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## **I. BACKGROUND**

On January 5, 1995, the U.S. Department of Housing and Urban Development (HUD) issued a final rule that consolidates into a single submission the planning and application aspects of the following four HUD community development formula grant programs: Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), Home Investment Partnerships (HOME), and Housing Opportunities for Persons With AIDS (HOPWA). The rule also consolidates the reporting requirements for these programs.

In San Francisco, the Mayor's Office of Community Development (MOCD) is the lead agency responsible for the consolidated submission and reporting to HUD. MOCD administers non-housing aspects of the CDBG Program and the ESG Program. The Mayor's Office of Housing (MOH) is responsible for the housing activities of the CDBG Program and the HOME Program. The San Francisco Redevelopment Agency (SFRA) is the lead agency for the three-county HOPWA Program that serves San Francisco, San Mateo and Marin Counties.

The Citizens' Committee on Community Development (CCCD) is a 16-member advisory body charged with public oversight of MOCD and MOH. Members are appointed by the Mayor, and represent a broad cross-section of communities served by MOCD and MOH. The CCCD holds public hearings, assists with the identification of community needs and formulation of program priorities, reviews proposals, makes funding recommendations on CDBG, ESG and HOME programs to the Mayor, and oversees MOCD and MOH activity throughout the year. The CCCD has regular monthly public meetings.

SFRA receives citizen feedback from several sources, including public forums that target special populations, e.g., seniors or trans-gendered people living with HIV/AIDS; the HIV Health Services Planning Council, especially its Housing subcommittee; and the HOPWA Advisory Committee for SFRA's Rental Assistance Programs. SFRA's HOPWA Loan Committee and SFRA's Commission, a Mayor appointed body that gives final approval for all SFRA's funding requests, hold regular meetings each month that are open to the public for additional citizen participation. SFRA also participates in MOCD's public hearings to solicit citizen feedback on the annual HOPWA funding allocations.

The regulations implementing the consolidated submission requires the City and County of San Francisco to adopt a citizen participation plan for the consolidated planning, application and reporting processes. The City and County of San Francisco is proposing changes to our current Citizen Participation Plan. The primary change in the revised Draft Citizen Participation Plan is a change to the list of circumstances that constitutes a substantial amendment to a Consolidated Plan and/or annual Action Plan.

## **II. PUBLIC INPUT ON REVISED CITIZEN PARTICIPATION PLAN**

The revised Draft Citizen Participation Plan was available for public review and comment between August 29, 2006 and September 27, 2006. The City published a notice in the San Francisco Examiner on August 26, 2006 and September 13, 2006 informing the public of the availability of the document for review and comment. Notices were also published in neighborhood and ethnic group-specific newspapers regarding the availability of the revised Draft Citizen Participation Plan for review. The public had access to review the draft document at the Main Branch of the Public Library and at the offices of MOCD, MOH and SFRA. The draft document was also posted on MOCD, MOH and SFRA's websites.

The public was invited to provide comments on the Draft Citizen Participation Plan on September 18, 2006 at a regular meeting of the Citizens' Committee on Community Development (CCCD). The CCCD meeting convened at 5:45 p.m. at 1 South Van Ness Avenue, 5<sup>th</sup> Floor, San Francisco. No public comments were received.

### **III. PURPOSE**

The Citizen Participation Plan sets forth policies and procedures that the Citizens' Committee on Community Development (CCCD), Mayor's Office of Community Development (MOCD), Mayor's Office of Housing (MOH) and San Francisco Redevelopment Agency (SFRA) have adopted to encourage citizen involvement regarding the use of four federal funding sources: Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), Home Investment Partnership (HOME) and Housing Opportunities for Persons With AIDS (HOPWA). The Citizen Participation Plan specifically promotes citizen participation in the following activities:

- Development of the Consolidated Plan, a five-year strategic plan that outlines the strategy and goals for San Francisco's use of the four federal funding sources
- Development of each annual Action Plan, which identifies the proposed projects that will be funded during the upcoming fiscal year with the four funding sources
- Consideration of substantial amendments to a Consolidated Plan and/or annual Action Plan
- Review of each annual Consolidated Annual Performance and Evaluation Report, which describes San Francisco's implementation of activities funded by the four Federal programs
- Consideration of substantial amendments to the Citizen Participation Plan

The intent of the Citizen Participation Plan is to encourage those least likely to participate in the process, especially low-income persons living in distressed neighborhoods, in public and assisted housing developments, and in areas where CDBG funds are proposed to be used. This plan describes actions the City will take to encourage participation of all citizens, with special outreach to communities of color, limited English proficient residents, and persons with disabilities.

## **IV. CONSOLIDATED PLAN AND ACTION PLAN**

As required by federal regulations, San Francisco submits a Consolidated Plan every five years and an Action Plan every year to the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan is a long-range plan that identifies community development and housing needs of low-income San Franciscans, establishes priorities, and describes goals, objectives and strategies to address identified priorities. San Francisco's current Consolidated Plan covers the period of July 1, 2005 to June 30, 2010. The Action Plan is a document that lists specific activities for CDBG, ESG, HOME, and HOPWA funding in the upcoming program year.

Both documents are submitted to HUD for their review and approval, and serve as applications for federal funding under the four programs, as well as planning documents. The Action Plan also serves as an implementation plan to be followed for carrying out community development and housing activities funded by the CDBG, ESG, HOME and HOPWA Programs.

The process for the development of a Consolidated Plan/Action Plan is as follows:

### **A. Consultation With Other Community Development and Housing Agencies**

In developing a Consolidated Plan, MOCD, MOH and SFRA will consult with and review reports and policy documents of public and private agencies to identify shared needs and solutions to persistent community problems. Consultation may take place through individual contacts with representatives of other City departments and community-based organizations or group meetings and focus groups. During development of an Action Plan, consultation with other agencies will be conducted primarily for coordination of resources for community development and housing activities.

### **B. Public Hearings and Notification of Hearings**

During the initial development of each Action Plan and/or Consolidated Plan, the Citizens' Committee on Community Development (CCCD) will convene at least one public hearing to solicit input on community development and housing needs.

The CCCD will convene a second public hearing after the annual preliminary funding recommendations are made available to the public. The list of preliminary funding recommendations is a list of projects that are proposed to receive CDBG, ESG and/or HOME funding. The purpose of this hearing is to solicit comments from the public on the proposed uses of funds.

Prior to the submission of the Action Plan to HUD, the City and County of San Francisco's legislative process requires the Board of Supervisors to authorize the budget within the Action Plan, which is primarily the list of proposed projects. Therefore, another opportunity for the public to comment on the list of proposed projects to be included in the Action Plan is during the Board of Supervisors' legislative process.

All public hearings will be held on dates and times to encourage citizen participation, and at facilities that are wheelchair accessible and convenient for residents. MOCD and MOH will make special efforts to solicit input from communities of color, persons with limited English proficiency (LEP), persons with disabilities, and low-income persons residing in distressed neighborhoods and in public and assisted housing developments.

With advance notice, MOCD/MOH will accommodate the needs of LEP residents with translation services. If requested in advance, accommodations will also be extended for persons with disabilities. Notices announcing public hearings will include a TDD number for persons with hearing and speech impairments to use.

SFRA participates in the MOCD public hearings to solicit input on needs and to present annual HOPWA allocations to the public for review. SFRA may hold additional, separate public hearings to outreach to specific high risk and disenfranchised communities with AIDS.

The public will be informed of hearings through the following methods:

1. Notices of public hearings will be published in the local newspaper that is currently designated by the San Francisco Board of Supervisors for public notices. Notices will also be published in neighborhood newspapers and ethnic group-specific publications that are used by the Board of Supervisors for outreach;
2. Notices will be displayed on MOCD's website;
3. Notices will be mass mailed to individuals, non-profit organizations, neighborhood-based advocacy groups and public agencies on MOCD/MOH's mailing list.

The publication of notices in newspapers, display on MOCD's website, and mass mailings will take place approximately two weeks prior to the date of a public hearing. SFRA hearings will be noticed in newspapers, displayed on SFRA's website, and in mass mailings to HIV/AIDS providers and consumer groups. Notices will encourage persons who cannot attend a hearing to submit written comments to MOCD/SFRA.

A summary of oral and written comments will be included with the final submission of the Consolidated Plan and/or annual Action Plan.

### **C. Public Review of Draft Consolidated Plan/Action Plan**

Prior to the submission of the Consolidated Plan and Action Plan to HUD, MOCD will publish a notice in the local newspaper that is currently designated by the San Francisco Board of Supervisors for public notices, which summarizes the content of the document, and informs the public of locations where a copy of the draft document may be reviewed. For each Action Plan, the notice will also include a summary of the amount of assistance expected to be received from HUD, the range of activities to be funded, and the amount of funding expected to directly benefit low- and moderate-income persons. Notices will also be published in neighborhood newspapers and ethnic group-specific publications that are used by the Board of Supervisors for outreach.

The City and County of San Francisco does not expect any displacement of persons to occur as a result of CDBG, ESG, HOME, or HOPWA-funded activities. However, in the rare event that displacement does occur, MOCD, MOH or SFRA will develop strategies to minimize displacement and to assist any persons displaced. Information related to any displacement will be included in the notice and in the Draft Action Plan.

After public notice of approximately 7-10 days, the Draft Consolidated Plan and/or annual Action Plan will be available for public review and comment electronically on MOCD, MOH and SFRA's websites, at the offices of MOCD, MOH and SFRA, and at the Main Branch of the San Francisco Public Library. Interested persons will have 30 days to provide written comments on the Consolidated Plan and/or Action Plan. Interested parties may also provide oral comments at the regular CCCD meeting that is conducted within the 30-day review period.

A summary of all comments received within the 30-day period will be included in the final Consolidated Plan/Action Plan that is submitted to HUD.

The list of proposed funding recommendations associated with the annual Action Plan requires Board of Supervisors approval, in order for San Francisco to have an authorized Action Plan submission to HUD. The public has a final opportunity to comment on the list of proposed projects to be included in the Action Plan during the Board of Supervisors' budget approval process.

## **V. AMENDMENTS TO THE CONSOLIDATED PLAN/ACTION PLAN**

Consolidated Plans and/or annual Action Plans may be revised during the program year. Certain changes will be minor in nature, and will not require public notification or citizen participation prior to the implementation of such changes. Other changes, defined as substantial, will require public notification and public review.

### **A. Substantial Amendments**

The following changes shall be considered substantial amendments to the Consolidated Plan and/or Action Plan:

1. A cumulative change in the use of CDBG funds from one activity to another activity in excess of 10% of the total CDBG grant allocation for the program year. Examples of activities are planning/administration, public services, economic development, capital projects, and housing.
2. A change in the method of distribution of CDBG funds to sub-recipients for an amount that is more than 10% of the total CDBG grant allocation for the program year. The primary method of distribution of CDBG funds is through a competitive selection process, which is generally a Request For Proposals (RFP), a Request For Qualifications (RFQ), or a Notice of Funding Availability (NOFA) process.

### **B. Public Review Process for Substantial Amendments**

In cases of substantial amendments to the Consolidated Plan and/or Action Plan, the public notification/review process is as follows:

1. MOCD will publish a notice in the local newspaper that is currently designated by the San Francisco Board of Supervisors for public notices, which will inform the public of proposed changes, and locations where a copy of the draft amendment may be reviewed. Notices will also be published in neighborhood newspapers and ethnic group-specific publications that are used by the Board of Supervisors for outreach.
2. After public notice of approximately 7-10 days, the draft amendment will be available for public review and comment electronically on MOCD's website, at the offices of MOCD, MOH and SFRA, and at the Main Branch of the San Francisco Public Library. Interested persons will have 30 days to provide written comments on the proposed amendment. Interested parties may also provide oral comments at the regular CCCD meeting that is conducted within the 30-day period.
3. A summary of all comments received within the 30-day period will be included in the substantial amendment to the Consolidated Plan/Action Plan that is finally submitted to HUD.

## **VI. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION PREPORT**

On an annual basis, MOCD, along with MOH and SFRA, must prepare a Consolidated Annual Performance and Evaluation Report (CAPER) that is submitted to HUD 90 days after the end of the program year. San Francisco's program year is from July 1 to June 30. The CAPER represents the annual report of San Francisco's implementation of the CDBG, ESG, HOME and HOPWA Programs.

Prior to the submission of the CAPER to HUD, MOCD will publish a notice in the local newspaper that is currently designated by the San Francisco Board of Supervisors for public notices, which will inform the public of the availability of the CAPER for review and comment, and of the locations where a copy of the draft document may be reviewed. Notices will also be published in neighborhood newspapers and ethnic group-specific publications that are used by the Board of Supervisors for outreach.

After public notice of approximately 7-10 days, copies of the Draft CAPER will be available for public review and comment electronically on MOCD, MOH and SFRA's websites, at the offices of MOCD, MOH and SFRA, and at the Main Branch of the San Francisco Public Library. Interested persons will have 15 days to provide written comments on the CAPER. Interested parties may also provide oral comments at the monthly CCCD meeting that is within or closest to the 15-day review period.

A summary of all comments received within the 15-day period will be included in the CAPER that is finally submitted to HUD.

## **VII. AMENDMENTS TO THE CITIZEN PARTICIPATION PLAN**

This Citizen Participation Plan may be revised to meet changing Federal guidelines or to enhance citizen participation. Certain changes will be minor in nature, and will not require public notification or citizen participation prior to the implementation of such changes. However, other changes defined as substantial, will require public notification and public review.

### **A. Substantial Amendments**

The Citizen Participation Plan provides a list of circumstances that constitute a substantial amendment to a Consolidated Plan and/or annual Action Plan and require a public review process. A change to this list shall be considered a substantial amendment to the Citizen Participation Plan.

### **B. Public Review Process for Substantial Amendments**

Whenever there is a substantial amendment to the Citizen Participation Plan, the public notification/review process will be as follows:

1. MOCD will publish a notice in the local newspaper that is currently designated by the San Francisco Board of Supervisors for public notices, which will inform the public of proposed changes, and locations where a copy of the draft amendment can be reviewed. Notices will also be published in neighborhood newspapers and ethnic group-specific publications that are used by the Board of Supervisors for outreach.
2. After public notice of approximately 7-10 days, the draft amendment will be available for public review and comment electronically on MOCD's website, at the offices of MOCD, MOH and SFRA, and at the Main Branch of the San Francisco Public Library. Interested persons will have 15 days to provide written comments on the proposed amendment. Interested parties may also provide oral comments at the monthly CCCD meeting that is within or closest to the 15-day review period.
3. A summary of all comments received within the 15-day period will be included in the substantial amendment to the Citizen Participation Plan that is submitted to HUD.

## **VIII. AVAILABILITY OF DOCUMENTS TO THE PUBLIC**

It is the policy of MOCD, MOH and SFRA to make available to all interested parties and organizations the following documents:

- The current Consolidated Plan
- The current annual Action Plan
- Substantial amendments to the current Consolidated Plan and/or Action Plan, if any
- The most recent CAPER
- The current Citizen Participation Plan and any substantial amendments

These documents are available electronically on MOCD, MOH and SFRA's websites, at the office of MOCD, MOH and SFRA at 1 South Van Ness Avenue, 5<sup>th</sup> Floor, San Francisco, CA 94103, and at the Main Branch of the San Francisco Public Library. Upon request, MOCD will make documents available in a form that is accessible to persons with disabilities. MOCD may be contacted at 415-701-5500 or 415-701-5503 (TDD).

## **IX. ACCESS TO RECORDS**

Persons, agencies and other interested parties may access information and records related to San Francisco's Consolidated Plan, annual Action Plan, and the City's use of CDBG, ESG, HOME, and HOPWA funding during the preceding five years. Interested parties will be afforded reasonable and timely access to records in accordance with applicable public records access regulations.

## **X. TECHNICAL ASSISTANCE TO ORGANIZATIONS REQUESTING CDBG, ESG, HOME OR HOPWA FUNDING**

MOCD and MOH sponsor technical assistance workshops during their annual Request For Proposals (RFP) process for non-profit organizations that are interested in submitting proposals for CDBG and/or ESG funding. The purpose of these workshops is to provide interested parties with information and technical guidance on the application process. These workshops are scheduled at times and locations to maximize community participation. Workshops are held at locations that are accessible to persons with disabilities.

MOCD, MOH and SFRA staff are available year-round to provide information and guidance to organizations interested in implementing programs with CDBG, ESG, HOME, or HOPWA funds.

RFP technical assistance, as described above, will be offered to eligible organizations that serve low-income individuals and families. Technical assistance does not guarantee an award of funds.

## **XI. COMPLAINTS**

MOCD, MOH and SFRA will review and assess all written complaints and comments concerning CDBG, ESG, HOME and HOPWA-funded activities, the Consolidated Plan, the Action Plan, and the CAPER. Complaints and comments that are assessed as citizen feedback or input will be considered and summarized in the Consolidated Plan, Action Plan or CAPER, as appropriate. For complaints that require a formal response by MOCD, MOH or SFRA, the appropriate department will provide a written response within 15 working days of receipt of the complaint. If a response cannot be prepared within the 15-day timeframe, the person that submitted the complaint will be notified of the approximate date a response will be provided.

For general concerns and concerns related to non-housing CDBG and ESG-funded activities, please write to the Director of the Mayor's Office of Community Development (MOCD).

For concerns related to CDBG housing and HOME activities, please write to the Director of the Mayor's Office of Housing (MOH).

For concerns related to HOPWA-funded activities, please write to the Director of the San Francisco Redevelopment Agency (SFRA).

The address for MOCD, MOH and SFRA is as follows:  
1 South Van Ness Avenue, 5<sup>th</sup> Floor, San Francisco, CA 94103.