

City of Oceanside – Neighborhood Services Department
CONSOLIDATED PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT
July 1, 2010 - June 30, 2015

CITIZEN PARTICIPATION PLAN

The City of Oceanside is committed to providing its citizens an opportunity to participate in an advisory role in planning, implementing, and evaluating programs covered by the City's five-year Consolidated Plan for Housing and Community Development and the annual Action Plans implementing the Consolidated Plan. These documents are required by the U.S. Department of Housing and Urban Development (HUD) as a condition of participation in the programs and receipt of funds. HUD requires and the City encourages active public participation in all phases of the City's Community Planning and Development Grant (CPD) program.

Beginning with PY 2009 the City will also fulfill public participation requirements of the American Recovery and Reinvestment Act (ARRA) of 2009 (the Recovery Act) and all programs funded by appropriations in the Recovery Act. The City will make all Recovery Act program applications, reports and other related documents available to the public on the City's website at www.ci.oceanside.ca.us.

A detailed description of the process for allocating Community Development Block grant (CDBG) Program funds for public services, administration and planning, capital improvement and economic development projects, housing rehabilitation and other CDBG-funded activities can be found in the City's *Community Development Block Grant Program Policy and Procedure Document*.

The following steps outline the City's Citizen Participation Plan to provide optimal access to all citizens at each stage of the CDBG program.

1. The CDBG program shall encourage citizen participation, with particular emphasis on participation of low- and moderate-income persons as well as individuals and families who are residents of low- and moderate-income neighborhoods in the City. The City will encourage such persons to express their opinions and suggestions during development of the five-year Consolidated Plan, the annual Action Plans, and the Annual Consolidated Annual Performance and Evaluation Reports (CAPER). Draft copies of these documents will be available at the Oceanside Public Library, the City Clerk's office, the Neighborhood Services Department office, and on the City's website. The City will print a public notice in a newspaper of general local circulation inviting citizen review of and comment on the draft documents. The City shall respond to all comments and questions.
2. The City will hold public hearings before the City Council at which the use of CPD grant funds is to be discussed and/or determined. The City will publish a public notice in a newspaper of general local circulation stating the date, time, and location of any such public hearings; the notice will be published no less than ten (10) days prior to the hearing. Other notices shall be published and/or posted as deemed necessary by the City to inform the public of meetings, workshops, information or access to records and reports relating to the use of CPD grant funds.

3. All CPD-related documents and reports, and copies of federal regulations governing the CDBG and HOME Programs shall be available for public review during normal business hours at the Neighborhood Services Department offices. The five-year Consolidated Plan, current Action Plan and most recent CAPER documents will be placed on the City's website on the Housing web page. Documents relating to Recovery Act programs will be available on a separate web page devoted to such programs and activities in the City.
4. The City will provide technical assistance in developing proposals to groups representative of persons of low- and moderate-income, including community-based organizations from low- and moderate-income neighborhoods. City staff will provide such technical assistance when requested and as appropriate.
5. The City will hold at least three public hearings before the City Council to obtain citizen views on the use of CPD grant funds. Citizens will be invited to comment on the proposed use of funds, express their opinion on the overall CPD program in the City, and on the outcomes demonstrated from use of the funds. These hearings are in addition any discussion of programs and activities by City advisory commissions.
 - a) The first hearing shall be held normally in mid-March concerning the CPD program for the next fiscal year and to decide on the allocation of the CDBG funds. All applicants for CDBG funds for the program year under consideration shall be notified of this meeting and shall receive a copy of the staff report in advance of the meeting.
 - b) The second hearing shall be held normally at the first City Council meeting in May for review and approval of the annual Action Plan and CPD budget, and approval to submit the Plan to HUD. This hearing shall be held after a thirty-day public review of the Plan.
 - c) The third hearing shall be held normally in September for review and approval of the CAPER, and approval to submit the report to HUD. This hearing shall come after a fifteen-day public review period of the report.
6. When the City is preparing its five-year Consolidated Plan for Housing and Community Development, two additional public hearings shall be scheduled to receive citizen input on proposed objectives and strategies. These hearings shall be for information only and will require no action.
 - a) The first information hearing will be held in February or March before the City Housing Commission.
 - b) The second information hearing shall be held before the City Council in April near the date when the Consolidated Plan is released for public comment.
 - c) The Consolidated Plan shall be presented for review and approval, and authorization to submit the Plan to HUD, at the same public hearing in May at which the Action Plan for year one of the Consolidated Plan is presented for review and approval, as noted in item #6.c) above.

7. The City will seek additional public participation during development of the five-year Consolidated Plan, to include neighborhood meetings, surveys, discussions with subrecipients during monitoring visits and presentations to City commissions. All participation will be reported in the Plan.
8. When the City is preparing the annual Action Plan, City staff members shall present the proposed goals, objectives and strategies for the coming program year to citizen advisory commissions for their comment and suggestions. These presentations shall be made in March or April to the Community Relations, Housing, and Parks & Recreation Commissions and to such other commissions as time may allow.
9. Upon release to the public, the City shall provide copies of each year's draft Action Plan to the Oceanside City Council and to members of the Housing, Parks & Recreation and Community Relations Commissions for review and comment.
10. The City will hold separate public hearings for Recovery Act programs administered by HUD to comply with specific Recovery Act requirements.
11. Public hearings shall be held after appropriate notice has been published giving the date, time and location of the meeting. The City will provide reasonable accommodation for persons with disabilities at these hearings.
12. Whenever a public hearing, community meeting or other gathering related to the CPD program is expected to draw a substantial number of non-English speaking residents or persons with limited English proficiency (LEP), the City shall make an effort to provide translation services at the meeting. The City shall follow guidelines from the U.S. Department of Justice concerning implementation of Executive Order 13166 *Improving Access to Services for Persons with Limited English Proficiency*. The City will provide Spanish-language versions of CPD materials in neighborhoods with a substantial number of persons for whom Spanish is their primary language. The City will publish and/or distribute bilingual notices of meetings whenever items to be discussed at the meeting may affect a significant number of non-English speaking residents or LEP residents. More information on outreach to LEP persons is in the City's *Language Assistance Plan* (LAP)
13. City staff shall make every effort to respond to written comments, questions, or complaints from residents with a written response within ten (10) working days of receipt. Citizens wishing to make formal complaints to HUD shall be provided adequate information and assistance.

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CRITERIA FOR DETERMINING A SUBSTANTIAL CHANGE

Community Development Block Grant (CDBG) regulations [24 CFR Part 570.305 (a)], which became effective October 6, 1988, require that affected citizens be provided with an opportunity to comment on any activity involving the use of CDBG funds that is added, deleted, or substantially changed after submission of the annual Action Plan and/or the Consolidated Plan Statement of Objectives to the U.S. Department of Housing and Urban Development (HUD). The regulations also require that the grantee develop and make public its criteria for what constitutes a substantial change. The Oceanside City Council has established that a “substantial change” is considered to have occurred under the following circumstances:

1. The proposed addition and funding of an activity not previously approved for funding in the Action Plan or Statement of Objectives
2. The proposed cancellation and deobligation of funds for an activity previously described and approved in the Action Plan
3. A change in the location of an activity from that described in the Action Plan when that change will have a significant impact on the activity and/or participants in the activity
4. An increase or decrease in funding for an approved activity when the change amounts to more than 10% of the amount originally approved by the City Council and included in the approved annual Action Plan
5. Changes in the activity from that originally described in the Action Plan so that the original participants and/or the beneficiaries of the activity population are no longer included, e.g., persons with disabilities, low- to moderate-income families, residents of a specific neighborhood, etc.
6. Significant changes in the purpose, goals and/or objectives of an activity from that originally described in the Action Plan so that the activity is a “new” activity, e.g., a youth tutoring program is changed to a youth recreation program.

Any substantial change shall be presented to the City Council at a public hearing for review, citizen comment and action. Any action by the City Council concerning a substantial change shall be reported to the HUD – Los Angeles Field Office and included in the CAPER for that year.

The City will prepare and submit substantial amendments to implement Recovery Act programs as required by regulations of the specific programs.