--|
| <ul style="list-style-type: none"> <li>• <b>70</b> organizations deemed qualified</li> </ul> | <ul style="list-style-type: none"> <li>• <b>76</b> applications submitted by <b>54</b> unique applicants</li> </ul> | <ul style="list-style-type: none"> <li>• <b>73</b> eligible applications for CPAB review via EDGrants</li> </ul> |

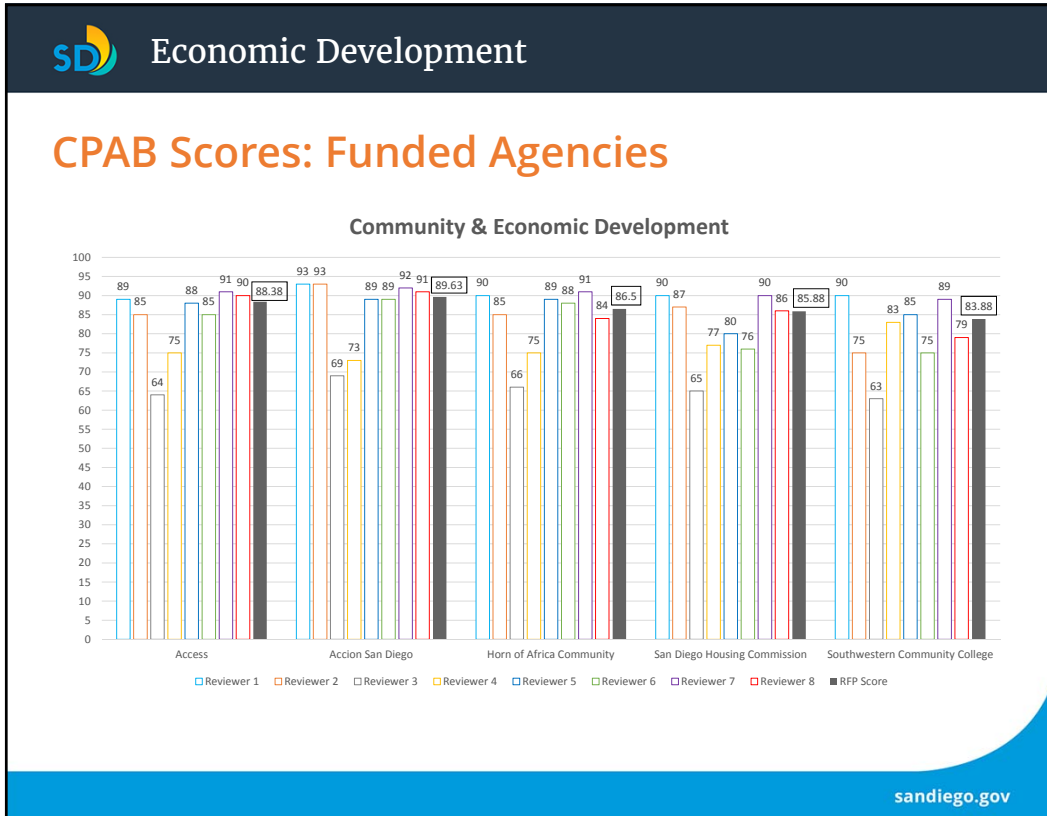
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### FY 2018 CDBG RFP - Outcomes

|   |  |
|---|--|
| <p><b>Public Service</b></p> <ul style="list-style-type: none"> <li>• 6 projects: \$492,889</li> </ul>        | <p><b>Nonprofit CIP</b></p> <ul style="list-style-type: none"> <li>• 10 projects: \$2,666,481</li> </ul> |
| <p><b>Challenge Grant</b></p> <ul style="list-style-type: none"> <li>• 8 projects: \$864,255</li> </ul>       | <p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>• 4 projects: \$914,546</li> </ul>   |
| <p><b>Community/Econ Dev.</b></p> <ul style="list-style-type: none"> <li>• 5 projects: \$1,032,784</li> </ul> |  |


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**FY 2018 CDBG Applicant Agencies Survey Results (to date)**

| Question regarding:            | Strongly Agree or Agree |
|--------------------------------|-------------------------|
| RFQ process                    | 100%                    |
| RFP process                    | 94%                     |
| Mandatory RFP Workshops        | 94%                     |
| Technical Assistance meetings* | 89%                     |
| ED Grants                      | 61%                     |
| Reference materials            | 89%                     |
| Scoring Criteria               | 100%                    |


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### Comments - CDBG Application Process

- ED Grants
  - Budget section technical issues
  - Correct web browser
- Mandatory Meetings
  - Navigation on the system
- Other items
  - More feedback on non-funded applications


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### FY 2018 CDBG CPAB Feedback

- Salesforce: lots of back and forth between screens
- Scoring Criteria: Specific outcome goals
- Training: Budget and program outcome evaluations

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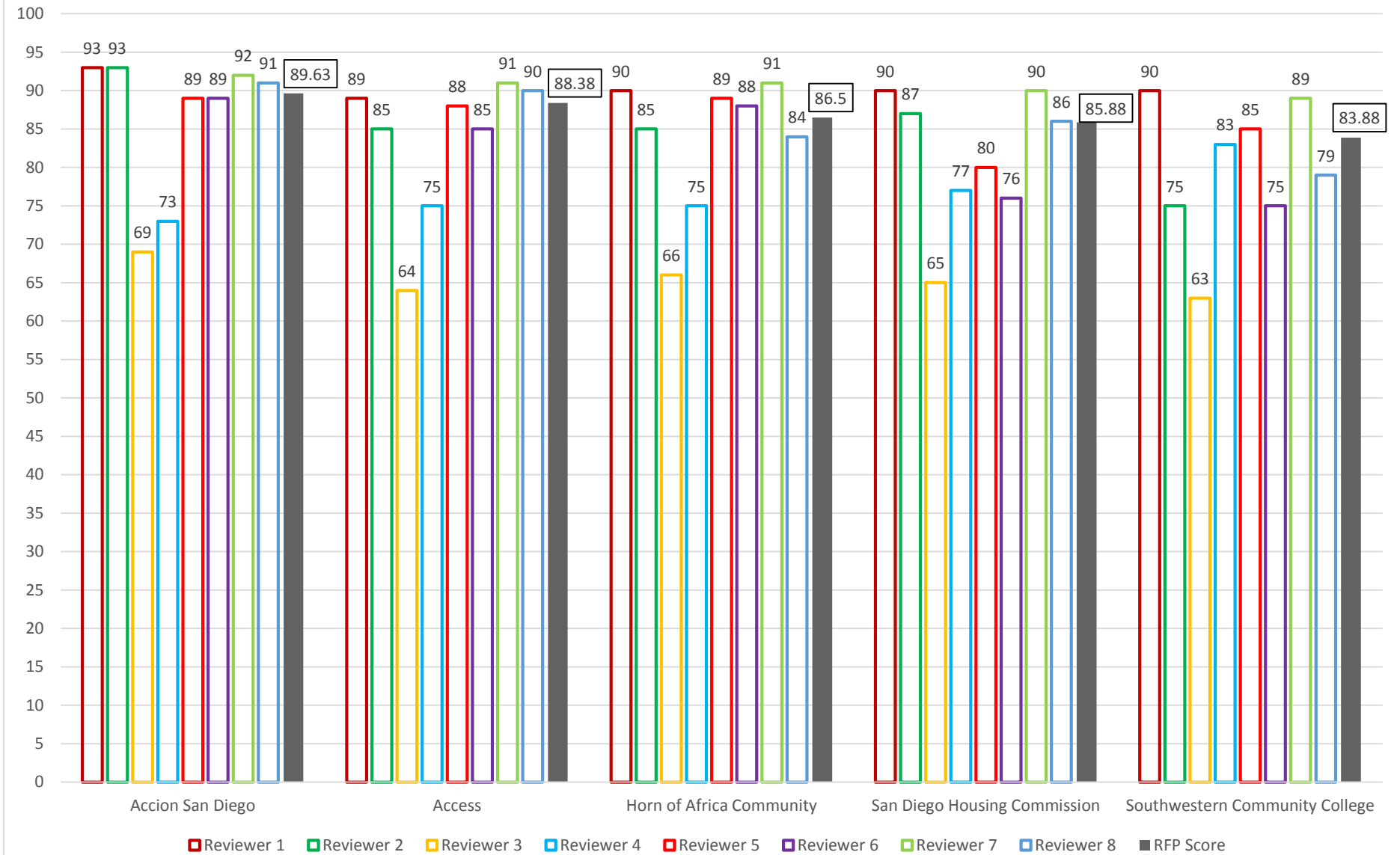
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Thank you.

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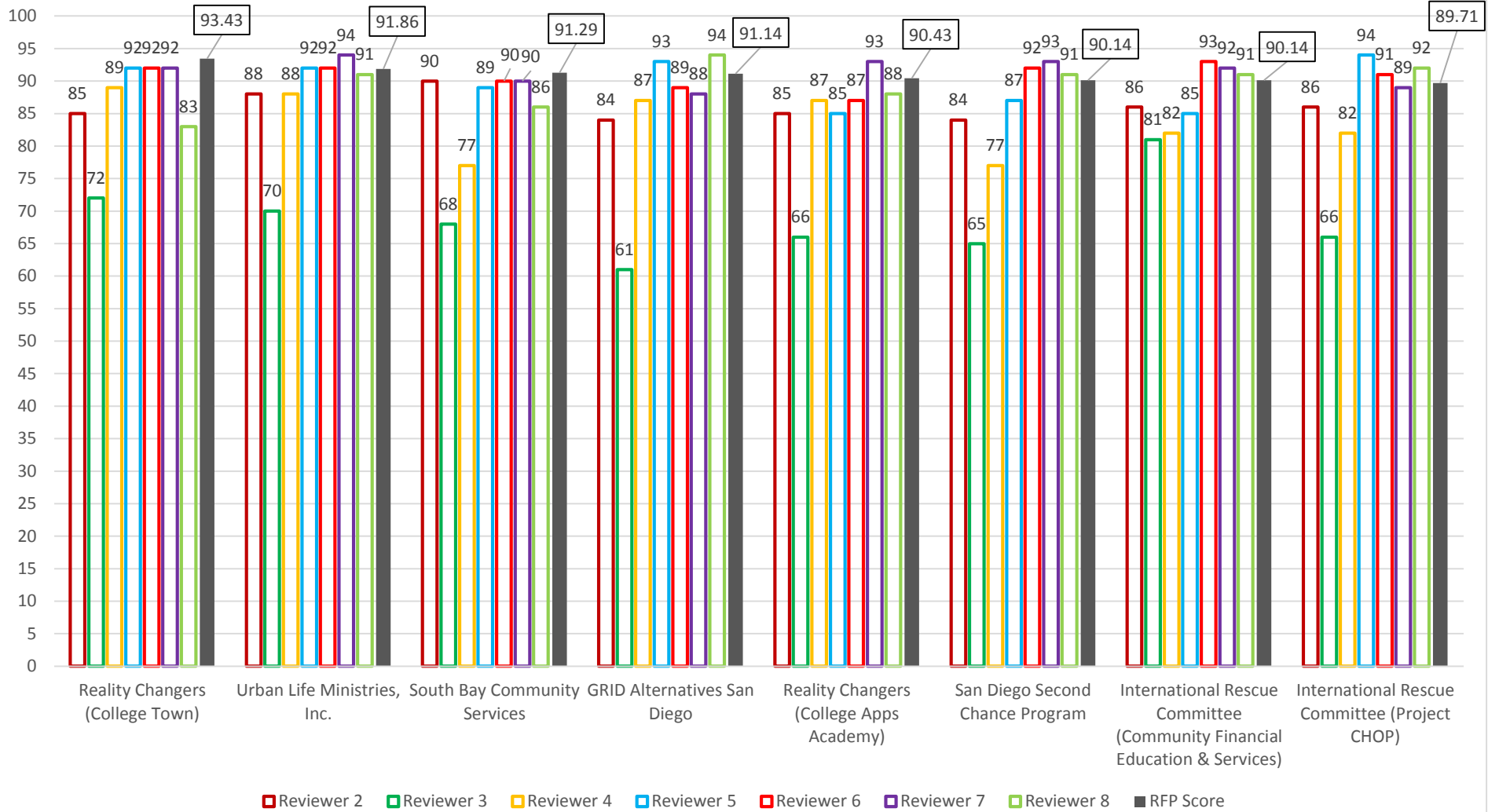
**FY 2018 CPAB Scores and Rankings**

Community & Economic Development (CED)

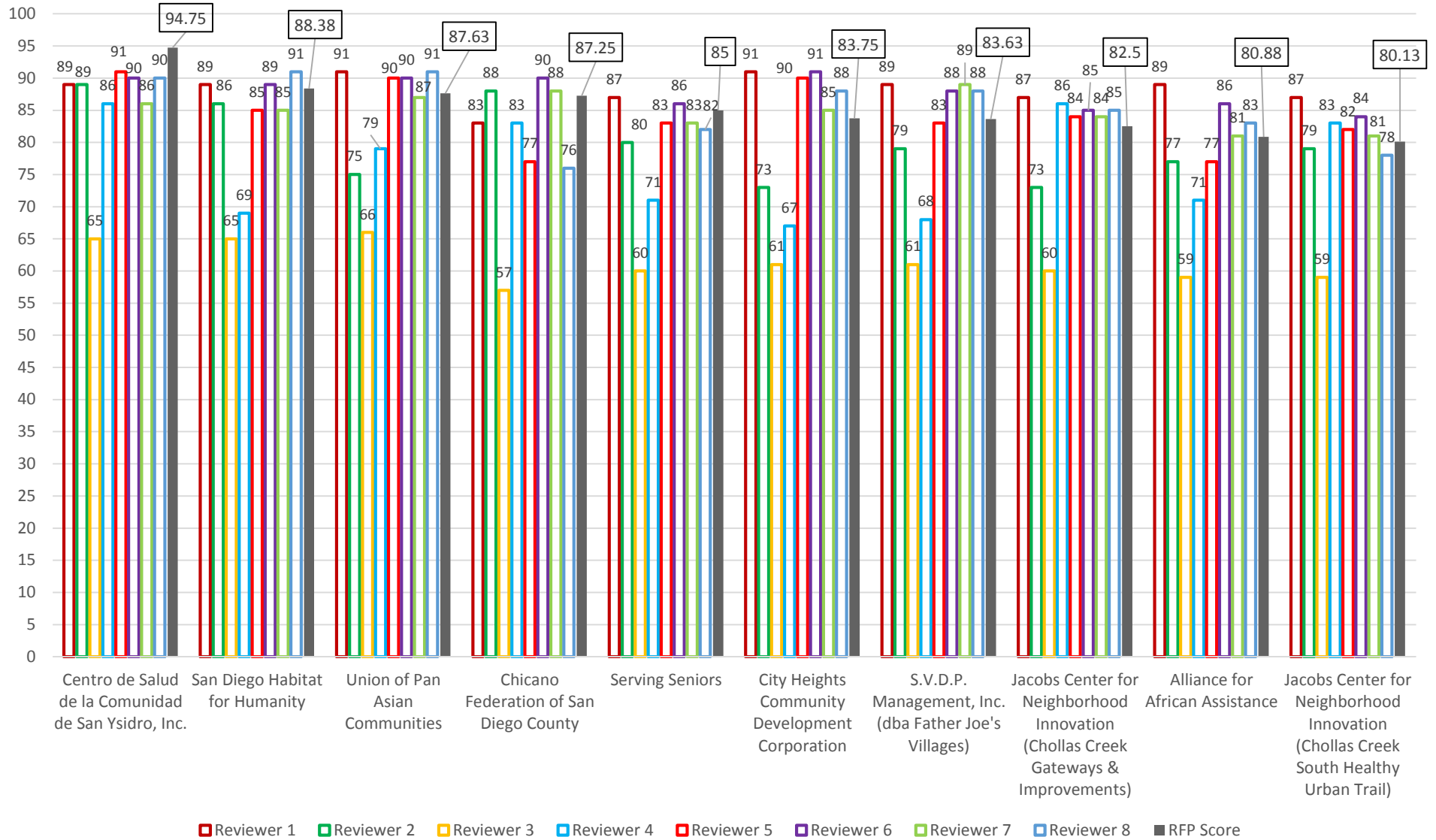




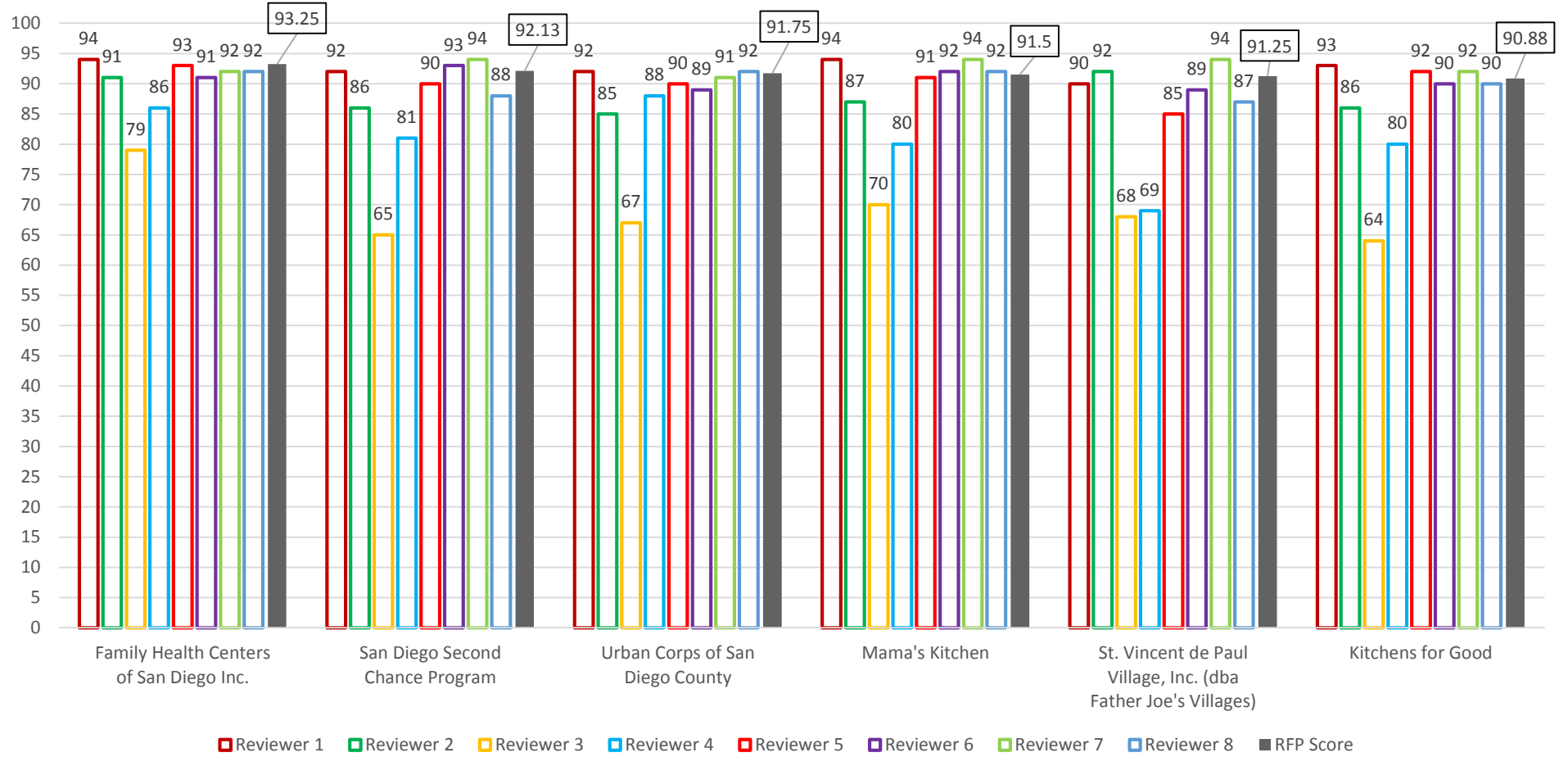
### Challenge Grant



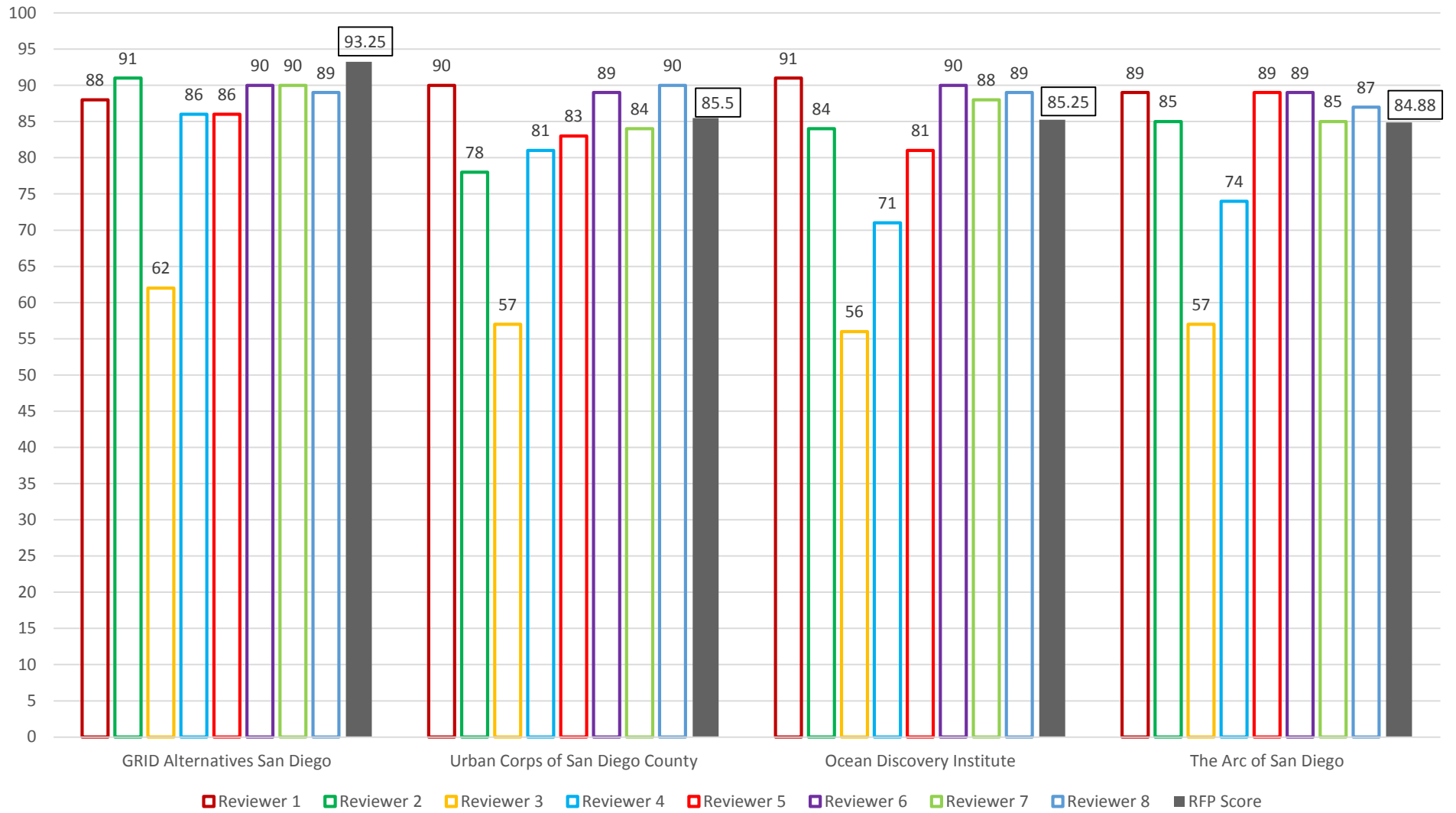
### Nonprofit Capital Improvement Projects / Housing Rehabilitation



### Public Services




### Sustainability



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# Proposed Revisions to Citizen Participation Plan

Consolidated Plan Advisory Board  
May 10, 2017




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## Citizen Participation Plan

-  Mandated by 24 CFR 91.105
-  City's policies and procedures for citizen participation
-  Planning, execution, and evaluation of Con Plan, AAPs and CAPERs



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### Final Rule on AFFH (Published July 16, 2015)

-  Fair Housing Act of 1968 → Affirmatively Furthering Fair Housing (AFFH)
-  Guidelines and data published to help achieve fair housing and equal opportunity
-  Revisions to Citizen Participation Plan required to incorporate AFH

<sup>3</sup>  
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### Affirmatively Furthering Fair Housing




*To affirmatively further fair housing, a program participant must take steps to ensure that the housing is available regardless of race, color, national origin, sex, disability, or familial status. The program participant also must consider the location of affordable housing and strategically leverage affordable housing as a means to overcome patterns of segregation, promote fair housing choice, and eliminate disparities in access to opportunity and disproportionate housing needs.*

Source: AFFH Rule Guidebook

<sup>4</sup>  
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### Assessment of Fair Housing (AFH)

- 
  - Analyze data
  - Gather local knowledge
- 
  - Identify fair housing issues
  - Identify and prioritize contributing factors
- 
  - Set and work towards fair housing goals
  - Integrate AFH into HUD planning docs

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### Revisions to Citizen Participation Plan

- Define and reference AFH
- Define what constitutes substantial and minor amendments to AFH
- Rename plan to “Citizen and Community Participation Plan” → emphasize one plan but two distinct processes
- Define “Community Participation Plan” (CoPP) and “Community Participation Policies”

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### Revisions to Citizen Participation Plan

- Define “Consultation” as required by AFFH Rule
- Define public hearing, notice of hearings, and review period requirements for AFH
- Update “Economic Development Department” name throughout
- Clean up formatting, inconsistent abbreviations, punctuation, etc.

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### Sequence

```

    graph LR
      A[Revise CPP/CoPP] --> B[CPP/CoPP Council Approval]
      B --> C[AFH]
      C --> D[Con Plan]
  
```

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### Next Steps

| Date                | Task   |
|---------------------|--|
| 07/28/17            | Finish draft CPP/CoPP  |
| 08/15/17 – 9/15/17  | Release draft CPP/CoPP for 30-day public review period (concurrent with FY 2017 CAPER) |
| 09/2017             | Obtain CPAB recommendation on, and Council approval of, CPP/CoPP                       |
| 10/02/17            | Begin work on San Diego Regional AFH   |
| 10/01/18            | Submit San Diego Regional AFH to HUD   |
| 10/02/18 – 05/15/19 | Incorporate AFH into Con Plan  |

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### Additional References

- AFFH Fact Sheet: *Community Participation and AFFH***  
<https://www.hudexchange.info/resources/documents/AFFH-Fact-Sheet-Community-Participation-and-AFFH-Guidance-for-Consolidated-Plan-Program-Participants.pdf>
- AFFH Fact Sheet: *The Duty to Affirmatively Further Fair Housing***  
<https://www.huduser.gov/portal/sites/default/files/pdf/AFFH-Fact-Sheet.pdf>
- Executive Summary on HUD Rule on AFFH**  
<https://www.hudexchange.info/resources/documents/AFFH-Final-Rule-Executive-Summary.pdf>

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# AFFH FACT SHEET: COMMUNITY PARTICIPATION AND AFFH GUIDANCE FOR CONSOLIDATED PLAN PROGRAM PARTICIPANTS<sup>1</sup>

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## WHAT IS COMMUNITY PARTICIPATION?

Community Participation, consultation, and coordination is required under the Affirmatively Further Fair Housing (AFFH) rule (24 CFR § 5.158). While they have different names, the requirements for community participation under the AFFH rule are the same as the “Citizen Participation” requirements in HUD Community Planning and Development regulations, but are two separate processes. Community participation requirements apply to all program participants. Without meeting the community participation requirements, an AFH will be found to be substantially incomplete and not accepted by HUD.

**For the purposes of the rule, community participation as required in 24 CFR § 5.158, “means a solicitation of views and recommendations from members of the community and other interested parties, a consideration of the views and recommendations received, and a process for incorporating such views and recommendations into decisions and outcomes.”**

Consolidated Plan program participants must ensure an AFH is informed by meaningful community participation in the process of analyzing data; identifying fair housing issues and factors contributing to fair housing issues; and developing fair housing goals within the Assessment of Fair Housing (AFH). In conducting the community participation process, Consolidated Plan program participants must conduct outreach to those populations who have historically experienced exclusion, including racial and ethnic minorities, limited English proficient (LEP) persons, and persons with disabilities.

## WHAT ARE THE COMMUNITY PARTICIPATION REQUIREMENTS?

Section 5.158 and subsequent conforming amendments contain community participation, consultation, and coordination requirements. The community participation required by the new AFFH rule is similar to what is already required of program participants. In fact, in addition to the community participation requirements outlined at 24 CFR § 5.158, the rule incorporates AFH community participation into existing program regulations at parts 91 and 903.

When collaborating to submit an AFH, the community participation process must include residents, and other interested members of the public, in the jurisdictions of each collaborating program participant, and not just those of the lead entity. *Those program participants who choose to collaborate must meet those requirements specific to their program regulations.*

- **ALL PROGRAM PARTICIPANTS.** The requirements at 24 CFR § 5.158 provide that the public has reasonable opportunities for involvement in the development of the AFH and in the incorporation of the AFH into Public Housing Agency Plans. These requirements are aimed at assisting program participants achieve an inclusive fair housing planning process where community members,

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<sup>1</sup> PHAs are also required to submit AFHs and follow community participation requirements pursuant to the AFFH rule. PHA requirements are covered in other guidance documents.

community-based organizations, and program participants contribute to the development of the AFH, as well as plans and activities to achieve fair housing goals specified in the AFH.

- **CONSOLIDATED PLAN PROGRAM PARTICIPANTS**. The Consolidated Plan program participant must follow the policies and procedures described in its applicable Citizen Participation Plan. Note, however, that Consolidated Plan program participants must update their Citizen Participation Plan to reflect the requirements of the AFFH rule.

Consolidated Plan program participants must follow the policies and procedures described in 24 CFR part 91 (see 24 CFR §§ 91.100, 91.105, 91.110, 91.115, 91.235, and 91.401), in the process of developing the AFH, obtaining community feedback, and addressing complaints. This includes, but is not limited to:

- Make any proposed analysis and the relevant documents, including the HUD-provided data and any other data to be included in the AFH, available to the public;
- The jurisdiction must consult with the agencies and organizations identified in consultation requirements at 24 CFR part 91 (see 24 CFR §§ 91.100, 91.110, and 91.235).
- Publish the proposed AFH in a manner that affords residents and others the opportunity to examine its content and submit comments;
- Provide for at least one public hearing during the development of the AFH and provide notice of this public hearing; and
- Provide a period of not less than 30 calendar days to receive comments from residents of the community.

For more information on the Citizen Participation requirements, see the [eCon Planning Suite Citizen Participation and Consultation Toolkit](#).

- **ALL PROGRAM PARTICIPANTS**. All program participants provide a summary of Community Participation in the AFH pursuant to 24 CFR § 5.154. Section 5.154 requires program participants to report on their community participation processes and outcomes in the AFH. The AFH must include:
  - A concise summary of the community participation process, public comments, and efforts made to broaden community participation in the development of the AFH;
  - A summary of the comments, views, and recommendations, received in writing, or orally at public hearings, during the community participation process; and
  - A summary of any comments, views, and recommendations not accepted by the program participant and the reasons for nonacceptance.
- **ALL PROGRAM PARTICIPANTS**. All program participants shall ensure that all aspects of community participation are conducted in accordance with fair housing and civil rights laws, including title VI of the Civil Rights Act of 1964 and the regulations at 24 CFR part 1; section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8; and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable.

## **SEQUENCE OF REQUIRED COMMUNITY PARTICIPATION PROCESSES**

Community participation must occur in the development of the AFH so that a program participants take into consideration the views and recommendations of the community. The AFH itself should be completed as a separate process *prior* to formulating the Consolidated Plan as the AFH must inform and be incorporated into these subsequent planning processes. As such, the AFH-related community participation will occur *prior* to the Consolidated Plan community participation processes. The community participation process

that occurs during the development of the AFH does not replace the required community participation in subsequent planning processes.

# 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 (~~Consolidated Con~~ Plan);
- A Consolidated Annual Action Plan (~~Action Plan~~); ~~and AAP~~);
- A Consolidated Annual Performance ~~and~~ Evaluation Report (CAPER)); ~~and~~
- ~~In addition, An Assessment of Fair Housing (AFH)~~

As required by The Housing and Urban Development (HUD) Code of ~~Final~~ 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 ~~Consolidated Con~~ Plan, the ~~Annual Action Plans~~ 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 community participation solicitation of views and recommendations from members of the community and other interested parties, a consideration of the views and recommendations received, and a process for incorporating 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 ~~Annual Plan~~ 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 [Action Plan 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; 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 [Consolidated Con](#) Plan or [Annual Action Plan 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 ([Annual Plan AAP](#)):** The [Action Plan AAP](#) describes the activities to be undertaken in the upcoming Fiscal Year (FY) that meet the goals in the approved [Consolidated 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 that the program participant sets forth to achieve over the program participant's 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 ConsolidatedCon Plan, any Substantial Amendments to the ConsolidatedCon Plan, the Annual Action PlansAAPs, 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 ConsolidatedCon Plan and the proposed activities in the ActionPlanAAP.

**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 Citizen Participation PlanCPP 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 (ConsolidatedCon Plan):** HUD requires entitlement jurisdictions to prepare a ConsolidatedCon Plan every five years. The ConsolidatedCon 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 [ConsolidatedCon](#) Plan, the [Annual Action PlansAAPs](#), amendments to the plans, [the CAPER](#), and the [CAPER,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 City’s](#) 5-Year [ConsolidatedCon](#) 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~~am: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~~

~~Planning, Neighborhoods & City of San Diego~~

~~Economic Development Department~~

~~Community Development Division - HUD Grant Programs Administration~~

~~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 ~~Consolidated Con~~ Plan, ~~Annual 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 ~~HUD Grant Programs Administration~~ [Community Development Division](#) office at (619) 236-6700 or [CDBG@sandiego.gov](mailto:CDBG@sandiego.gov).

The draft ~~ConsolidatedCon~~ Plan, draft ~~Action—PlanAAP, draft AFH~~, and draft Substantial Amendments will be made available for public review and comment for a minimum of 30 days prior to their submission to HUD. The draft CAPER will be available for public review and comment for a minimum of 15 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 ~~ConsolidatedCon~~ Plan and ~~AFH and~~ a minimum of two (2) public hearings for the ~~Annual Action PlanAAP~~, CAPER, Substantial Amendments, and amendments to the CPP/~~CoPP~~.

The ~~ConsolidatedCon~~ Plan and ~~AFH~~ hearings will include at a minimum:

- At least one (1) hearing before the ~~Consolidated Plan Advisory Board (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 ~~Annual Action PlanAAP~~, CAPER, Substantial Amendments, and amendments to the CPP/~~CoPP~~ hearings will include at a minimum:

- At least one (1) hearing before the ~~Consolidated Plan Advisory Board (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) days will be provided for each ~~ConsolidatedCon~~ Plan, ~~Annual PlanAAP, 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) days for each CAPER or CPP/~~CoPP~~ 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 ~~e-mail~~email, U.S. mail, or in person at public hearings on the ~~ConsolidatedCon~~ Plan, ~~Annual PlanAAP~~, 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 ~~ConsolidatedCon~~ Plan, ~~Annual Action 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 ~~e-mail~~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 ~~Planning, Neighborhoods &~~Economic Development Department's website at [www.sandiego.gov](http://www.sandiego.gov). Notices will be distributed and published at least fourteen (14) 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 ~~ConsolidatedCon~~ Plan, ~~Annual Action Plan~~AAP, CAPER, ~~substantial amendments~~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 ~~e-mail~~email distribution list maintained by the ~~Planning, Neighborhoods~~ & 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 it 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 ~~ConsolidatedCon~~ Plan, ~~Annual Action Plan~~AAP, CAPER, ~~substantial amendment~~AFH, ~~Substantial Amendment~~, or CPP/CoPP submitted to ~~the U.S. Department of Housing and Urban Development (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~~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 ~~ConsolidatedCon~~ Plan or ~~Annual Plan~~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 ~~ConsolidatedCon~~ Plans, including records or documents over the previous ~~ConsolidatedCon~~ Plans, CPPs/CoPPs, the current ~~ConsolidatedCon~~ Plan, ~~Annual Action Plans~~AAP, CAPERs, ~~AFHs~~, and program regulations will be posted on the ~~Planning, Neighborhoods & 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 ~~HUD Grant Programs Administration~~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) days from the receipt of the request. These documents are also posted on City's [Planning, Neighborhoods & Economic Development Department website](http://www.sandiego.gov): 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 [Consolidated 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 [Planning, Neighborhoods & 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 \(or as soon as feasible after\). 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 include the Citizen Participation Policies regarding the: 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 Consolidated Con Plan, AFH, or related amendments and performance reports may be submitted in writing to the City's Planning, Neighborhoods & 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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