

Chapter 2

Community Outreach

Community outreach is an important component of HUD's Community Planning and Development (CPD) grant programs (i.e., CDBG, HOME, ESG, and HOPWA). To foster community outreach, the City of San Diego has developed a Citizen Participation Plan (CPP), which establishes policies and protocols for community outreach and citizen involvement for the use of CPD funds. The CPP is presented in this chapter.

During the development of this FY 2005 - FY 2009 Consolidated Plan, the City of San Diego adhered to the Citizen Participation Plan and provided multiple opportunities for community input. The community outreach process undertaken for the development of this Consolidated Plan is also presented in this chapter.

2.1 Citizen Participation Plan

Introduction

As required by law, the City of San Diego (the City) has developed this Citizen Participation Plan which contains the City's policies and procedures for public involvement in the Consolidated Plan process and the related use of CDBG, HOME, ADDI, ESG, and HOPWA funds. Because of the system established in San Diego for the administration of these funds, this Citizen Participation Plan governs relevant actions of the County of San Diego and the San Diego Housing Commission in regard to their administration of the HOPWA and HOME programs respectively.

Definitions

ADDI: American Dream Downpayment Initiative, a HUD grant which provides funds for homebuyers assistance such as downpayment and closing costs

CDBG: Community Development Block Grant, a HUD grant which provides funds for a variety of community development programs that benefit low and moderate income persons

ESG: Emergency Shelter Grant, A HUD grant that provides funds for homeless shelters and supportive services

HOME: Home Investment Partnership Programs, a HUD grant that provides funds to expand the supply of decent affordable housing for low income households

HOPWA: Housing Opportunities for Persons with AIDS, a HUD grant that provides funds for housing and support services for low income persons living with AIDS and their families

HUD: the Federal Department of Housing and Urban Development

Consolidated Plan: a five-year strategic plan related to the use of the above grant funds

Annual Action Plan: the annual allocation plan related to the above grant funds

Consolidated Annual Performance Evaluation Report (CAPER): the annual assessment of performance related to the above grant funds

Administrative Responsibilities and Contact Information

The City is the recipient of all the grant funds listed above and directly administers the CDBG and ESG programs. Through contractual arrangements with the City, the San Diego Housing Commission administers the HOME program and the new ADDI program and the County of San Diego administers the HOPWA program. Contact information for each program follows:

- **CDBG:** Anita Pyle, CDBG Administrator, (619) 236-6944, apyle@sandiego.gov
- **ESG:** Kimberly Pearson-Brown, Homeless Services Coordinator, (619) 533-6280, kpbrown@sandiego.gov
- **HOME and ADDI:** Bill Luksic, Program Analyst (619) 578-7593, billl@sdhc.org
- **HOPWA:** Elva Bastida, Housing Program Analyst, (858) 694-8712 elva.bastida@sdcounty.ca.gov

The San Diego Housing Commission, in partnership with the City, has responsibility for administration of the Consolidated Plan process which includes all activities related to development and dissemination of Consolidated Plans, Annual Action Plans, Consolidated Annual Performance Evaluation Reports and this CPP. Additional information may be obtained from Amy Benjamin at (619) 578-7542, amybenj@sdhc.org.

Encouraging Public Participation

It is the intent of the City of San Diego to encourage and facilitate the participation of residents in the formulation of priorities, strategies and funding allocations related to the Consolidated Plan process, emphasizing involvement by low and moderate income persons, especially those living in low and moderate income neighborhoods. San Diego also encourages participation of diverse populations, including people who do not speak English and persons with disabilities.

An overview of the Consolidated Planning process is available in Spanish and Vietnamese, the languages of residents who comprise a significant portion of San Diego's low and moderate income neighborhoods. Residents needing materials in other languages are encouraged to contact Amy Benjamin at (619) 578-7542 or by e-mail at amybenj@sdhc.org.

Role of Low Income People

The primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing decent housing, a suitable living environment, and growing economic opportunities - all principally for low and moderate income people.

Because the amount of federal CDBG, HOME, ADDI, ESG, and HOPWA money San Diego receives each year is primarily based on the severity of both poverty and substandard housing conditions in San Diego, the City recognizes the importance of public participation that genuinely involves people who have experienced these conditions. It is San Diego's intent to provide opportunities for meaningful involvement by low income people at all stages of the process, including:

- Need identification
- Priority setting
- Funding allocation
- Program recommendations

Stages of the Consolidated Plan Process

The policies and procedures in this CPP relate to five specific stages of action mentioned in law or regulation. These stages include:

1. The needs assessment stage, i.e. the identification of housing and community development needs that generally occurs during development of a Consolidated Plan
2. The plan development stage, i.e., preparation of a Draft Consolidated Plan and/or Draft Annual Action Plan
3. The approval stage, i.e., formal approval by elected officials of a final Consolidated Plan or Annual Action Plan
4. The amendment stage, i.e., when a change is made in proposed use of funds in an Annual Action Plan or to the priorities established in the Consolidated

Plan, a formal Substantial Amendment will be proposed, considered and acted upon. (See “Stages in the Process” of this CPP for the definition of what constitutes a substantial amendment)

5. The performance review phase, i.e., preparation of the CAPER

Program Year in San Diego

The “program year” established by the City for these funds are July 1 through June 30.

Public Notice

Items Covered by the Public Notice Requirement

The City will provide advanced public notice once any of the following documents is available: the Proposed Annual Action Plan or Consolidated Plan, any proposed Substantial Amendment, and the Annual Performance Report. In addition, the City will provide public notice of all public hearings related to the funds or to the planning process covered by this CPP.

“Adequate” Advance Public Notice

HUD considers advance public notice to be adequate if given with enough lead time for the public to take informed action and to comment. The amount of lead time can vary, depending on the event. Specific minimum amounts of lead time for different events are described later in this CPP.

Forms of Public Notice

Public notices will be published in the *San Diego Union Tribune* as a display advertisement in a non-legal section of the newspaper. Whenever feasible, display ads and/or press releases for publication in appropriate neighborhood and ethnic newspapers will also be used. Notice will also be given through mailings to San Diego’s Community Planning Groups and other organizations or individuals who have requested to receive such notices. Notice will be given through mailings to neighborhood organizations, public housing resident groups, faith-based organizations in lower income neighborhoods and agencies providing services to lower income people.

Public Access to Information

The City of San Diego will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan as well as the proposed, actual, and past use of funds covered by this CPP. In addition, the City will provide the public with reasonable and timely access to local meetings related to the proposed or actual use of funds.

Standard Documents

Standard documents include: the proposed and final Annual Action Plans, the proposed and final Consolidated Plans, proposed and final Substantial Amendments to an Annual Action Plan or Consolidated Plan, Annual Performance Reports (CAPERS), and this CPP.

Availability of Standard Documents

In the spirit of encouraging public participation, copies of standard documents will be provided to the public. These materials will be available in a form accessible to persons with disabilities, upon request to Amy Benjamin, (619) 578-7542, amybenj@sdhc.org

Places Where Standard Documents Are Available

Standard documents will be available at the following locations: the Central Library and all 34 branch libraries, all 14 City Community Service Centers, the office of the City Clerk (202 C Street, 2nd floor), the office of the CDBG Administrator (1200 Third Avenue, Suite 924), and the office of the Housing Commission (1122 Broadway, Suite 300). All standard documents will also be posted on the Housing Commission's web site, sdhc.org.

Public Hearings

Public hearings will be held at key stages of the process to obtain the public's views and to provide the public, to the greatest extent possible, with responses to their questions and comments. The City holds public hearings to obtain input regarding community needs during development of a Consolidated Plan, to review proposed uses of the funds in each Annual Action Plan, and to assess how funds were spent during the previous program year as reported in the Annual Performance Report. More information about these specific hearings is contained in "Stages of the Process" of this CPP.

Access to Public Hearings

Public hearings will be held only after there has been adequate notice as described in “Public Notice” of this CPP. At a minimum, a display advertisement in the non-legal section of the *San Diego Union Tribune*, published at least 14 days before the hearing, is required.

The City has elected to hold most public hearings related to the Consolidated Plan process at regularly scheduled meetings of City designated Community Planning Groups that serve low and moderate income neighborhoods. These meetings are held in the evening and are located in neighborhoods where concentrations of low and moderate income persons reside. Other public hearings are held during business hours in accessible downtown locations, easily accessible by public transit. The public hearing at which Consolidated Plans and/or Annual Action Plans are approved by the City Council are conducted at City Hall located at 202 C Street.

Public Hearings and Populations with Unique Needs

All public hearings are held at locations accessible to people with disabilities. If non-English speaking or hearing impaired residents request assistance to participate in a public hearing, the City will provide appropriate assistance to the greatest extent possible.

Stages in the Process

Identifying Needs

Because the housing and community development needs of low and moderate income people are so great and so diverse, priorities must be set in order to decide which needs should get more attention and more resources than other needs. This is the basic reason the Consolidated Plan exists.

The City holds public hearings to obtain residents’ opinions about needs and what priority those needs have during the development stage of the Consolidated Plan (every 5 years). Public hearing about needs will be completed at least 15 days before a draft Consolidated Plan is published for comment, so that the needs identified can be considered by the City and addressed in the draft Plan.

“Proposed” Annual Action Plan and/or Consolidated Plan

The law providing the funds related to this Citizen Participation Plan calls for improved accountability of jurisdictions to the public. In that spirit and in compliance with the terms of the law, the City will use the following procedures:

General Information: At the beginning of this stage, usually in November of each year, the City will provide public notice of the anticipated receipt of grant funds, including an estimate of the amount of CDBG, HOME, HOPWA and ESG funds it expects to receive in the following year and a description of the range of types of activities that can be funded with these resources. Also, the notice will provide an estimate of the amount of these funds that will be used in ways that will benefit low and moderate income people. Contact information for each of the

funds will be included in the notice so that interested persons can obtain additional information.

The plans of the City to minimize the extent to which low and moderate income people will have to leave their homes as a result of the use of these federal dollars (displacement) are also available at this stage. The City's "anti-displacement plan" describes how San Diego will compensate people who are actually displaced as a result of the use of these funds, specifying the type and amount of compensation.

Technical Assistance: City staff (and appropriate Housing Commission and County staff) will work with organizations and individuals representative of low and moderate income people who are interested in submitting a proposal to obtain funding for an activity. All potential applicants for funding will be encouraged to contact staff (City of San Diego for CDBG and ESG, the County of San Diego for HOPWA, and the SD Housing Commission for HOME) before completing a proposal form. Technical assistance workshops regarding the funding process and how to apply will be provided to interested organizations early in the process.

Availability of a Proposed Plan: Copies of Proposed Consolidated Plans and/or Annual Action Plans are distributed to the Community Planning Groups at which hearings have been held and are also made available by request. In addition, copies are made available at the locations specified above in "Public Access to Information" of this CPP.

Public Hearing and Further Action: In addition to the public hearings held in the community regarding proposed Plans, public hearings about proposed Plans are held by the Housing Commission Board, the Land Use and Housing Committee of the City Council and the City Council. All comments from the community hearings and the Housing Commission Board hearing, as well as those received in writing during the 30-day public comment period, are presented to the Land Use and Housing Committee and the City Council for their consideration. All such comments are considered by staff and presented in the final Plans.

Final Annual Action Plan and/or Consolidated Plan

Copies of the final Plan and a summary will be made available to the public upon request. In addition, copies will be available at the locations specified above in "Public Access to Information."

Substantial Amendments to the Annual Action Plan and/or Consolidated Plan

The following are defined as substantial amendments by the City and will require public notice and provision of a public comment period:

Annual Action Plan:

1. The addition or deletion of an activity (program) that changes the funding at the Category level by more than 30 percent
2. A change in the purpose or scope of an activity that results in the activity changing from one Category to another.
3. Any use of HUD 108 financing that was not described in the current Annual Action Plan

Consolidated Plan:

1. An addition or deletion of a priority
2. A change in the method of distribution of the funds received through the Consolidated Plan Process.

Public Notice and Public Hearing for Substantial Amendments: The City will provide reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review and comment on it. Notice will be made according to the procedures described in “Public Notice” of this CPP and will allow a 30-day period for public comment. In preparing a final Substantial Amendment, due consideration will be given to all comments and views expressed by the public. The final Substantial Amendment will have a section that presents all comments and explains why any comments were not accepted.

Annual Performance Report

Every year, San Diego must submit to HUD the Consolidated Annual Performance Evaluation Report, the CAPER, within 90 days of the close of the program year, i.e., by September 30th. In general, the Annual Performance Report describes how funds were actually spent and the extent to which these funds were used for activities that benefited low and moderate income people.

Public Notice and Public Hearing for Annual Performance Reports:

The City will provide reasonable notice that an Annual Performance Report (CAPER) is available so that residents will have an opportunity to review and comment on it. Notice will be made according to the procedures described in “Public Notice” above. The City will provide at least 14 days advance notice of the availability of the CAPER before the public hearing, which will be held by the Housing Commission Board.

Copies of the CAPER will be made available to the public upon request. In addition, copies will be available at the locations listed in “Public Access to Information.”

In preparing a CAPER for submission to HUD, consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at

the public hearing or submitted in writing. The Annual Performance Report sent to HUD will have a section that presents all comment.

Complaint Procedures

Written complaints from the public about the City's citizen participation process or the Consolidated Plan process will receive careful consideration and will be answered in writing within 15 working days. Written complaints should be sent to Amy Benjamin at the following address: San Diego Housing Commission, 1122 Broadway, Suite 300, San Diego, CA, 92101 or amybenj@sdhc.org.

Amending the Citizen Participation Plan

This Citizen Participation Plan can be amended only after the public has been notified of the City's intent to modify it and only after the public has had a reasonable chance to review and comment on proposed substantial changes.