

COUNTY OF SAN DIEGO
SAN DIEGO URBAN COUNTY
SAN DIEGO COUNTY HOME CONSORTIUM
Citizen Participation Plan

DRAFT

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Introduction

The U.S. Department of Housing and Urban Development (HUD) requires grantees of Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), and/or Housing Opportunities for Persons with AIDS (HOPWA) funds to prepare five-year Consolidated Plans, their related Annual Plans, and fair housing plans. The development of Consolidated and Annual Plans, Consolidated Annual Performance and Evaluation Reports (CAPERs), fair housing plans, and substantial amendments/revisions must conform to the strategies addressed in the lead grantee's Citizen Participation Plan (CPP). The grantee's CPP sets forth policies and procedures for citizen participation in conformance with the requirements addressed in Title 24 of the Code of Federal Regulations (CFR), Parts 91.100 and 91.105, as amended from time to time. The requirements for citizen participation do not restrict the responsibilities or authority of the grantee for the development or execution of its Consolidated Plan, Annual Plan, fair housing plan, or subsequent amendments/revisions.

Overview

HUD entitlement programs support a variety of housing and community development activities in the region. Program funding is administered by the County Health and Human Services Agency, Housing and Community Development Services (HCDS). The HUD entitlement programs included in the Consolidated Plan and Annual Plan are:

- Community Development Block Grant (CDBG) – Supports community development activities for low- and moderate-income persons to address a variety of housing, public service, and community development needs.
- Emergency Solutions Grant (ESG) – Supports the first step in a continuum of assistance to prevent homelessness through street outreach, emergency housing, and rapid rehousing.
- HOME Investment Partnerships (HOME) – Supports local housing strategies to increase the supply of affordable housing, such as development of housing and rental assistance.
- Housing Opportunities for Persons with AIDS (HOPWA) – Supports housing and services for low-income people living with human immunodeficiency virus (HIV) and acquired immunodeficiency syndrome (AIDS). HOPWA activities are also guided by the Joint City/County HIV Housing Committee.

The County of San Diego (County) is the direct recipient of CDBG, HOME, and ESG funds. The City of San Diego (City) is the direct recipient of HOPWA funds and has designated the County as the alternate grantee for the HOPWA program. Specific program information and public documents are available at www.sdhcd.org.

The County's CDBG and ESG awards are allocated to the Urban County, which includes the unincorporated areas of San Diego County and the cities of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, and Solana Beach. Each of the Urban County cities is allocated a fair share portion of the County's CDBG grant based on HUD's CDBG entitlement formula. The County's HOME funds are allocated to the County on behalf of the HOME Consortium, which includes the Urban County and the cities of Carlsbad, Encinitas, La Mesa, San Marcos, Santee, and Vista. In conjunction with the County's citizen participation process on behalf of the County, the Urban County, and the HOME Consortium, each Urban County and HOME Consortium city must carry out its own citizen participation process for its allocation of funds as demonstrated by city council resolution. Lead grantees of a HOME Consortium and Urban County must consult with HOME and CDBG jurisdictions in the development of Consolidated and Annual Plans. For Annual Plan purposes, HUD considers the Urban County and HOME Consortium a single unit of general local government and a single program participant with the County of San Diego as the lead grantee.

The County has developed this CPP to establish policies and procedures for citizen participation in the assessment, planning, and implementation of programs. The CPP also includes efforts to extend and strengthen partnerships

among all levels of government and among for- and non-profit private sector organizations, including organizations involved in the production and operation of affordable housing.

HCDS is responsible for the administration of the Consolidated Plan process, which includes all activities related to the development and dissemination of Consolidated Plans, Annual Plans, plan amendments, and CAPERs for the San Diego County HOME Consortium and the Urban County. HCDS is also responsible for the preparation of fair housing assessments every five years in accordance with the requirements from HUD. The County is committed to carrying out program responsibilities in conformance with its plans, assessments, policies and procedures, and all applicable regulatory requirements and guidelines.

HCDS conducts outreach activities to encourage citizen participation in the preparation of priorities, strategies, issues, and funding allocations of its Consolidated and Annual Plans, substantial amendments, CAPERs, and fair housing assessments, as applicable. This CPP describes how HCDS makes a reasonable effort to encourage participation of low- and moderate-income persons, residents of low- and moderate-income neighborhoods, minority and non-English speaking populations, and persons with disabilities. The Urban County and HOME Consortium cities are included in the County's outreach efforts for its Consolidated and Annual Plans and fair housing assessments, but each city is also individually responsible for project selection and contributions to the HOME Consortium's Consolidated and Annual Plans and fair housing assessment through its citizen participation and public hearing processes.

Slum and blight areas must affect the health and safety of the local community. However, San Diego County has widespread, but small-pocket concentrations of low-income populations. Due to the difficulty of targeting funds to those areas and lack of widespread community health nuisances, HCDS has determined that the designation of slum and blight areas or target areas is not warranted. However, if such areas are designated in the future, HCDS's outreach activities will include residents of designated slum and blight or target areas. The County has not identified targeted revitalization areas.

Announcements of the preparation of the Consolidated and Annual Plans, substantial plan amendments, CAPERs, and fair housing assessments are provided via advertised public notices and postings on HCDS's website. As appropriate, email blasts are sent to interested parties. An Annual Plan development schedule, which includes the steps taken to prepare the CAPER, is posted on HCDS's website at www.sdhcd.org. This schedule is updated annually.

Citizen Participation Process

Public Involvement Techniques

As appropriate, HCDS will explore reasonable public involvement techniques, such as social media sites, radio, print and media interviews, public venues to encourage the development of a comprehensive community-wide perspective. Community input can focus on desired improvements and changes in communities and neighborhoods, review of program performance, fair housing assessments, and subsequent substantial amendments/revisions. If feasible, at the completion of the public participation process for plan preparation, the County will quantitatively measure the efficacy of the techniques adopted to elicit public and stakeholder participation.

In preparation for the five-year Consolidated Plan, Annual Plan, FAIR HOUSING PLAN, and subsequent substantial amendments/revisions, outreach efforts will include one or more of the following activities:

- County press releases;
- Flyers mailed and/or emailed to interested parties;

- Emails to interested parties;
- Flyers posted at County libraries;
- Public notices announcing public hearings in County threshold languages including English, Arabic, Chinese (Mandarin), Korean, Persian (Farsi and Dari), Somali, Spanish, Filipino (Tagalog), and Vietnamese;
- Public notices in general circulation publications announcing public hearings in the following languages: English, Arabic, Chinese (Mandarin), Spanish, Filipino (Tagalog), and Vietnamese;
- Social media postings;
- Posting on HCDS’s website;
- Posting on County engagement websites;
- Community meetings;
- Online presentations;
- Virtual meetings;
- Emails to HOME Consortium cities and Urban County cities;
- Emails to County Board of Supervisors’ Offices; and/or
- Emails to County departments.

Stages of the Consolidated Plan Process

The Consolidated Plan process involves several key stages as defined in CFR Title 24, Part 91. Similar steps, as applicable, will be followed to prepare the fair housing plan, which must be submitted to HUD. The Consolidated Plan preparation stages include:

- **Stage 1: Needs Assessment.** The needs assessment stage focuses on identifying housing and community development needs for the five-year Consolidated Plan. During this stage, HCDS hosts several community forums and conducts other outreach efforts to gather input from the community. Following outreach, a public hearing is held to propose priorities for the upcoming year and elicit public comments regarding the preparation, as applicable, of the Consolidated Plan, Annual Plan and/or fair housing plan. *Community forums typically take place between July and September, with the public hearing schedule between September and October.. This public hearing offers another opportunity for the public to provide feedback and help shape the County’s strategy for the upcoming year based on community input. .*
- **Stage 2: Plan Development.** The plan development stage involves preparing a draft Consolidated Plan, Annual Plan, and/or fair housing plan. During this time, HCDS staff review applications for funding based on eligibility, applicant capacity, and conformance with the County and Consolidated Plan goals. *This stage is usually scheduled to occur between November and the following February for the Consolidated Plan and the Annual Plan.*
- **Stage 3: Approval.** The approval stage involves formal approval by elected officials of the final Consolidated Plan, Annual Plan, and/or fair housing plan. Projects recommended for funding are presented at a public hearing of the County Board of Supervisors. In addition, alternate projects are recommended to

the Board for approval should more funding becomes available. *The timing of this stage depends on the County Board of Supervisors' meeting schedule. However, the public hearing is usually scheduled to occur in either March or April, prior to the close of the public comment period.*

- **Stage 4: Amendment (as applicable).** The amendment stage occurs when changes are made to the proposed use of funds in an Annual Plan, the priorities established in the Consolidated Plan, or when substantial revisions to the fair housing plan are required. This may include if the fair housing plan was prepared in alignment with a lead regional or joint fair housing plan agency's non-conforming submission cycle or when formal substantial amendments will be proposed, considered, and acted upon. (See the Amendment section for the definition of what constitutes a substantial amendment.) *This stage only occurs if a substantial amendment is required, and the amendment is presented to the County Board of Supervisors at a public hearing prior the close of the public comment period.*
- **Stage 5: Performance Review.** The performance review phase involves the preparation and posting of the CAPER. *This occurs between August through September of each year.*

Program Year

HCDS's program year is July 1 through June 30.

Citizen Participation Plan and Amendments

Unless revisions are mandated by HUD regulatory requirements, HCDS shall provide citizens with a reasonable opportunity of at least 14 calendar days to comment on the CPP and subsequent substantial amendments. Both the draft and final CPP will be made publicly available. Upon reasonable advance written or oral request made at least 72 hours in advance (to the contact outlined in the Contact Information section below), the CPP will be provided in an accessible format to persons with disabilities. If feasible, amendments will be presented to the County Board of Supervisors at one of the required Consolidated/Annual Plan public hearings. However, this may not be possible if the delay impacts the timely expenditure of funds.

Consolidated Plan, Annual Plan, and Fair Housing Plan Development

Prior to adopting the County's Consolidated Plan, Annual Plan, and fair housing plan, HCDS shall make the following information available to citizens, public agencies, and other interested parties (by posting temporarily on its website at www.sdhcd.org):

- A summary of the content and purpose of the Consolidated Plan, Annual Plan, and fair housing plan;
- The amount of assistance, including grant funds and program income that HCDS expects to receive;
- The range of activities that may be undertaken, including the estimated amount to benefit low- and moderate-income persons; and
- Notable fair housing and Consolidated Plan issues.

For the five-year Consolidated Plan, information on funding amounts, program income, low-to-moderate income benefit, and the range of activities to be undertaken shall be presented in broad categories as they relate to plan goals. The Annual Plan will provide more detailed information on funding allocations, low-to-moderate income benefit, and activities to be undertaken during the year. For the preparation of the fair housing plan, key fair housing issues, strategies, and proposed activities will be succinctly summarized.

Historically, the initial fair housing plan must be submitted 270 calendar days before the submission deadline of the five-year Consolidated Plan, unless HCDS is participating in a joint/regional fair housing plan and the lead agency has a different deadline. In that case, HCDS will amend its Consolidated Plan to reflect the newly adopted fair housing plan. The Urban County and HOME Consortium cities will be engaged during the appropriate steps of this process and will be asked to solicit citizen participation through their own citizen participation processes.

Please note that on June 10, 2021, as published in the Federal Register, HUD proposed an interim fair housing rule, which only requires certification from grantees that they are affirmatively furthering fair housing. However, on February 9, 2023, HUD proposed a new final rule that requires jurisdictions to complete a new fair housing plan called the Equity Plan. This rule has not yet been finalized, and new requirements for fair housing plans are possible. HCDS will update its CPP accordingly as formal guidance is received from HUD regarding implementation of the Equity Plan.

Consolidated Plan Displacement Guidelines

Activities and programs funded in the Consolidated Plan involving the possibility of displacement shall conform to HCDS's adopted Acquisition and Relocation Procedures Manual, which addresses the steps to minimize the likelihood of displacement of persons, the types and levels of assistance to be offered to displaced persons, as well as the requirement for a project-specific comprehensive relocation plan. The manual is available upon request. (See Contact Information section below.)

Consolidated Plan/Annual Plan/Fair Housing Plan Public Comment/Public Notice

The County shall provide a minimum of 30 calendar days' advance public notice of the availability for public review and comment of the draft Consolidated Plan, Annual Plan, fair housing plan, and/or substantial amendments/revisions, as well as their related public hearings. If an additional hearing is required due to feedback from the County Board of Supervisors, a necessary substantial amendment to the Annual or Consolidated Plan, or unforeseen circumstances, the County shall provide a minimum of 14 calendar days' advance public. Written and oral public comments on the Consolidated Plan, Annual Plan, fair housing plan, and/or substantial amendments/revisions will be accepted if received by the close of the public comment period. All public comments received prior to the end of the public comment period, including oral public comments received at the scheduled public hearing, will be summarized along with the identification of comments not accepted and the reason(s) why. This information will be attached to the related final Consolidated Plan, Annual Plan, fair housing plan, and/or substantial amendments/revisions.

Public Notice Publishing and Draft Plan Availability

Public notices published will include a summary of the content and purpose of the proposed Consolidated Plan, Annual Plan, and/or fair housing plan, including any proposed projects. Public notices will be published in general circulation print publications, including in the following languages: English, Arabic, Chinese (Mandarin), Spanish, Filipino (Tagalog), and Vietnamese. Notices will also be posted on HCDS's website in the following languages: English, Arabic, Chinese (Mandarin), Korean, Persian (Farsi and Dari), Somali, Spanish, Filipino (Tagalog), and Vietnamese. When feasible, notices will be disbursed to interested parties via an HCDS email blast or social media sites.

The draft five-year Consolidated Plan and fair housing plan will be publicized or made available during the public comment period at the following locations:

- County HCDS, 3989 Ruffin Road, San Diego.

- County HCDS’s web site: <http://www.sdhcd.org>.
- Urban County and HOME Consortium cities will be notified via email and will be asked to make available to their communities.
- Distributed via County email Listserv.
- County libraries will be issued notices with instructions on how the public may access and view electronic copies of the draft five-year Consolidated Plan and fair housing plan. At a minimum, the following library branch locations will be provided these documents: Alpine, Borrego Springs, Fallbrook, Julian, Lakeside, Lincoln Acres, Ramona, and Spring Valley.
- The four County Public Housing sites in Chula Vista will be provided notices with instructions on how to access and view electronic copies of the draft five-year Consolidated Plan and fair housing plan.
- Copies of the draft five-year Consolidated Plan, Annual Plan, and fair housing plan will be provided, upon reasonable request, to citizens and groups.

The draft Annual Plan will be publicized or made available at the following locations:

- County HCDS, 3989 Ruffin Road, San Diego.
- County HCDS’s web site at <http://www.sdhcd.com>.
- Copies of the draft Annual Plan will be provided to citizens and groups upon reasonable written request to the contact outlined in the Contact Information section below.

Consolidated Plan, Annual Plan, and Fair Housing Plan Public Hearings/Meetings

During the development of the Consolidated Plan, Annual Plan, and fair housing plan, HCDS will hold public meetings within its jurisdiction to obtain resident input about priority needs. HCDS will hold two public hearings annually before the County Board of Supervisors. One public hearing will be held during development the plan/fair housing plan. The second hearing will be held after the Consolidated Plan, Annual Plan, or fair housing plan is developed to receive input on the full plan and recommendations. In addition, Urban County and HOME Consortium cities will be required to obtain approval for planned projects from their respective city councils through an authorizing resolution. Hearings are held at the County Administration Center, 1600 Pacific Highway, Room 310, San Diego, California or, in the event of a public health emergency or unforeseen event, at an alternate location. If applicable, a new location would be provided to the public in advance of the meeting.

Upon reasonable advance written or oral request to the contact person identified on the published public notice (at least 72 hours in advance), assistance will be provided to non-English speaking persons and reasonable accommodation will be provided to persons with disabilities. The locations chosen for public meetings and public hearings will be accessible to persons with disabilities.

Amendments/Revisions to the Consolidated Plan, Annual Plan, or Fair Housing Plan

The following changes to the Consolidated Plan, Annual Plan, or fair housing plan will be considered substantial amendments that will require public notice and a public comment period:

- Changes in the use of CDBG funds from one eligible activity to another eligible activity not previously identified as Recommended or Alternative in the Annual Plan.
- A change in the County’s allocation priorities or a change in the method of distribution of funds.
- A significant change in the purpose, scope, location, or beneficiaries of an activity. A change is considered significant if (1) the project does not serve a similar purpose (e.g., a change from a public works construction project to a public services project); (2) the funding is insufficient to complete the project due to a significant project modification or expansion (e.g., a project expansion from one block of sidewalk construction to 10 blocks of sidewalk construction, or a project modification that will result in rehabilitation to additional areas of a facility); (3) the project is no longer located in the same or a nearby low- to moderate-income Census block group area; or (4) the project no longer benefits the same clientele or residents (e.g., the limited clientele project will serve the elderly instead of persons with disabilities, or the limited clientele project no longer serves the same community, such as relocating from Spring Valley to Fallbrook).
- The adoption of a fair housing plan not reflected in the Consolidated Plan.
- Revisions to the fair housing plan that are necessary due to a material change in circumstances in the jurisdiction that affects the information on which the fair housing plan is based, to the extent that the analysis, the fair housing contribution factors, or the priorities and goals of the fair housing plan no longer reflect actual circumstances. Examples include Presidentially declared disasters, under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act ([42 U.S.C. 5121 et seq.](#)), in the program participant's area that are of such a nature as to significantly impact the steps a program participant may need to take to affirmatively further fair housing; significant demographic changes; new significant contributing factors in the participant's jurisdiction; and civil rights findings, determinations, settlements (including Voluntary Compliance Agreements), or court orders; or upon HUD's written notification specifying a material change that requires the revision.

HCDS shall provide a minimum of 14 calendar days’ advance public notice of the availability for public review and comment on the substantial amendment/revision to the Consolidated Plan, Annual Plan, or fair housing plan. Written and oral public comments will be accepted if received by the close of the public comment period. Public comments received prior to the end of the public comment period will be summarized, along with the identification of comments not accepted and the reason why and attached to the substantial amendment to the related Consolidated Plan, Annual Plan, and/or fair housing plan.

A public hearing will be held if the substantial amendment requires County Board of Supervisors’ approval. Public notices for substantial amendments requiring Board approval will be published in general circulation publications in the following languages: English, Arabic, Chinese (Mandarin), Spanish, Filipino (Tagalog), and Vietnamese. When required, the public will also be notified of the public hearing via posting of the public notices on HCDS’s website in the following languages: English, Arabic, Chinese (Mandarin), Korean, Persian (Farsi and Dari), Somali, Spanish, Filipino (Tagalog), and Vietnamese. When feasible, notices will be disbursed to interested parties via an HCDS email blast or social media sites. Urban County and HOME Consortium cities will be notified via email.

Actions not requiring substantial amendments/revisions include:

- Actions taken to address changes in the federal funding level and the resulting effect on the distribution of funds after the draft Annual Plan’s comment period has expired.
- Actions taken to address HUD or regulatory changes or to implement waivers or flexibilities provided for in an official HUD notice or memo.

- Funds reallocated from one approved activity to another approved activity in instances when there are uncommitted funds or when approved projects are cancelled or realize cost savings and approved projects require additional funding.
- A minor change in the purpose, scope, location, or beneficiaries of an activity. For example, modifications made to a project after preliminary phases are completed (e.g., design, right-of-way acquisition, and preliminary engineering).
- Funding of projects previously submitted as Alternatives to the County of Board of Supervisors at a public hearing in instances when there are uncommitted funds, recommended projects are cancelled, additional funding becomes available due to projects being completed under budget, program income is received, or a grant award is increased.
- The cancellation of a project due to unforeseen delays.
- Revisions to the FAIR HOUSING PLAN that do not result in significant changes to the goals, strategies, or activities.

Performance Reports

The CAPER must be submitted to HUD no later than 90 days (September 28) after the close of the program year (June 30). The CAPER outlines the year's accomplishments and describes expenditures in various formats, including by activity and eligibility category.

HCDS shall provide a minimum of 14 calendar days' advance public notice of the availability for public review and comment on the CAPER. Written and oral public comments regarding the CAPER will be accepted if received by the close of the public comment period. Public comments received prior to the end of the public comment period will be evaluated when preparing the CAPER and the summary of comments will be attached to the final CAPER.

Interested parties are asked for feedback regarding the preparation of the CAPER through advertised public notices. Public notices will be published in general circulation publications in the following languages: English, Arabic, Chinese (Mandarin), Spanish, Filipino (Tagalog), and Vietnamese. The public will also be notified via posting of the public notices on HCDS's website in the following languages: English, Arabic, Chinese (Mandarin), Korean, Persian (Farsi and Dari), Somali, Spanish, Filipino (Tagalog), and Vietnamese. When feasible, notices will be disbursed to interested parties via an HCDS email blast or social media site. Urban County and HOME Consortium cities will be notified via email.

The CAPER will be made available at the following locations during the public comment period:

- County HCDS, 3989 Ruffin Road, San Diego.
- County HCDS's website at www.sdhcd.org.
- The public may submit a written request for a copy of the CAPER to HCDS, Community Development Unit at the above address.

If HUD subsequently requires other types of performance reports, procedures followed will conform to the requirements of those performance reports. If the required procedures mirror those for the CAPER, the procedures outlined above will be followed.

Public Hearings

As outlined in the Stages of the Consolidated Plan Process section above, during preparation of the fair housing plan, two public hearings will be held before the County Board of Supervisors located at 1600 Pacific Highway, San Diego, during the program year to obtain citizens' views and to respond to proposals and questions. Public notices will be published in general circulation publications in the following languages: English, Arabic, Chinese (Mandarin), Spanish, Filipino (Tagalog), and Vietnamese. The public will also be notified of the public hearing via posting of the public notices on HCDS's website in the following languages: English, Arabic, Chinese (Mandarin), Korean, Persian (Farsi and Dari), Somali, Spanish, Filipino (Tagalog), and Vietnamese. When feasible, notices will be disbursed to interested parties via an HCDS email blast or social media sites, including HCDS's Facebook page. Urban County and HOME Consortium cities will be notified via email.

The first public hearing will be held annually in the Fall prior to the proposed Consolidated Plan, Annual Plan, and/or fair housing plan being made publicly available for comment. The purpose of this public hearing is to elicit citizen views on housing and community development needs, priority non-housing community development needs, and proposed strategies and actions for affirmatively furthering fair housing consistent with the fair housing plan.

The second public hearing will be held in the Spring when the Annual Plan and, if appropriate, the Consolidated Plan, and/or fair housing plan are submitted for approval. This public hearing will address housing and community development needs, the development of proposed activities, and the strategies and actions for affirmatively furthering fair housing outlined in the fair housing plan.

Comments received orally or in writing during public comment periods will be presented to the County Board of Supervisors, provided that the comments are received prior to the deadline for approval of the Board letter and attachments – generally two weeks before the public hearing. Public comments received prior to the end of the public comment period, including oral public comments received at the scheduled public hearing, will be summarized along with the identification of comments not accepted and the reason(s) why and will be attached to the applicable final related plans, amendments, or fair housing plan.

Public hearings will be held during customary business hours (between 8 a.m. and 5 p.m.) at a location convenient to actual and potential beneficiaries (currently held at 1600 Pacific Highway, Room 310, San Diego). Upon reasonable advance written or oral request to the HCDS contact person identified on the public notices or announcements (at least 72 hours in advance), HCDS will provide reasonable accommodation to persons with disabilities. Sufficient seating, including areas to accommodate wheelchairs, will be available to allow citizens access to public meetings. If a significant number of non-English speaking residents are expected to attend a public hearing or public meeting, translation services will be made available upon reasonable advance written or oral request to the HCDS contact person identified on the public notices or announcements (at least 72 hours in advance).

Availability of Documents

The adopted Consolidated Plan (including the Annual Plan), fair housing plan, and any substantial amendments will be made available to the public at the following locations:

- County HCDS, 3989 Ruffin Road, San Diego; and
- County HCDS's web site at <http://www.sdhcd.com>.

The CAPER will be made available to the public during the public comment period at the following locations:

- County HCDS, 3989 Ruffin Road, San Diego;

- County HCDS’s web site at www.sdhcd.org; and
- The public may submit a written request for a copy of the CAPER to the contact outlined in the Contact Information section below.

Consultation Process

When preparing the Consolidated Plan, Annual Plan, substantial plan amendments, and fair housing plan, HCDS shall take reasonable measures to consult with the following, as appropriate to the stage of the Consolidated Plan/fair housing plan process: Urban County and HOME Consortium cities; the region’s Continuum of Care; local and regional institutions; philanthropic, community-based, and faith-based organizations; businesses; developers; nonprofit organizations; local and State of California (State) governments; the staff, residents, and program participants of the Housing Authority of the County of San Diego (HACSD) (public housing agency) and other assisted housing developments; and public and private agencies that provide assisted housing, health services, social and fair housing services (including those focusing on services to children, elderly persons, persons with disabilities, persons experiencing homelessness, and persons with HIV/AIDS and their families); as well as other appropriate organizations.

Consultations in preparation for the Annual Plan will also include direct mailing or emailing to Urban County and HOME Consortium cities and those who have requested information on the preparation of the Annual Plan. This Annual Plan distribution list is updated annually prior to the preparation of the Annual Plan and includes both residents and agencies. Agencies and groups may be added to or deleted from the distribution list upon request via email, telephone, or upon recommendation of County staff. Written requests should be made to the contact outlined in the Contact Information section below. Telephone and email contact information is available on the HCDS website at www.sdhcd.org.

Consultation by five-year Consolidated Plan component or for the five-year fair housing plan will be carried out as follows:

- **HOMELESS STRATEGY** – When preparing the portions of the Consolidated Plan and fair housing plan that describe or assess the County’s fair housing activities and/or homeless strategies, activities, and resources available, HCDS shall make a reasonable effort to consult with: (1) the Regional Task Force on the Homeless (RTFH); (2) public and private agencies that are involved in housing, health, social services, victim services, employment/education needs of low-income individuals and families, individuals and families experiencing homelessness (including veterans), youth, and/or other persons with special needs; (3) publicly-funded institutions and systems of care that may discharge persons into homelessness (e.g., healthcare/mental health facilities, foster care or other youth facilities, and corrections programs and institutions); and (4) business and civic leaders. In particular, consultations will evaluate the needs of persons experiencing homelessness and persons at risk of homelessness (particularly individuals and families experiencing chronic homelessness, families with children, veterans and their families, and unaccompanied youth). In addition, HCDS continues to assign a staff person to consult with the RTFH throughout the year.
- **LEAD-BASED PAINT HAZARDS** – When preparing the portions of the Consolidated Plan and fair housing plan concerning lead-paint hazards, HCDS shall make a reasonable effort to consult with: local health and child welfare agencies and examine any available data related to lead-based paint hazards, poisoning, the location of housing units where children have been reported to have been lead poisoned. At a minimum,

HCDS will consult with staff from the County of San Diego Health and Human Services Agency (HHSA) who are involved in lead poisoning prevention.

- ***PRIORITY NON-HOUSING COMMUNITY DEVELOPMENT NEEDS*** – When preparing the portions of the Consolidated Plan and fair housing plan concerning priority non-housing community development needs, to the extent practicable, HCDS will notify adjacent units of general local government as outlined below. The adopted non-housing community development plan will be submitted to the State of California. The agencies consulted in preparing these portions of the five-year Consolidated Plan and Annual Plan will include the Urban County cities and those County departments involved in non-housing community development needs. In addition to the six Urban County cities, County departments consulted typically include the Department of Public Works (DPW), Department of Parks and Recreation, and the County Fire Authority.
- ***ADJACENT UNITS OF GENERAL LOCAL GOVERNMENT*** – Regarding issues and solutions that straddle jurisdictions, HCDS shall make a reasonable effort to consult with adjacent units of general local government, including agencies with metropolitan-wide planning responsibilities. In addition, consultation will continue to take place on a regular basis at the quarterly CDBG/HOME meetings attended by representatives of the County’s entitlement agencies. The San Diego Association of Governments (SANDAG) and the State of California Clearinghouse will also be consulted during the preparation of the Consolidated and Annual Plans.
- ***HOPWA*** – 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 can also participate through the Joint City/County HIV Housing Committee, which serves as an advisory body to HCDS. The HIV Housing Committee meetings are held during normal business hours Monday through Friday at a central location. All HIV Housing Committee meetings are held in facilities that are accessible to persons with disabilities.
- ***PUBLIC HOUSING AGENCY*** – HCDS shall make a reasonable effort to consult with the HACSD concerning public housing needs, planned programs and activities, and for the fair housing plan assessment, proposed strategies, activities, and goals for reasonable efforts to affirmatively further fair housing. Efforts will be made to ensure consistency between the HACSD’s public housing agency plan and HCDS’s Consolidated Plan. Public housing activities, such as drug elimination, neighborhood improvement, and resident services, will, if possible, be coordinated to achieve comprehensive community development goals. The HACSD is not currently a designated troubled public housing agency and is not required to implement remedies under a Section 504 Voluntary Compliance agreement. Should HACSD’s status change, HCDS will make an effort to consult with the HACSD to identify any available actions it may take to assist the HACSD in implementing required Section 504 remedies and/or improving its operations to remove its troubled agency status. HCDS shall provide notification to the HACSD regarding its Consolidated Plan activities related to its developments and surrounding communities so that, if feasible, the HACSD can make this information available at its annual public housing agency plan public hearing. The HACSD is staffed by HCDS and informal email and verbal communication takes place on a regular basis when preparing the five-year Consolidated Plan, Annual Plan, CAPER, and the fair housing plan.
- ***ESG*** – HCDS shall make reasonable efforts as to consult with the CoC in determining the allocation of its ESG grant for eligible activities; developing performance standards; evaluating outcomes of projects and activities assisted by ESG funds; developing funding, policies, and procedures for the operation and administration of the Homeless Management Information System (HMIS); and developing fair housing plan activities, strategies, and goals. HCDS will continue to provide a staff person to consult with the CoC

throughout the year. In addition, the County intends to continue to provide a number of officials to serve on the CoC Board.

- **RESIDENTS** – The County’s CDBG, HOME, and ESG funding allocations have been based generally on the severity of both poverty and substandard housing conditions in the County’s jurisdiction. Therefore, it is important that reasonable outreach efforts as described previously are conducted to encourage public participation of residents living in poverty, residents of low-income communities, those experiencing substandard housing conditions, those experiencing fair housing issues, as well as organizations that provide assistance to these populations. HCDS will provide at all appropriate stages of the Consolidated Plan and fair housing plan processes opportunities for meaningful involvement by low-income residents and their stakeholders, including involvement in the following activities:
 - Identification of needs;
 - Priority setting;
 - Funding allocations;
 - Program recommendations; and
 - fair housing plan strategies and goals.

As mentioned previously, the planning development schedule is revised at the beginning of each year and is posted on HCDS’ website. The schedule is currently located at: www.sdhcd.org .

Conformance with Fair Housing and Civil Rights Laws

All aspects of community participation will be conducted in accordance with fair housing and civil rights laws, including the Civil Rights Act of 1964 and the regulations at 24 CFR part 1; section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8; and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable and may be amended from time to time. Reasonable and timely access will be provided to all meetings and hearings.

Access to Information and Records

HCDS shall afford citizens, public agencies, and other interested parties, upon written request to the contact outlined in the Contact Information section below, reasonable and timely access to information and records related to the fair housing plan and Consolidated and Annual Plans, and the use of assistance under the Consolidated Plan programs during the preceding five years.

Technical Assistance

HCDS will, upon reasonable written or oral request to the contact outlined in the Contact Information section below, provide technical assistance to potential CDBG, HOME, or ESG funding applicants, those seeking funding to benefit low- and moderate-income persons and others. The types of technical assistance available within staff time constraints include:

- Assistance in commenting on the fair housing plan;
- Information on properly completing the application and the types of attachments/documents needed;
- Determination of project qualifications under low-moderate income area benefit or limited clientele benefit;
- Advice on whether the project appears to be an eligible activity;
- Determination of whether the project benefits the County’s jurisdiction; and
- Information on what must be provided to demonstrate the applicant has the capacity to administer the project.

Complaint Procedures

Complaints from the public about the County’s citizen participation process or the Consolidated Plan, Annual Plan, fair housing plan, CAPER, or amendment processes will receive careful consideration. Complaints may be submitted to the contact outlined in the Contact Information section below. Complaints that include a full address, telephone number, and/or email address will be answered, where practical, in a substantive manner in writing within 15 working days of receipt of the complaint.

Contact Information

Unless stated otherwise on applicable public notices and announcements, all communication, including inquiries and requests, shall be directed to the County of San Diego Department of Housing and Community Development, Community Development Unit, 3989 Ruffin Rd., San Diego, CA 92123. Telephone inquiries shall be directed to (858) 694-4801, or the Telecommunication Device for the Deaf (TDD) line at (866) 945-2207. Program-specific contact information is available on the HCDS website at www.sdhcd.org.