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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 Solutions 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 Housing and Community Development (MOHCD) is the lead agency responsible for the consolidated planning process and for submitting the Consolidated Plan, annual Action Plans and Consolidated Annual Performance Evaluation Reports to HUD. MOHCD administers the CDBG housing, public facility, non-workforce development public service and organizational planning/capacity building activities; and all HOME, HOPWA and ESG activities. The Office of Economic and Workforce Development (OEWD) is responsible for economic development and workforce development activities of the CDBG program.

MOHCD serves as the lead agency for the HOPWA program for the San Francisco EMSA, which consists of San Francisco and San Mateo Counties.

The Citizen's Committee on Community Development (CCCD) is a nine-member advisory body charged with promoting citizen participation for CDBG, ESG, HOME and HOPWA programs. Members are appointed by the Mayor and the Board of Supervisors, and represent a broad cross-section of communities served by the four programs. The CCCD holds public hearings, assists with the identification of community needs and the formulation of program priorities, and makes funding recommendations for the CDBG, ESG, HOME and HOPWA programs to the Mayor. The CCCD has regular monthly public meetings.

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 making revisions to our current Citizen Participation Plan. The revisions are related to the following changes to San Francisco's organizational structure:

- The former two offices of the Mayor's Office of Community Development and Mayor's Office of Housing have been merged into the Mayor's Office of Housing and Community Development;
- The Office of Economic and Workforce Development now administers economic development and workforce development activities of the CDBG program;
- The former San Francisco Redevelopment Agency (SFRA) was the lead agency for the HOPWA program that served the San Francisco, San Mateo and Marin Counties. Pursuant to the passage of Assembly Bill No. 1X 26 (Chapter 5, Statutes of 2011-12, First Extraordinary Session) (AB 26), the State of California suspended most new activities of redevelopment agencies and dissolved all redevelopment agencies in the

State as of October 1, 2011. Subsequently, the date for dissolution was extended to January 31, 2012. As of February 1, 2012, the City and County of San Francisco is the successor agency to the SFRA. MOHCD is the successor housing agency and thus, the lead agency for the HOPWA program; and,

- As of program year 2014-2015, the San Francisco EMSA for the HOPWA program includes San Francisco and San Mateo Counties. Prior to 2014-2015, the San Francisco EMSA included the three counties of San Francisco, San Mateo and Marin.

II. PUBLIC INPUT ON REVISED CITIZEN PARTICIPATION PLAN

The revisions to the Citizen Participation Plan described above are not substantive changes and do not constitute a Substantial Amendment as defined in Section VII of this plan. Public input on the revisions was not solicited.

III. PURPOSE

The Citizen Participation Plan sets forth policies and procedures that the CCCD) MOHCD and OEWD have adopted to encourage citizen involvement regarding the use of four federal funding sources: CDBG, ESG, HOME and HOPWA. The Citizen Participation Plan specifically promotes citizen participation in the following activities:

- Development of the Consolidated Plan, a five-year strategic plan that serves as a planning document for San Francisco's community development and affordable housing activities and a strategy 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; and,
- 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, ESG, HOME and HOPWA 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 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 objectives, priority needs, goals and activities to address the identified needs. The Action Plan is a document that lists specific projects that will receive CDBG, ESG, HOME, and/or HOPWA funding in the upcoming program year.

Both documents are submitted to HUD for its 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, MOHCD and OEWD 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 CCCD will convene at least one public hearing to solicit input on community development and housing needs.

The CCCD will convene another public hearing after the annual Draft Action Plan, which will include preliminary funding recommendations, is made available to the public. The list of preliminary funding recommendations is a list of projects that are proposed to receive CDBG, ESG, HOME and/or HOPWA 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. MOHCD and OEWD 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, MOHCD and OEWD 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.

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 posted on the MOHCD and OEWD websites;
3. Notices will be mass mailed to non-profit organizations on MOHCD's mailing list.

The publication of notices in newspapers, web postings, and mass mailings will take place approximately two weeks prior to the date of a public hearing. Notices will encourage persons who cannot attend a hearing to submit written comments to MOHCD.

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, MOHCD 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 posted on the MOHCD and OEWD websites and published in neighborhood and ethnic group-specific newspapers 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, MOHCD and OEWD 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 the MOHCD and OEWD websites, at the offices of MOHCD and OEWD, 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 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. MOHCD 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 posted on the MOHCD website and 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 MOHCD's website, at the offices of MOHCD, 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 a 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, MOHCD 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 Draft CAPER for review and comment, and of the locations where a copy of the draft document may be reviewed. Notices will also be posted on the MOHCD and OEWD websites and published in neighborhood and ethnic group-specific newspapers 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 the MOHCD and OEWD websites, at the offices of MOCD and OEWD, and at the Main Branch of the San Francisco Public Library. Interested persons will have 15 days to provide written comments on the Draft CAPER. Interested parties may also provide oral comments at the 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 for reasons including 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. MOHCD 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 posted on the MOHCD website and published in neighborhood and ethnic group-specific newspapers 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 MOHCD's website, at the offices of MOHCD, 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 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 MOHCD and OEWD 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; and,
- The current Citizen Participation Plan and any substantial amendments.

These documents are available electronically on the MOHCD and OEWD websites, at the office of MOHCD and OEWD, and at the Main Branch of the San Francisco Public Library. Upon request, MOHCD will make documents available in a form that is accessible to persons with disabilities. MOHCD 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, Action Plans, CAPERs 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

MOHCD and OEWD sponsor technical assistance workshops during their Request For Proposals (RFP) processes for non-profit organizations that are interested in submitting proposals for CDBG, ESG, HOME and/or HOPWA 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.

MOHCD and OEWD 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

MOHCD and OEWD 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 MOHCD or OEWD, 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 CDBG housing, public facility, non-workforce development public service and organizational planning/capacity building activities; and all ESG, HOME and HOPWA activities, please write to the Director of the Mayor's Office of Housing and Community Development (MOHCD).

For concerns related to CDBG economic development and workforce development activities, please write to the Director of the Office of Economic and Workforce Development (OEWD).

The address for MOHCD and OEWD Workforce Development Division is as follows:
1 South Van Ness Avenue, 5th Floor, San Francisco, CA 94103.

The address for OEWD Economic Development Division is as follows:
City Hall, Room 448, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102