

City of Santee

Citizen and Community Participation Plan
for Programs Funded Under the U.S.
Department of Housing and Urban
Development's (HUD) Office of Community
Planning and Development



Revised
March 2025

Introduction

The City of Santee (City) receives an annual entitlement of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for housing and community development activities to assist people with low to moderate incomes. In accordance with HUD requirements, the City must create a Five-Year Consolidated Plan (Consolidated Plan) that addresses affordable housing and community development needs, submit an Annual Action Plan (Annual Plan) to outline spending and activities for the upcoming program year, and provide a Consolidated Annual Performance and Evaluation Report (CAPER) that summarizes the City's accomplishments and use of CDBG funds in the previous program year. Pursuant to the Code of Federal Regulations (CFR) at 24 CFR 91.105, the City must have and follow a detailed citizen participation plan that specifies the City's policies and procedures for engaging citizens and encouraging them to participate in creating, evaluating, and implementing the CDBG program and the Assessment for Fair Housing (AFH), the Analysis of Impediments to Fair Housing (AI), and/or other statutorily required plan to address fair housing.

In addition, HUD regulations for the AFH and AI require that the City adopt a community participation plan setting forth the City's policies and procedures for the community participation, solicitation of views, and recommendations from members of the community and other interested parties; a consideration of the views and recommendations received; and a process for incorporating such views and recommendations into decisions and outcomes.

This Citizen and Community Participation Plan (CCPP) serves to meet the federal requirements described above concurrently.

The City is committed to ensuring that all individuals have equal access to services and programs, including the update process for the Consolidated Plan and its various components. Reasonable accommodations will be provided for those with disabilities upon advance request. Please contact Brittany Gohres, Senior Management Analyst at 619-258-4100 extension 221, or via email at bgohres@cityofsanteeca.gov. Persons with hearing or speech disabilities can dial 711 to connect with a free TTY service, which will assist in contacting the City for reasonable accommodations.

Participation Policies

The City invites and encourages public involvement in developing relevant plans and reports. Citizen participation is crucial at every step of the planning process, including identifying needs, setting priorities based on those needs, recommending activities to address high-priority needs, and evaluating the effectiveness of the programs and activities.

The primary goal of the Citizen and Community Participation Plan (CCPP) is to solicit

views and recommendations from members of the community, organizations, and other interested parties and to incorporate the views and recommendations in the decision-making process. To accomplish this goal, the CCPP mandates that the City will do the following in the development and implementation of the Consolidated Plan; AFH, AI, and/or other statutorily required plan to address fair housing; substantial amendments to these plans, and CAPER:

- Encourage broad participation from the community;
- Encourage the involvement of persons with low to moderate incomes, particularly those living in the low- to moderate-income communities where funds are proposed to be used;
- Encourage the involvement of persons with disabilities; racial and ethnic minorities; and persons who are non-English speaking and/or have Limited English Proficiency (LEP);
- Encourage participation from organizations and businesses that support people with low to moderate incomes, such as the Regional Task Force on Homelessness/San Diego Continuum of Care (CoC), developers, academia, nonprofit organizations, philanthropic organizations, community-based and faith-based organizations, public housing agencies, resident advisory boards, resident councils, and/or resident management corporations;
- Provide residents reasonable and timely access to information, meetings, and records;
- Provide residents the opportunity to review and offer input and feedback regarding the use of CDBG; AFH, AI, and/or other statutorily required plans to address fair housing; and the CAPER;
- Assist persons who are non-English-speaking and/or persons with LEP upon advance request, provided such services are available; and
- Use comprehensive techniques to encourage and measure public participation and review program performance.

The City assures that the most diligent effort will be made to comply with the process and procedures outlined in this Citizen and Community Participation Plan.

Development of Plans

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

- Five-Year Consolidated Plan;
- Annual Action Plan;
- Consolidated Annual Performance and Evaluation Report (CAPER); and
- Assessment of Fair Housing (AFH), Analysis of Impediments to Fair Housing (AI), and/or other statutorily required plan to address fair housing.

The City will make a concerted effort to notify residents, social service providers, business groups, nonprofit organizations, community and faith-based organizations, community boards, and other interested organizations of the development of the Consolidated Plan; Annual Plan; AFH, AI, and/or other statutorily required plan to address fair housing; and CAPER through public noticing, including electronic mail, online postings, and notices in the newspaper.

The City will issue a Notice of Funding Availability (NOFA) inviting proposals for CDBG activities. Upon request, the City will provide technical assistance to groups representing persons with low to moderate incomes to develop proposals for eligible activities and comment on the AFH, AI, and/or other statutorily required plan to address fair housing.

The City will make available any HUD-provided data and other supplemental information the City plans to incorporate into its AFH/AI at the start of the public participation process (or as soon as feasible thereafter). Prior to adoption of the Consolidated Plan, Annual Plan, and/or CAPER (Plan(s)), the City will make available the estimated amount of CDBG funding that it expects to receive, the activities that may be undertaken, the estimated amount of funds that will be used to benefit persons with low to moderate incomes, and any activities that may result in displacement.

The City will prepare the Annual Plan, which may contain a list of projects to be funded for the given program year with any additional funding received. During each program year, additional funding may become available because of program income, projects completed below budget, or projects canceled or delayed due to a variety of reasons. A list of public facility and infrastructure improvement projects can be included in Annual Plans and approved by the City of Santee City Council (City Council) to serve as back-up projects. The City may activate these back-up projects at any time when funding becomes available. The City must receive HUD approval for these back-up projects along with the approved and funded projects as part of its approval of the Annual Plan. Initiation and funding of these projects would not constitute a substantial amendment as defined below.

The City will publish a summary of the proposed Plan(s) and/or AFH, AI, and/or other statutorily required plan in the newspaper and have it available on the City's website for a period of at least ten (10) days prior to a public meeting. The summary will describe the contents and purpose of the Plan(s) and/or AFH, AI, and/or other statutorily required plan and include a list of the locations where the documents may be reviewed. The Plan(s) and/or AFH, AI, and/or other statutorily required plan will be available for review at the Office of the City Clerk (10601 N. Magnolia Avenue, Santee, CA 92071) and on the City's website. The City will provide a reasonable number of free copies to citizens and groups upon request.

Consolidated Annual Performance and Evaluation Reports (CAPER)

The City will prepare an annual CAPER to evaluate the progress of the Consolidated Plan and to review accomplishments in the previous program year. Prior to submitting the CAPER to HUD, the public must be noticed, advising of the availability of the CAPER. The notice will be published in the newspaper and available on the City's website. The CAPER will be available for review at the Office of the City Clerk and on the City's website. A comment period of not less than 15 days will be provided. All comments received in writing and orally will be included in the final submission to HUD.

Plan Amendments

The City will amend its approved Plan(s) whenever it makes one of the following decisions:

- To carry out an activity not previously described in the Annual Plan using funds covered by the Consolidated Plan, including program income.
- To substantially amend the purpose, scope, location, or beneficiaries of an activity.
- To substantially amend the allocation priorities or the method of distributing funds.

A substantial amendment is defined as the following:

- An addition, modification, or elimination of a Consolidated Plan goal.
- An addition of a new activity not previously identified in the Annual Plan.
- A change in an activity after the adoption of the Annual Plan that meets one of the following thresholds:
 - A net increase or decrease greater than 50 percent of the activity allocation; or

- A change in the use of funds from one activity to another that affects 20 percent or more of the City's current annual CDBG fund allocation.
- A change in adopted AFH that is:
 - Due to a material change in the City's circumstances, the AFH's analysis, contributing factors, or goals that may no longer reflect current conditions. This could include new significant contributing factors, civil rights findings, substantial demographic shifts, or a Presidentially-declared disaster affecting the City's ability to implement the AFH.
 - Resulting from a written notification provided by HUD identifying a material change that HUD believes warrants revisions to the AFH.

Substantial amendments must be authorized by City Council and will be available on the City's website and through public notices in the newspaper. Minor changes and/or corrections may be made, so long as the changes do not constitute a substantial amendment. Minor changes, including but not limited to modifications of goal outcome indicators, shall not be considered a substantial amendment and do not require public review or a public hearing.

The City will receive and consider comments concerning substantial amendments and/or AFH, AI, and/or other statutorily required plan revisions for a period of not less than 30 days. All comments received in writing or orally at a public meeting will be considered in preparing the final Plan(s) and/or AFH, AI, and/or other statutorily required plan. A summary of the comments or views, including those not accepted and the reasons, shall be attached to the final Plan(s) and/or AFH, AI, and/or other statutorily required plan.

Public notices will be published at least ten (10) days prior to the hearing. Notices will include the date, time, location, and summary of the proposed action to help facilitate informed comments.

Public Hearings

The City aims to hold public meetings at convenient times and locations near lower-income neighborhoods, ensuring accessibility for persons with disabilities. The City continues to explore new ways to enhance participation and involvement, including the use of online needs assessments and surveys.

The City will meet the following public hearing requirements:

- Conduct at least two public hearings each year to obtain residents' feedback regarding housing and community development needs, proposed allocation of CDBG funds, and strategies and actions taken to affirmatively further fair

housing, and to review program performance.

- Conduct at least one public hearing during the development of the AFH, AI, and/or other statutorily required plan to address fair housing prior to publishing for public comment. The public hearing must be held prior to formulating the Consolidated Plan.
- Conduct at least one public hearing during the development of the Consolidated Plan prior to publishing the Consolidated Plan for public comment.
- Receive and consider comments concerning the Plan(s), AFH, AI, and/or statutorily required plan to address fair housing for a period of 30 days. All comments received in writing or orally at the public meeting will be considered in preparing the final Plan(s) and/or AFH, AI, and/or statutorily required plan. A summary of the comments, including those not accepted and the reasons, shall be attached to the final Plan(s).

In addition to public meetings, the City will distribute a survey to collect public feedback.

Public Notices

The City provides notice of 15 or 30 days at all stages of the Consolidated Plan process to encourage participation from the community. A 30-day notice is provided for the Citizen and Community Participation Plan; Five-Year Consolidated Plan; Annual Plan; AFH, AI, or other statutorily required plan to address fair housing; and any substantial amendments. A 15-day notice is provided for the CAPER.

Notices will include eligible types of activities, expected benefit to persons with low to moderate incomes; staff contact information; and the date, time, and location of the event. Notices are published in the newspaper and announced on the City's website.

Access to Information and Records

Any citizen, organization, or other interested party may submit written requests for information regarding the Consolidated Plan; Annual Plan; AFH, AI, and/or other statutorily required plan to address fair housing; and/or the CAPER, including the City's use of funds under the CDBG programs and the benefit to persons with low to moderate incomes during the preceding five years.

This Citizen and Participation Plan; the current Consolidated Plan; the current Annual Plan; the current AFH, AI, and/or other statutorily required plan to address fair housing; the current CAPER; and any substantial amendments to these plans are available for public review at the Office of the City Clerk and on the City's website.

Technical Assistance

Upon request, the City works with individuals or groups which represent people with low and moderate incomes to develop proposals for funding assistance under the Consolidated Plan programs. City staff provides technical assistance for proposals that strengthen and expand the role of community-based development organizations in planning for eligible activities. Technical assistance does not include the award of funds to the requesting group.

The City's Development Services Department will offer assistance to individuals and citizen groups seeking further clarification of HUD regulations and the criteria for project eligibility under federal grants.

Anti-Displacement

The City strives to avoid and minimize the displacement of individuals due to HUD-funded activities. To the greatest extent possible, the City will consider the impact of displacement in the site selection during the project planning phase and will provide information to displaced individuals on available assistance and relocation benefits.

Prior to approval of any HUD-funded activities with the potential for temporary or permanent displacement of individuals or businesses, the responsible agency (City or private developer) must provide a written plan of action for comparable replacement housing and assistance to displaced households based on the [Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 \(URA\), 49 CFR Part 24](#).

Comment and Complaint Process

The City will consider any comments received from citizens in preparing this Citizen and Community Participation Plan; Consolidated Plan; Annual Plan; CAPER; AFH, AI, or other statutorily required plan to address fair housing; and/or substantial amendments to these plans. A summary of all comments will be attached and submitted to HUD.

The City will respond to written complaints received relating to the Consolidated Plan; Annual Plan; AFH, AI, or other statutorily required plan to address fair housing; CAPER; and/or substantial amendments. Written complaints must describe the objection and provide contact information of the complainant. The City will respond to complaints within 15 working days of receiving the written complaint, acknowledging the letter and identifying a plan of action if necessary. Correspondence may be addressed to:

City of Santee
Brittany Gohres
Senior Management Analyst
619-258-4100, ext 221
bgohres@cityofsanteeca.gov
10601 Magnolia Avenue
Santee, CA 92071

Persons wishing to contact the Los Angeles Area HUD Office may address correspondence to:

U.S. Housing and Urban Development
Attn: Alexander A. Gonzales
300 North Los Angeles St., Suite 4054
Los Angeles, CA 90012

Definitions

Annual Plan: The Annual Action Plan (Annual Plan) is a one-year (July 1 to June 30) planning document, detailing approved funding allocations for specific eligible activities. The Annual Plan is submitted to HUD at least 45 days prior to the beginning of the program year.

CAPER: The Consolidated Annual Performance and Evaluation Report (CAPER) is prepared at the end of the program year to detail how funds were expended and the extent to which these funds were used for activities that benefitted people with low to moderate incomes. The CAPER is submitted to HUD within 90 days of the program year-end.

CDBG: The Community Development Block Grant (CDBG) is a HUD grant that may be used to fund a variety of community development programs that benefit persons with low to moderate incomes.

CFR: The Code of Federal Regulations (CFR) is the general and permanent rules and regulations published in the Federal Register by the executive departments and agencies of the U.S. government.

Five-Year Consolidated Plan: The Consolidated Plan is a five-year planning document and application for funding which establishes the City's priorities and strategies for use of HUD-administered funding.

HUD: The U.S. Department of Housing and Urban Development (HUD) is the federal agency which administers and provides guidance for the Consolidated Plan process and use of federal funds, such as CDBG.

Persons with Low to Moderate Incomes: A person is considered to have a low to moderate income if their household's total income does not exceed 120 percent of the median household income for the area, adjusted for household size.