



**City of Encinitas
Citizen and Community Participation Plan for
Programs Funded Under the U.S. Department of
Housing and Urban Development's Office of
Community Planning**

Amended by City Council Resolution No. 2025-32
Amended by City Council Resolution No. 2020-42
Amended by City Council Resolution No. 2020-18
Updated by City Council Resolution No. 2017-79

Introduction

The City of Encinitas (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. The City is also a participating jurisdiction (PJ) in the County of San Diego HOME Consortium. In accordance with HUD requirements, the City must create a Five-Year Consolidated Plan (Con Plan) that addresses affordable housing and community development needs, submit an Annual Action Plan (AAP) 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 and Community Participation Plan (CCPP) that specifies the City's policies and procedures for engaging citizens and entitlement grant beneficiaries to participate in developing, evaluating, and implementing the CDBG program.

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 program and activities.

The primary goal of the 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 Con Plan, AAP, CAPER, and/or a statutorily required plan to address fair housing:

- Encourage participation from community members and residents.
- Encourage the involvement of persons with low to moderate incomes, particularly those living in low to moderate income communities where funds are being 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 Continuum of Care (CoC), businesses, developers, 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 funds, the AAP, the CAPER, and/or a statutorily required plan to address fair housing.
- Assist persons who are non-English speaking and/or persons with LEP upon advance request, provided such services are available.
- Use comprehensive techniques to encourage and measure public participation and review program performance.

The City is committed to ensuring that all individuals have equal access to services and programs, including the update process for the Con Plan and its various components. Reasonable accommodations will be provided for those with disabilities upon advance request. Please contact the City Clerk at (760) 633-2601 at least 72 hours prior to public meetings. Persons with hearing or speech disabilities may dial 711 to connect with a free Teletypewriter (TTY) service, which will assist in contacting the City for reasonable accommodations.

Development of Required Plans

As an entitlement jurisdiction, the City of Encinitas (City) is required to prepare the following documents:

- A Five-Year Consolidated Plan (Con Plan)
- An Annual Action Plan (AAP)
- A Consolidated Annual Performance and Evaluation Report (CAPER)
- A 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 Con Plan, AAP, and/or a statutorily required plan to address fair housing through 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 people with low to moderate incomes to develop proposals for eligible activities and comment on a statutorily required plan to address fair housing.

An application for funding is available each year and made available to prospective applicants. The application is made available in hard copy and fillable PDF format. Application information is posted to the City's website and published in a local publication

of general circulation. The amount of anticipated available funding is included in the application.

Prior to adoption of the Con Plan and the AAP, 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 publish a summary of the proposed Plan(s) in the newspaper and have it available on the City's website for a period of 14 days prior to a public meeting. The summary will describe the contents and purpose of the Plan(s) and include a list of the locations where the plans may be examined. The Plan(s) will be available for review at Encinitas City Hall and on the City's website. The City will provide a reasonable number of free copies to citizens and groups upon request.

The City will prepare an annual CAPER to evaluate the progress of the Con Plan and to review accomplishments for 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 Encinitas City Hall and on the City's website. A comment period of at least 14 days will be provided. All comments received in writing and orally will be included in the final submission to HUD.

Public Hearings

The City aims to hold public meetings at convenient times and ensure accessibility for persons with disabilities. The City continues to explore new ways to enhance participation and involvement.

The City will meet the following public hearing requirements:

- Conduct at least two public City Council hearings each year to solicit residents' views regarding housing and community development needs, proposed allocation of CDBG funds, strategies and actions taken to affirmatively further fair housing, and review program performance.
- Conduct at least one public City Council hearing during the development of the Con Plan prior to publishing the Con Plan for public comment.
- Receive and consider comments concerning the Plan(s) 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). A summary of the comments, including those not accepted and the reasons, shall be attached to the final Plan(s).

Public hearings are held in the Council Chambers at City Hall located at 505 S. Vulcan Avenue in Encinitas and will be accessible to people with disabilities. Listening devices for individuals who are deaf or hard of hearing will be made available at public hearings upon request. Translators will be provided for persons who are non-English speaking and with limited English proficiency when requests are made at least 72 hours prior to the public hearing. Individuals with disabilities, who require reasonable accommodations to participate in the City Council meetings should contact the City Clerk at (760) 633-2601 at least 72 hours prior to the scheduled meeting.

Public Notices and Review Periods

The City will employ multiple methods to inform residents, entitlement grant beneficiaries, local government officials, housing and community development officials and others about public meetings, public hearings, and comment periods. The available methods are listed below; not all shall be used for each meeting but will be implemented as City staff deems appropriate in relation to the action being considered.

- Press release announcing the public forums, public hearings, and review and comment periods
- Notification on the City's website
- Publication in the *Coast News* and/or other pertinent local neighborhood newspapers, as available
- Direct notification to residents and organizations currently being affected by the City's CDBG funds, either through direct funding or through City-sponsored programs
- Direct notification (mail, e-mail, newsletter or flyers) to groups and/or organizations and individuals who have expressed an interest or whom the City identifies as having a greater potential interest, such as disabled persons, minorities, seniors, and youth
- Notice/distribution to include City Council Offices and/or another City Departments
- Posting in the courtyard at City Hall
- Other news or media sources

Notices for public hearings shall be publicized with a minimum of 14 days' advanced notice.

The City shall provide reasonable public comment periods as set forth below to ensure that all interested parties have sufficient time to examine the contents of any of the standard documents and submit written comments prior to finalization. City staff will aim to provide a thoughtful and written response to public comments within 15 days of receipt, whenever feasible. A summary of the written and public hearing comments and a summary of all comments not accepted and their reasons for dismissal will be attached

to final documents and presented to the City Council for consideration. Standard documents shall be available for public review at the City's website www.encinitasca.gov and at City Hall during the comment period. The Con Plan, AAP, and substantial amendment shall have a public review and comment duration of 30 calendar days. The CAPER shall have a public review and comment duration of 14 calendar days.

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 AAP using funds covered by the Con Plan, including program income.
- To substantially amend the purpose, scope, location, or beneficiary of an activity.
- To substantially amend the allocation priorities or the methods of distributing funds.

A substantial amendment refers to any significant change made to an already adopted Con Plan or AAP. This includes a 50 percent increase or decrease in the annual allocation for any of the following funding categories:

- Public Services
- Planning and Administration
- Capital Improvements

Additionally, it encompasses any major adjustment to an activity's proposed location, the beneficiaries or persons served, the introduction of funds for a new activity not previously described in the AAP, or the addition or elimination of a goal or priority within the Con Plan.

A substantial amendment to a statutorily required plan to address fair housing is necessary when:

- There is a material change in the circumstances within the City of Encinitas, or San Diego region that affects the information on which the statutorily required plan was based. This could be due to significant changes that impact the City's ability to implement the plan, such as the emergence of new contributing factors, civil rights findings, substantial changes to demographic data or events like a Presidentially declared disaster. Such changes may render the analysis, contributing factors, or the priorities and goals of the plan inaccurate or outdated; or
- HUD provides written notification identifying a material change that, in HUD's view, necessitates revisions to the statutorily required plan to address fair housing.

Substantial amendments must be authorized by the City Council and will be available on the City's website. 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 comment.

The City will receive and consider comments concerning substantial amendments 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 when preparing the final Plan(s), 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).

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

Any changes in federal funding levels made after the comment period for the draft Con Plan and/or AAP has expired will not be considered an amendment or substantial amendment, even if these changes affect the distribution of funds.

Technical Assistance

Upon request, the City will work with individuals or groups which represent persons with low to moderate incomes to develop proposals for funding assistance under the CDBG Program.

Displacement Policy

The City of Encinitas strives to avoid and minimize the displacement of individuals due to HUD-funded activities, by maintaining and enforcing a displacement policy. To the greatest extent feasible, 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.

Displacement refers to the involuntary relocation of individuals from their residence due to housing development and rehabilitation paid for with federal funds.

Prior to approval of any HUD-funded activity with the potential for temporary or permanent displacement of individuals, 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 Acquisition Policies Act of 1970 (URA), [49 CFR part 24](#).

Access to Information and Records

Any citizen, organization, or interested party is provided with reasonable and timely access to local meetings and information, and may submit written requests for information regarding the Con Plan, AAP, and/or a statutorily required plan to address fair housing, and the CAPER, including the City's use of funds under the CDBG program and the benefits to persons with low to moderate incomes during the preceding five years.

Standard documents are available for public review at Encinitas City Hall at 505 S. Vulcan Avenue, Encinitas, California, 92024 and on the City's website www.encinitasca.gov.

Standard documents include:

- Con Plan
- AAP
- CAPER
- Substantial amendments to any of the listed documents
- CCPP
- A statutorily required plan to address fair housing

All standard documents are maintained and accessible for a period of five (5) years as required by Con Plan Regulations [\[24 CFR 91.105\(h\)\]](#). These documents are provided, when requested, in an accessible format to persons with disabilities, and may be translated for non-English speakers if deemed feasible.

Comments and Complaints

The U.S. Department of Housing and Urban Development (HUD) has granted the Mayor of Encinitas and Encinitas City Council the sole responsibility and authority to develop and implement the Con Plan program, adhering to HUD-regulated guidelines. Written comments, complaints, concerns, or questions submitted to the City will receive a meaningful and substantive response, typically within 15 days, whenever possible. If a complaint is submitted outside of the Con Plan process and is not included in the Con Plan, copies of both the complaint and the City's response will be forwarded to HUD. Correspondence should be submitted to:

Cindy Schubert, Housing Management Analyst

City of Encinitas

Development Services Department

505 S. Vulcan Ave, Encinitas, CA 92024

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

U.S. Housing and Urban Development

c/o Rebecca Blanco

Community Planning and Development Division

300 N. Los Angeles Street, Suite 4054

Los Angeles, CA 9001