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**Attachment B Grantee Unique Appendices**  
Appendix 3: Citizen Participation Plan

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Prepared by:  
The City of San Diego  
Economic Development Department  
Community Development Division



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

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

- a 5-Year Consolidated Plan (Consolidated Plan);
- an Annual Action Plan (Action Plan);
- a Consolidated Annual Performance Evaluation Report (CAPER); and
- a periodic Analysis of Impediments to Fair Housing Choice (AI) or Assessment of Fair Housing (AFH), depending upon applicable HUD guidance

As required by HUD regulations 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 Plan, the Action Plan, the CAPER, and the AI. The City includes its Citizen Participation Plan in each Consolidated Plan.

In addition, HUD regulations for an AFH require the City to adopt a certain 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 AFH 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 CPP serves to meet the federal requirements described above concurrently, for the term of the FY 2020 – FY 2024 Consolidated Plan cycle.

## DEFINITIONS

### AMENDMENT, SUBSTANTIAL:

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

A change to a previously adopted AI or AFH, depending upon applicable HUD guidelines:

- Resulting from a material change in circumstances in the City affecting the information on which the AI or AFH was based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AI or AFH no longer reflect actual circumstances (for instance, a significant change that impacts the City’s ability to carry out the AI or 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 AI or AFH.

A change to the previously adopted Citizen Participation Plan, when such change occurs outside of the Consolidated Plan review and approval process.

CDBG	ESG	HOME	HOPWA
Administration	Administration	Administration	Administration
Public Services	Street Outreach/Shelters	Rental Housing	Tenant-based rental assistance
Affordable Housing	Rapid Re-housing	Owner-occupied rehab	Short-term rent, mortgage, security deposit and utility assistance
Community Facilities/Infrastructure/City Projects	Homeless Management Information Systems	Tenant-based rental assistance	Information/support services
Sustainability			
Economic Development			



## AMENDMENT, MINOR:

A change to a previously adopted Consolidated Plan or Action Plan 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 AI or 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 AI or AFH.

## ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE (AI):

The Analysis of Impediments to Fair Housing Choice (AI) presents a demographic profile of San Diego County, assesses the extent of housing needs among specific income groups, and evaluates the availability of a range of housing choices for residents. It also analyzes the conditions in the private market and public sector that may limit the range of housing choices or impede a person's access to housing. While an AI considers the nature and extent of housing discrimination, the focus is on identifying impediments that may prevent equal housing access and developing solutions to mitigate or remove such impediments.

**Annual Action Plan (Action Plan):** The Action Plan describes the activities to be undertaken in the upcoming Fiscal Year (FY) that meet the goals in the approved Consolidated 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 data, an assessment of fair housing issues and contributing factors, and an identification of fair housing priorities and goals. The AFH analyzes fair housing issues in the City and surrounding region, which results in goals the City sets forth to achieve over its coming planning cycle. The AFH may replace the required Analysis of Impediments to Fair Housing Choice during the term of this CPP, depending upon applicable HUD guidance.

**Citizen Participation Plan (CPP):** The CPP provides standards by which citizens and the City are encouraged to participate in the development, planning, execution, and evaluation of the Consolidated Plan, the Action Plan, the AI/AFH, the CAPER, and any Substantial Amendments.

**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.

**Consolidated Annual Performance 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 Consolidated Plan and the proposed activities in the Action Plan.

**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 persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons, when completing the AI/AFH.

**Department of Housing and Urban Development (HUD):** HUD is the federal 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 this 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.

**Consolidated Plan:** HUD requires the City to prepare a Consolidated Plan every five years. The Consolidated 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, the opportunity to provide public testimony or comment to the City. A City Council meeting and/or Council Committee meeting will be considered a public hearing for the purposes of this CPP. 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 is the recipient of all the federal HUD 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, and may be designated as the alternative grantee, for the HOPWA program pending County Board of Supervisors and City Council approval.

### **SAN DIEGO CITY COUNCIL**

The San Diego City Council (City Council) is the elected legislative body governing the City. It is responsible for approving the City’s Consolidated Plan, the Action Plans, substantial amendments to the plans, the CAPER, and the AI/AFH prior to the submission of those 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, are held in the evening. The meetings are held at the City of San Diego – City Hall, Council Chambers at 202 ‘C’ Street, 12th 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 policy issues relating to the federal HUD entitlement grant programs addressed in the City’s Consolidated Plan. The nine (9) CPAB members are nominated by the City Council, appointed by the Mayor and confirmed by the 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’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 of Commissioners 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, 4th Floor Conference Room, San Diego, CA 92101. All SDHC Board of Commissioners 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 and may be designated as the alternative grantee. The five (5) County of San Diego Board of Supervisors are elected to office, with the County of San Diego’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 can participate through the Joint City/County HIV Housing Committee, which serves as an advisory body to HCD. The HIV Housing Committee meetings are held every other odd-numbered month on the third Wednesday at 10:00 a.m. The meetings are held at 3860 Calle Fortunada, Suite 101, San Diego, CA 92123. All HIV Housing Committee meetings are held in facilities that are accessible to persons with disabilities.

## CONTACT INFORMATION

City of San Diego  
Economic Development Department  
Community Development Division  
1200 Third Avenue, Suite 1400 San Diego, CA 92101  
(619) 236-6700  
CDBG@sandiego.gov  
www.sandiego.gov/CDBG

## CITIZEN PARTICIPATION POLICIES

### AVAILABILITY OF DRAFT AND APPROVED DOCUMENTS

The draft and final versions of the Consolidated Plan, Action Plan, CAPER, AI/AFH, and all related amendments will be available online at the City's Economic Development Department website: <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 14th 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 Consolidated Plan, draft Action Plan, draft AI/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 HEARING AND MEETINGS

Title 24 Code of Federal Regulations section 91105(e) requires that the Citizen Participation Plan provide for at least two public hearings per year, to be conducted at a minimum of two different stages of the program year.

The City will hold a minimum of three (3) public hearings during the program year. These will be publicly noticed meetings of the City Council and/or a Council Committee, where public comment is received and considered by the governing body. On an annual basis, at least two public hearings will be conducted by the City Council and one by a designated Council Committee. The schedule below anticipates two public hearings for the Annual Action Plan (a Council Committee meeting and a Council meeting) and one public hearing for the CAPER (a Council meeting).

In addition, public meetings to obtain the views of the community will be offered regularly by the Consolidated Plan Advisory Board (CPAB).

A schedule of public hearings and meetings are as follows:

#### Five-Year Consolidated Plan

- At least one (1) public hearing before the City Council's Public Safety and Livable Neighborhoods Committee (or an alternate Council Committee, if requested by Council);
- At least one (1) public hearing before the City Council prior to adoption; and
- At least one (1) public meeting before the CPAB.

#### Annual Action Plan

- At least one (1) public hearing before the City Council's Public Safety and Livable Neighborhoods Committee (or an alternate Council Committee, if requested by Council);
- At least one (1) public hearing before the City Council prior to adoption; and
- At least one (1) public meeting before the CPAB.

#### CAPER

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

## AI/AFH

- At least one (1) public hearing before the City Council’s Public Safety and Livable Neighborhoods Committee (or an alternate Council Committee, if requested by Council);
- At least one (1) public hearing before the City Council prior to adoption; and
- At least one (1) public meeting before the CPAB.

## SUBSTANTIAL AMENDMENTS TO THE CONSOLIDATED PLAN, ACTION PLAN OR CPP

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

This schedule ensures there will be a minimum of two public hearings during the program year, as required by 24 CFR 91105(e).

Public hearings will be held at locations accessible to persons with disabilities 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 Consolidated Plan, Action Plan, AI/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 enable the public to provide 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 on these documents. Public comments can be submitted through email, U.S. mail, or in person at public hearings and public meetings.

To ensure that all residents, including minorities, persons with limited English proficiency, persons with disabilities, residents of public housing, and LMI residents can 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 Consolidated, Action Plan, CAPER, AI/AFH, Substantial Amendments and this CPP. Members of the public may be added to this distribution list by contacting the Economic Development Department 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 by U.S. Postal Service to residents with no email access, upon request.
- Notices through 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 any 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 Consolidated Plan, Action Plan, CAPER, AI/AFH, and Substantial Amendments will be provided in the San Diego Daily Transcript and in at least two additional local ethnic newspapers for at least one day.

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 public hearings 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 Consolidated Plan, Action Plan, CAPER, AI/AFH, and Substantial Amendment 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 Consolidated Plan or AAP require no public notifications, public hearings, and public body approvals. 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. 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.

## **COMMUNITY ENGAGEMENT**

### **GENERAL COMMUNITY ENGAGEMENT**

The City will, to the extent practicable, stage or attend events throughout the year to familiarize residents with the Economic Development Department, HUD funding and how City investments affect the public.

In an effort to reach a broader audience, the City, when practicable, will leverage its outreach and engagement efforts with existing partners, such as the County of San Diego, school and colleges, community and recreation centers, and public libraries.

In addition, the City will make an effort to offer a limited number of weekend community engagement consultations and seek locations with facilities to accommodate on-site childcare during the meeting.

### **LANGUAGE AND CULTURALLY RELEVANT COMMUNITY CONSULTATIONS**

The City will, to the extent practicable, offer at least one community consultation session annually in one of the most common non-English languages spoken in San Diego. For example, a community session may be conducted entirely in Spanish or Tagalog. This will not replace community consultation sessions conducted in English with a translator present.

Additionally, the City will make every effort to translate outreach materials and notices of community consultation sessions and engagement materials in a range of languages, such as English, Spanish, Tagalog, Vietnamese, Mandarin, and Arabic.

## **TECHNICAL ASSISTANCE**

The City will, to the extent practicable, respond to requests for technical assistance by groups representing persons of low- and moderate-income developing funding proposals for any program covered by the Consolidated Plan in accordance with grant procedures. This may include, but is not limited to, providing information regarding how to fill out applications, resources to access 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 United States Housing and Community Development Act of 1974 (42 U.S.C §5301, et seq.), interpretation of specific HUD regulations, and project eligibility criteria for City grants of HUD entitlement grant funds.

In addition, technical assistance may be provided to community organizations working with under-represented populations so that these organizations may host and facilitate community feedback opportunities to share directly with the City.

## **DISPLACEMENT POLICY**

As part of this CPP, the City must maintain a displacement policy. The City will continue to use existing federal and State of California 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 low-income persons and households relocated from their homes as a result of displacement. Depending on the funding source, displaced persons may be offered one or more of the following:

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

The City’s rehabilitation programs may also deal with relocation issues when they provide minor additions to existing dwellings in 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 Consolidated Plan, including records or documents about previous Consolidated Plans, CPPs, AAPs, CAPERs, AI/AFHs, Substantial Amendments, 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) days after receipt of the request. These documents are also posted on City’s Economic Development Department website: <http://www.sandiego.gov>.

## ASSESSMENT OF FAIR HOUSING (AFH) DATA

As part of the AFH, if required by applicable HUD guidance, 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

As part of the AFH, if required by applicable HUD guidance, 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.

## COMMENTS/COMPLAINTS

Comments or complaints from residents, public agencies and other interested parties regarding the Consolidated Plan, APP, CAPER, AI/AFH, CPP, Substantial Amendments or related amendments and performance reports may be submitted in writing to the City's Economic Development Department at City of San Diego, 1200 Third Avenue Suite 1400, 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 after receipt.

