

CITY OF NATIONAL CITY

CITIZEN AND COMMUNITY PARTICIPATION PLAN

FOR THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT PROGRAMS

THIRD AMENDMENT APRIL 2020 - Resolution 2020-84

PURPOSE & OBJECTIVE

The City of National City (City) is an entitlement jurisdiction and, as such, receives entitlement grant funding from the U.S. Department of Housing and Urban Development (HUD).

The federal entitlement grant funds include:

- HOME Investment Partnerships Program (HOME);
- Community Development Block Grants (CDBG).

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) or Analysis of Impediments to Fair Housing Choice (AI), as applicable.

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. The 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 CFR 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.

This Citizen and Community Participation Plan (CCPP) merges the federal requirements of the CPP and the CoPP.

The City of National City receives annual entitlement allocations of CDBG and HOME funds for housing and community development activities to assist low-income persons and households. If the City were

to receive other program funds such as an Emergency Solutions Grant (ESG) the Plan would be amended accordingly to meet the demands of the program.

Intent of the CDBG and HOME Programs

The City of National City's intent for its CDBG and HOME Programs is to meet the identified needs of low and moderate income residents, and to provide a more desirable living environment for all residents within the City. Due to limited resources, it is impossible for the City to identify all of the needs of our residents and/or fund all of the programs/activities necessary to meet those needs. Therefore, the City must rely on a coordinated effort among our residents, social service providers and other governmental agencies to assist in addressing the needs of the residents of National City. To encourage citizen participation in the identification of community needs and appropriate measures to address them, the City has adopted the following CCPP to set forth the policies and procedures it will utilize to encourage citizen participation.

The City will take appropriate actions to encourage participation by all residents including but not limited to, minorities and non-English speaking persons; persons with disabilities; residents of public and assisted housing developments; extremely low, very low, low and moderate income individuals and families; residents living in deteriorated, deteriorating, slum and/or blighted areas; residents living in areas where CDBG and HOME program funds are proposed to be used; and residents in predominantly low and moderate income neighborhoods.

The City will also take actions to encourage participation by additional stakeholders and interested parties, including but not limited to local and regional institutions, public and private organizations, Continuum of Care representatives, businesses, developers, nonprofit organizations, community-based and faith-based organizations, broadband internet service providers, organizations engaged in narrowing the digital divide, agencies who manage flood prone areas, public land or water resources, emergency management agencies, and public housing agencies.

The City will take actions to use alternative public involvement techniques to encourage citizen participation, including use of the Internet.

I. DEFINITIONS

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

- A change in the CDBG or HOME funding level of the activity by 25% or greater than the original adopted budget and a change in use of Program funds.; or
- Makes a significant change to an activity's proposed beneficiaries or persons served; or
- Funds a new activity not previously described in the AAP
- Eliminates funding for an activity identified in the AAP

A change to the previously adopted AI or AFH:

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

For substantial amendments, the City will provide a minimum of 30-day public comment period, except when the emergency provisions of Section VI of this Plan are triggered, and will hold a public hearing on the proposed amendment(s) according to procedures outlined in the Section III of this Plan. The City will make the final amendment(s) public by posting the item on its website.

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 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 or AI 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 or AI.

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. The AAP is submitted to HUD 45 days prior to the start of the program year (generally mid-May).

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

Assessment of Fair Housing (AFH): The AFH is an analysis of fair housing data, an assessment of fair housing issues and contributing factors, and an identification of fair housing priorities and goals. The AFH analyzes fair housing issues in the City and surrounding region, which results in goals the City sets forth to achieve over its coming planning cycle. The AFH may replace the required Analysis of Impediments to Fair Housing Choice during the term of this CCPP, depending upon applicable HUD guidance.

Citizen and Community Participation Plan (CCPP): Is a plan (this document) merges the federal requirements of the Citizen Participation Plan (CPP) and Community Participation Plan (CoPP) concurrently. The Plan provides standards by which all residents, stakeholders, and interested parties reasonable opportunity to participate in the development, planning, execution, and evaluation of the Con Plan, AAP, CAPER, CCPP, AFH or AI, and any Substantial Amendments to the to those Plans.

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 residents, consultants, and other 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. The CAPER is submitted to HUD 90 days after the end of the program year (usually September 28).

Consolidated Plan (Con Plan): The Five-Year Consolidated Plan is a comprehensive document, providing a detailed description of the housing and community development needs in National City, which prioritizes those needs, and then develops a strategy for addressing the needs.

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 plans.

Continuum of Care (CoC): The CoC is a regional or local planning body that coordinates housing and services funding for homeless families and individuals. The CoC provides a more strategic system by providing homeless people with housing and services appropriate to their range of needs.

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 federal funds (CDBG and HOME) covered by the CPP as defined in the Code of Federal Regulations Title 24 for the Department of Housing and Urban Development.

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.

Low to Moderate Income (LMI): LMI is 0–80% of Area Median Income (AMI) for a jurisdiction as defined annually by HUD. In addition, this includes those individuals presumed by HUD to be principally LMI (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

Public Hearing: Public hearings provide the public an opportunity to make public comment. The City will conduct a minimum of two public hearings per program year, at two different stages. Together, the hearings will address housing and community development needs, development of proposed activities, proposed strategies and actions for affirmatively furthering fair housing.

II. **ROLE, RESPONSIBILITIES, AND CONTACT INFORMATION**

The City of National City is the recipient of all the federal entitlement grant funds.

City of National City Council

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

City Council meetings are generally held the first and third Tuesday of the month beginning at 6:00 p.m. The meetings are held at the City of National City – City Hall second floor, Council Chambers at 1243 National City Boulevard, National City, CA 91950. City Hall is a facility accessible to persons with disabilities. When in-person meetings are not available due to social distancing and limitation of public gatherings are recommended virtual meetings will be held. All virtual hearings utilized by the City of National City will provide reasonable notice and real-time access for citizens for questions, comments and responses.

The General Contact Information for the City of National City’s HUD Entitlement Programs:

City of National City
National City Housing Authority
Angelita Palma
140 E. 12th Street, Suite B
National City, CA 91950
(619) 336-4219
apalma@nationalcityca.gov
www.nationalcityca.gov/CDBG-HOME

III. CITIZEN PARTICIPATION POLICIES

AVAILABILITY OF DRAFT AND APPROVED DOCUMENTS

National City residents and interested parties will be provided with an opportunity to comment on the draft Con Plan, AAP, CCPP, AFH OR AI, and all related amendments. A Notice of Public Review and Comment Period will be published in the local newspaper. The Notice will include a minimum 30-day period for review and comment, except when the emergency provisions of Section VI of this Plan are triggered. 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, except when the emergency provisions of Section VI of this Plan are triggered. If the Emergency Provisions are triggered in which case a minimum five (5) day period for review and comment will be provided. The Notice and the proposed amendment (or a summary of the changes) will be made available for review in publicly accessible places and on the City's website as outlined in the Notice, for the minimum number of days specified, and comments will be accepted through the entire period.

The draft and final versions of the Con Plan, AAP, CAPER, CCPP, AFH OR AI, and all related amendments will be available online at the National City Housing Authority website at www.nationalcityca.gov/CDBG-HOME. Previously approved plans and amendments are available on the City's website to residents, public agencies, and other interested parties. The Plan will be provided in a format accessible to persons with disabilities, upon request.

Hard copies of all documents will be available at the National City Housing Authority located at 140 E. 12th Street, Suite B, National City, CA 91950.

PUBLIC HEARINGS

The public hearings will be held to obtain residents' views regarding housing and community development needs, proposed allocation of CDBG and HOME funds, strategies and actions taken to affirmatively further fair housing, and review program performance.

- The City will hold a minimum of two (2) public hearings for the Con Plan and AAP and a minimum of one (1) public hearing for the CCPP, AFH or AI, and Substantial Amendments to the Con Plan, AAP, CCPP, and AFH or AI.
- The City will conduct at least one public hearing during the development of the Con Plan, AAP, and AFH or AI prior to publishing the Plan(s) for public comment.
- Public hearings will be held after a notice has been published in a local newspaper of general circulation, at least 10 days prior to the date of the scheduled meeting except when the emergency provisions of Section VI of this Plan are triggered, in which case a minimum a five (5) day period for notice will be provided.

- An agenda for the meeting shall be posted at City Hall 72-hours prior to the meeting. Public hearings are usually held during City Council meetings on the first and third Tuesday of the month at 6:00 p.m. at the City Council Chambers at City Hall (1243 National City Boulevard, National City, CA 91950).
- A live webcast of the meeting may be viewed on the City's website at www.nationalcityca.gov. Every effort will be made to hear the testimony of all who wish to comment at a public hearing; however, in the event that there is not enough time to hear everyone's testimony, the public is encouraged to submit their comments in writing.
- Special accommodations will be made for people with disabilities, and the City will also make every effort to provide translators for people who do not speak English. Requests should be submitted five (5) working days before the hearing to the City Clerk's Office by calling (619) 336-4228, in writing to 1243 National City Boulevard, National City, CA 91950, or by email to clerk@nationalcityca.gov.

NOTICE OF HEARINGS AND REVIEW PERIODS

The City will also maintain an attitude of openness and helpfulness in order to encourage public response through an atmosphere of mutual cooperation.

- 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 related documents.
- Notices will be posted at City Hall, the National City Housing Authority, and on the City's website at www.nationalcityca.gov/CDBG-HOME.
- Notices will be published in a local newspaper of general circulation at least ten (10) calendar days before the public hearing and will include information regarding how to request accommodation and services available for persons with disabilities who wish to attend the public hearings.

Con Plan, AAP, AFH OR AI, CCPP and Substantial Amendment

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

When the emergency provisions of Section VI of this Plan are triggered a minimum five (5) day period for review and comment will be provided for the Con Plan and AAP.

CAPER

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.

To Comment on the Con Plan, AAP, CAPER, CCPP, AFH or AI, and Substantial Amendments

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

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 Con Plan, AAP, CAPER, AFH or AI, CCPP, or Substantial Amendment submitted to HUD, the City will provide as an attachment all written communications received and a summary of each oral comment during the applicable 30-day or 15-day public review period; the City's subsequent action; and the reasons for non-action, if none was taken. This information will also be made available to the public as part of the final document.

Other opportunities to comment

At various times throughout the year, the City may request public comments on development, implementation and evaluation of the Plans. The requests will be advertised in one or more of the following methods:

- Articles, legal notices(s), or news release in the city-wide newsletter, local newspaper(s), and minority publications
- Social media and/or the City's website
- On-line surveys
- Email blasts; to be added to this email distribution list, please submit a request to Angelita Palma at apalma@nationalcityca.gov, or in writing to 140 E. 12th Street, Suite B, National City, CA 91950.

IV. DISPLACEMENT POLICY

As part of the CCPP, 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; or
- Moving and related expenses

V. AVAILABILITY OF AND ACCESS TO RECORDS

Information on the City's Con Plan, AAP, CCPP, CAPER, AFH OR AI, and program regulations will be posted on the National City Housing Authority's website at www.nationalcityca.gov/CDBG-HOME and will be made available for review during normal working hours at the City of National City, 140 E. 12th Street, Suite B, National City, CA 91950, and upon written request to the Angelita Palma at 140 E. 12th Street, Suite B, National City, CA 91950 or by email at apalma@nationalcityca.gov. If the City is unable to provide immediate access to the documents requested, the City will make every effort to provide the public reasonable and timely access to information and records as required by law.

VI. EXPEDITED PROCEDURES DURING PERIODS OF EMERGENCY

During periods of national or regional emergency, the City will utilize expedited procedures and waivers to reduce the time periods for the provision of reasonable notice and opportunity to comment periods outlined above. In such cases, the City shall provide residents with no less than five (5) days' notice of public hearings or meetings of the City Council, and shall provide no less than five (5) days' opportunity for public comment. Further, in-person public hearings will not be required when social distancing and limitation of public gatherings are recommended. All virtual hearings utilized by the City of National City will provide reasonable notice and real-time access for citizens for questions, comments and responses.

VII. 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, informational sources, and training. "Technical assistance," as used here, does not include the provision of funds to groups requesting such assistance and the City will not write proposals for an applicant.

Assistance will also be provided by the National City Housing Authority to interested individuals and resident 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.

VIII. COMMUNITY & CITIZEN PARTICIPATION POLICIES

The Community and Citizen Participation Policies (CCPP) are designed to provide reasonable opportunities for residents, consultants, entitlement grant beneficiaries, community partners, and other interested parties to be involved in the development of the planning documents.

IX. ASSESSMENT OF FAIR HOUSING (AFH)/ANALYSIS TO FAIR HOUSING CHOICE (AI) DATA

As part of the AFH or AI, 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 OR AI at the start of the public participation process (or as soon as feasible thereafter).

X. AFH/AI-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 or AI, 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.

XI. COMMENTS/COMPLAINTS

Comments or complaints from residents, public agencies, and other interested parties regarding the Con Plan, AAP, CAPER, AFH or AI, or related amendments and performance reports may be submitted in writing to the City Clerk's Office in writing to 1243 National City Boulevard, National City, CA 91950 or by email to clerk@nationalcityca.gov. 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.