



Citizen and Community Participation Plan

The City of Oceanside (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 may include:

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

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

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

As required by The Housing and Urban Development (HUD) Code of Federal Regulations (CFR) for the Consolidated Plan (24 CFR Part 91 Sec. 91.105), the City must adopt a Citizen Participation Plan (CPP) setting forth the City's policies and procedures for citizen participation. This CPP establishes standards for the City to provide for and encourage citizens and entitlement grant beneficiaries to participate in the planning, execution, and evaluation of the Con Plan, the AAPs, and the CAPERs. In addition, HUD Final Regulations for the Assessment of Fair Housing (AFH) requires the City to adopt a Community Participation Plan (CoPP) setting forth the City's policies and procedures for the solicitation of views and recommendations from members of the community and other interested parties, consideration of the views and

recommendations received, and incorporation of such views and recommendations into decisions and outcomes (24 CFR §5.152). Generally speaking, the CoPP policies and procedures mirror those of the CPP, with the addition of requirements regarding HUD-provided data and other supplemental information and required consultation with other public and private agencies.

These Citizen and Community Participation Plans serve to meet the federal requirements described above concurrently.

DEFINITIONS - Amendment, Substantial:

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

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

CDBG	HOME
Administration	Administration
Capital Improvements	Homebuyer Assistance
Economic Development	Rental Housing
Public Services	Owner-occupied Rehab
<u>Affordable Housing & Rehab Programs</u>	Tenant-Based Rental Assistance
<u>Sustainability</u>	Affordable Housing Development

- ◆ Makes a significant change to an activity’s proposed beneficiaries or persons served; or
- ◆ Funds a new activity not previously described in the AAP; or
- ◆ An administrative decision to reallocate all the funds allocated to an activity in the Action Plan to other activities of equal or lesser priority need level, unless the decision is a result of:
 - Federal government recall of appropriated funds, or appropriates are significantly less than anticipated, that the City makes an administrative decision not to fund one or more activities; or
 - The governor declares a state of emergency and reallocates federal funds to address the emergency; and,
 - A unique economic development opportunity arises where administration asks that federal grants be used to take advantage of the opportunity.

~~1. The proposed addition and funding of an activity not previously approved for funding in the Action Plan or Statement of Objectives~~

- ~~2. The proposed cancellation and de-obligation of funds for an activity previously approved for funding and described in the Action Plan~~
- ~~3. A change in the location of an activity from that described in the Action Plan when that change will have a significant impact on the activity and/or participants in the activity~~
- ~~4. Any increase in funding for an approved activity when the change amounts to more than 10% of the amount originally approved by the City Council and included in the approved annual Action Plan~~
- ~~5. Changes in an activity so that the participants and/or the beneficiaries of the activity as originally described in the Action Plan are no longer included in the activity~~
- ~~6. Significant changes in the purpose, goals and/or objectives of an activity from that originally described in the Action Plan so that the activity is a "new" activity, whether or not the target audience for the project has changed, e.g., a youth tutoring program is changed to a youth recreation program.~~

A change to the previously adopted AFH:

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

Amendment, Minor:

A change to a previously adopted Five-Year Con Plan or AAP that does not meet the thresholds to qualify as a Substantial Amendment. A minor amendment may include monetary changes or shifts, regardless of size that are: (1) necessary for substantially preserving all the programs and activities identified in a plan; and (2) necessitated by significant changes in the funding levels between HUD's initial estimates of funding amounts and HUD's final allocation notification to the City.

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

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

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

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

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

Community Participation Plan (CoPP): The CoPP provides standards by which citizens, consultants, entitlement grant beneficiaries, and other interested parties are

solicited to provide views and recommendations in the development, planning, recommendations, execution, and evaluation of the AFH.

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

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

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

Displacement: Displacement refers to the involuntary relocation of individuals from their residences due to housing development and rehabilitation activities paid for by federal funds.

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

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

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

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

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

Low to Moderate Income (LMI): LMI is 0–80% of Area Median Income (AMI) for a jurisdiction as defined annually by HUD. In addition, this includes those individuals

presumed by HUD to be principally LMI (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

Public Hearing / Housing Commission: Public hearing/Housing Commission meetings provide the public, specifically LMI individuals and families, opportunity to make public testimony or comment. Public hearings are either noticed or to be advertised in local newspapers and made accessible to persons who do not speak English or who have a disability. Notices of hearings will normally be published ten (10) days and no less than seven (7) days prior to the hearing. Other notices shall be published and/or posted as deemed necessary by the City to inform the public of meetings, workshops, draft documents, background information or access to records and reports relating to the use of CPD grant funds.

If virtual hearings are used, real-time responses and accommodation for persons with disabilities and/or limited English proficiency will be made available to the greatest extent possible. Also, the virtual hearing method will only be used in lieu of an in-person hearing method if national or local health authorities recommend social distancing and limit public gatherings for public health reasons.

For CDBG-CV funding under PY 2019, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, and/or any additional funding granted in response to emergency health crisis (such as COVID-19), the city may provide a 5-day notice/comment period of a substantial amendment beginning May 5, 2020 as allowed under a HUD waiver. This includes any new activities proposed or changes to existing activities. A public hearing is not required but documentation relative to substantial amendment activity planning applies.

ROLE, RESPONSIBILITIES, AND CONTACT INFORMATION

The City of Oceanside is the recipient of all the federal entitlement grant funds listed above. Through contractual arrangements with the Women's Resource Center, the City is the sub-recipient for the ESG program.

Oceanside City Council

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

City Council meetings are generally held Wednesday's beginning at 5:00 p.m. and Public Hearings are held at 6:00 p.m. The meetings are held at the City of Oceanside – City Hall, Council Chambers at 300 N. Coast Highway, Oceanside, CA 92054. All City Council meetings are held in facilities that are accessible to persons with disabilities. Notices of hearings will normally be published ten (10) days and no less than seven (7) days prior to the hearing. Other notices shall be published and/or posted as deemed

necessary by the City to inform the public of meetings, workshops, draft documents, background information or access to records and reports relating to the use of Community Planning & Development grant funds.

For CDBG-CV funding under PY 2019, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, and/or any additional funding granted in response to an emergency health crisis (such as COVID-19), the city may provide a 5-day notice/comment period of a substantial amendment beginning May 5, 2020 as allowed under a HUD waiver. This includes any new activities proposed or changes to existing activities. A public hearing is not required but documentation relative to substantial amendment activity planning applies.

The General Contact Information for the City of San Diego's HUD Entitlement Programs

is:

City of Oceanside
Housing & Neighborhood Services Department
300 N. Coast Highway
Oceanside, CA 92054
(760) 435-3385
cbarandiaran@oceansideca.org
<http://www.ci.oceanside.ca.us/gov/ns/housing/cdbg/default.asp>

CITIZEN PARTICIPATION POLICIES

Availability of Draft and Approved Documents

The draft and final versions of the Con Plan, AAP, CAPER, AFH, and all related amendments will be available online at the City's Neighborhood Services Department website at <http://www.ci.oceanside.ca.us/gov/ns/housing/cdbg/default.asp>. Hard copies of all documents will be available at the City of Oceanside, 321 N. Nevada Avenue, Oceanside, CA 92054. Hard copies may also be obtained by contacting the Housing Division office at (760) 435-3385 or cbarandiaran@oceansideca.org.

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

PUBLIC HEARINGS

The City will hold a minimum of two (2) public hearings and/or Housing Commission meetings for the Con Plan and AFH, for the AAP, CAPER, Substantial Amendments,

and amendments to the CPP/CoPP.

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

- At least one (1) hearing before the Oceanside City Council prior to adoption; and
- At least one (1) meeting before the Housing Commission.

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.

If virtual hearings are used, real-time responses and accommodation for persons with disabilities and/or limited English proficiency will be made available to the greatest extent possible. Also, the virtual hearing method will only be used in lieu of an in-person hearing method if national or local health authorities recommend social distancing and limit public gatherings for public health reasons.

For CDBG-CV funding under PY 2019, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, and/or any additional funding granted in response to emergency health crisis (such as COVID-19), the city may provide a 5-day notice/comment period of a substantial amendment beginning May 5, 2020 as allowed under a HUD waiver. This includes any new activities proposed or changes to existing activities. A public hearing is not required but documentation relative to substantial amendment activity planning applies.

NOTICE OF HEARINGS AND REVIEW PERIODS

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

Notices of hearings will normally be published ten (10) days and no less than seven (7) days prior to the hearing. Other notices shall be published and/or posted as deemed necessary by the City to inform the public of meetings, workshops, draft documents, background information or access to records and reports relating to the use of the grant funds.

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

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

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

- Notice of applicable public review period and public hearings using an email distribution list maintained by the City for those parties expressing interest in receiving information and updates related to the City's 5-Year Con Plan, AAP, CAPER, AFH, Substantial Amendments, and CPP/CoPP. To be added to this email distribution list, please submit a request to: cbarandiaran@oceansideca.org.
- Notices via a wide variety of distribution services, such as email, websites, social media, and newspaper postings.
- Public notices will announce the availability of relevant draft documents for public review and will include an introduction of the document, its contents, and purpose. The notices will describe how to obtain a copy of the document for review and clearly list all scheduled hearings with dates, times and locations. The notices will include information on how to access the 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 Neighborhood Services Department's website at <http://www.ci.oceanside.ca.us/gov/ns/housing/cdbq/default.asp>. Notices of hearings will normally be published ten (10) days and no less than seven (7) days prior to the hearing. Other notices shall be published and/or posted as deemed necessary by the City to inform the public of meetings, workshops, draft documents, background information or access to records and reports relating to the use of grant funds.

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

The City will consider comments and views expressed by residents, public agencies, and other interested parties either in writing or orally at public meetings. In each 5-Year Con Plan, AAP, CAPER, AFH, Substantial Amendment, or CPP/CoPP submitted to HUD, the City will provide as an attachment all written communications received and a summary of each oral comment during the applicable 30-day or 15-day public review period; the City's subsequent action; and the reasons for non-action, if none was taken. This information will also be made available to the public as part of the final document.

NOTICE OF HEARINGS – MINOR AMENDMENTS

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

ACTIVITIES EXEMPT FROM SUBSTANTIAL AMENDMENT CITIZEN PARTICIPATION REQUIREMENTS DISASTER / EMERGENCY EVENTS

It may be necessary to expedite substantial amendments to the Consolidated Plan and/or Annual Action Plan in the event of a declared disaster or emergency. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including (1) Man-Made Disasters, (2) Natural disasters, and (3) Terrorism. Man-made disasters can include chemical spills, mass rioting, power outages, explosions, etc. Natural disasters can include earthquakes, wild fires, flooding and public health issues such as the recent coronavirus disease (COVID-19). Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyber-attacks like hacking, phishing, and virus distribution, etc.

These expedited substantial amendments may include funding new activities and/or the reprogramming of funds including cancelling activities to meet needs resulting from a declared disaster or emergency. The City may use CDBG, HOME, CDBG-CV, and other federal funding to meet these needs with a 5-day public comment period instead of a 30-day public comment period, which is otherwise required for substantial amendment. For CDBG-CV funding under PY 2019, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, and/or any additional funding granted in response to COVID-19 health crisis, the city may provide a 5-day notice/comment period of a substantial amendment beginning May 5, 2020 as allowed under a HUD waiver. This includes any new activities proposed or changes to existing activities. A public hearing is not required but documentation relative to substantial amendment activity planning applies.

All eligible CDBG activities, including those to address declared disasters or emergencies, must meet one of three national objectives, which are: (1) Benefit to low- and moderate-income (LMI) persons; (2) Aid in the prevention of slums or blight; and (3) Meet a need having a particular urgency (referred to urgent need). The City may carryout eligible CDBG activities to meet needs resulting from declared disasters or emergencies under anyone of three national objectives.

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 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 Con Plans, including records or documents over the previous Con Plans, CPPs/CoPPs, the current Con Plan, AAP, CAPERs, AFHs, and program regulations will be posted on the Neighborhood Services Department's website at <http://www.ci.oceanside.ca.us/gov/ns/housing/cdbg/default.asp> and will be made available for citizen review during normal working hours at the City of Oceanside, 321 N. Nevada St., Oceanside, CA 92054, and upon written or oral request addressed to the Housing Division at (760) 435-3385 or [city staff Cecilia Barandiaran who can be reached at cbarandiaran@oceansideca.org](mailto:city_staff_Cecilia_Barandiaran_who_can_be_reached_at_cbarandiaran@oceansideca.org). If the City is unable to provide immediate access to the documents requested, the City will make every effort to provide the documents and reports within ten (10) calendar days from the receipt of the request. These documents are also posted on City's Neighborhood Services Department website at <http://www.ci.oceanside.ca.us/gov/ns/housing/cdbg/default.asp>. In order to reduce impact on the environment, the City will use electronic communication whenever possible for distribution of reports, draft and final documents, and other material related to the CDBG and HOME Programs. Paper copies of documents will always be available for public review.

TECHNICAL ASSISTANCE

The City will, to the extent practicable, respond to requests for technical assistance by groups representing persons of low and moderate income developing funding proposals for any program covered by the Con Plan in accordance with grant

procedures. This may include, but is not limited to, providing information regarding how to fill out applications, other potential funding sources, and referrals to appropriate agencies within and outside the City. "Technical assistance," as used here, does not include the provision of funds to groups requesting such assistance.

The City's Housing Division will also assist interested individuals and citizens' groups who need further explanation on the background and intent of the Housing and Community Development Act, interpretation of specific HUD regulations, and project eligibility criteria for federal grants.

COMMUNITY PARTICIPATION POLICIES

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

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

ASSESSMENT OF FAIR HOUSING (AFH) DATA

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

AFH-ASSOCIATED CONSULTATION

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

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

COMMENTS/COMPLAINTS

Comments or complaints from residents, public agencies, and other interested parties regarding the Con Plan, AAP, CAPER, AFH, or related amendments and performance reports may be submitted in writing to the Neighborhood Services Department at: City of Oceanside, 300 N. Coast Highway, Oceanside, CA 92054. 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.