



CITIZEN PARTICIPATION PLAN

FOR

UNITED STATES
DEPARTMENT OF
HOUSING AND URBAN
DEVELOPMENT
FUNDING PROGRAMS

CITY OF SAN MARCOS
May 2025





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CHAPTER 1: INTRODUCTION



Chapter 1: Introduction

PURPOSE

The City of San Marcos (City) is an entitlement recipient of U.S. Department of Housing and Urban Development (HUD) funding, is required to have and follow a Citizen Participation Plan (CPP) that sets forth its policies and procedures for citizen participation.

The City's Citizen Participation Plan is prepared and implemented in accordance with the guidance provided in U.S. Housing and Urban Development (HUD) Regulations 24 CFR Part 91.105.

DEFINITIONS

Annual Action Plan (AAP): a plan that details how Community Development Block Grant and HOME Investment Partnership funds, if received, are allocated during each fiscal year of the Consolidated Plan. The AAP is due 45 days before the start of the program year.

Citizen Participation Plan (CPP): a plan that must be developed by entitlement jurisdictions to describe and document efforts that will be undertaken to provide for and encourage citizens to participate in the development of the Consolidated Plan (ConPlan), Annual Action Plan (AAP), any Substantial Amendments to the ConPlan, and the Consolidated Annual Performance and Evaluation Report (CAPER).

Community Development Block Grant (CDBG): a grant from the U.S. Department of Housing and Urban Development (HUD) that provides funds for eligible community development programs that benefit low-and moderate-income persons.

Consolidated Annual Performance and Evaluation Report (CAPER): an annual performance report submitted to HUD within 90 days of the close of a grantee's program year.

Consolidated Plan (ConPlan): a five-year strategic plan that identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, provide a suitable living environment and expand economic opportunities primarily for persons of low and moderate income. The ConPlan is due 45 days before the start of the program year.

Days: All references to days will mean calendar days, unless designated working days.

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

Low-and Moderate-Income Person: a member of a family having an income equal to or less than the 80% low-income limit established by HUD. Unrelated individuals will be considered as one-person families for this purpose.

Persons with Limited English Proficiency (LEP): individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if they are to have an equal opportunity to participate in or benefit from any aids or services provided.

Program Year: the CDBG program year for the City of San Marcos covers from July 1 through June 30 of the following year,



Chapter 1: Introduction

OBJECTIVES

The primary objective of the Citizen Participation Plan (CPP) is to encourage citizen participation. To accomplish this objective, the City will:

Provide for and encourage citizens to participate in the development of any ConPlan, any substantial amendment to the ConPlan, AAP and the CAPER. These requirements are designed to encourage participation by low- and moderate-income persons, particularly those living in slum and blighted areas and in areas where CDBG funds are proposed to be used, and by residents of predominantly low- and moderate-income neighborhoods. Take whatever actions are appropriate to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities.

Encourage the participation of local and regional institutions, the Continuum of Care and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing the ConPlan.

Encourage, in conjunction with consultation with public housing agencies, the participation of residents of public and assisted housing developments, in the process of developing and implementing the ConPlan, along with other low-income residents of targeted revitalization areas in which the developments are located. Make an effort to provide information to the public housing agency (PHA) about consolidated plan activities related to its developments and surrounding communities so that the PHA can make this information available at the annual public hearing required for the PHA Plan.

Provide residents reasonable and timely access to information, meetings, and records.

Provide residents the opportunity to review, offer input and feedback regarding the use of program funds, and comment on the CAPER.

Provide assistance for non-English-speaking and LEP persons upon advance request, provided such services are available.

Provide reasonable accommodations for those with disabilities upon advance request (at least three days prior to the meeting date).

ADMINISTRATIVE RESPONSIBILITIES AND CONTACT INFORMATION

The City's CDBG Program Coordinator will also serve as the Citizen Participation Coordinator (Coordinator). The Coordinator's responsibilities include:

- Process public notices, public hearings, focus groups, and forums

- Record and respond to comments and complaints received

- Ensure compliance with the CPP and all applicable Federal regulations regarding citizen participation

- Amend CPP as required to remain in compliance with applicable regulations



Chapter 1: Introduction

The Coordinator's contact information is listed on the City's Community Development Block Grant Program at <https://www.san-marcos.net/CDBG>. The Coordinator can also be reached at City of San Marcos, 1 Civic Center Drive, San Marcos, CA, 92069-2918 or by phone at 760-744-1050.

ACCESS TO RECORDS

The City will provide residents, public agencies, and other interested parties with reasonable and timely access to information and records relating to the City's plans and the City's use of assistance under the programs covered by this CPP during the preceding five years.

The City will provide a reasonable number of free copies of the Standard Documents to citizens and groups upon request.

Records are available at the following locations:

City Clerk's Office located at City of San Marcos, 1 Civic Center Drive, San Marcos

City of San Marcos website at www.san-marcos.net

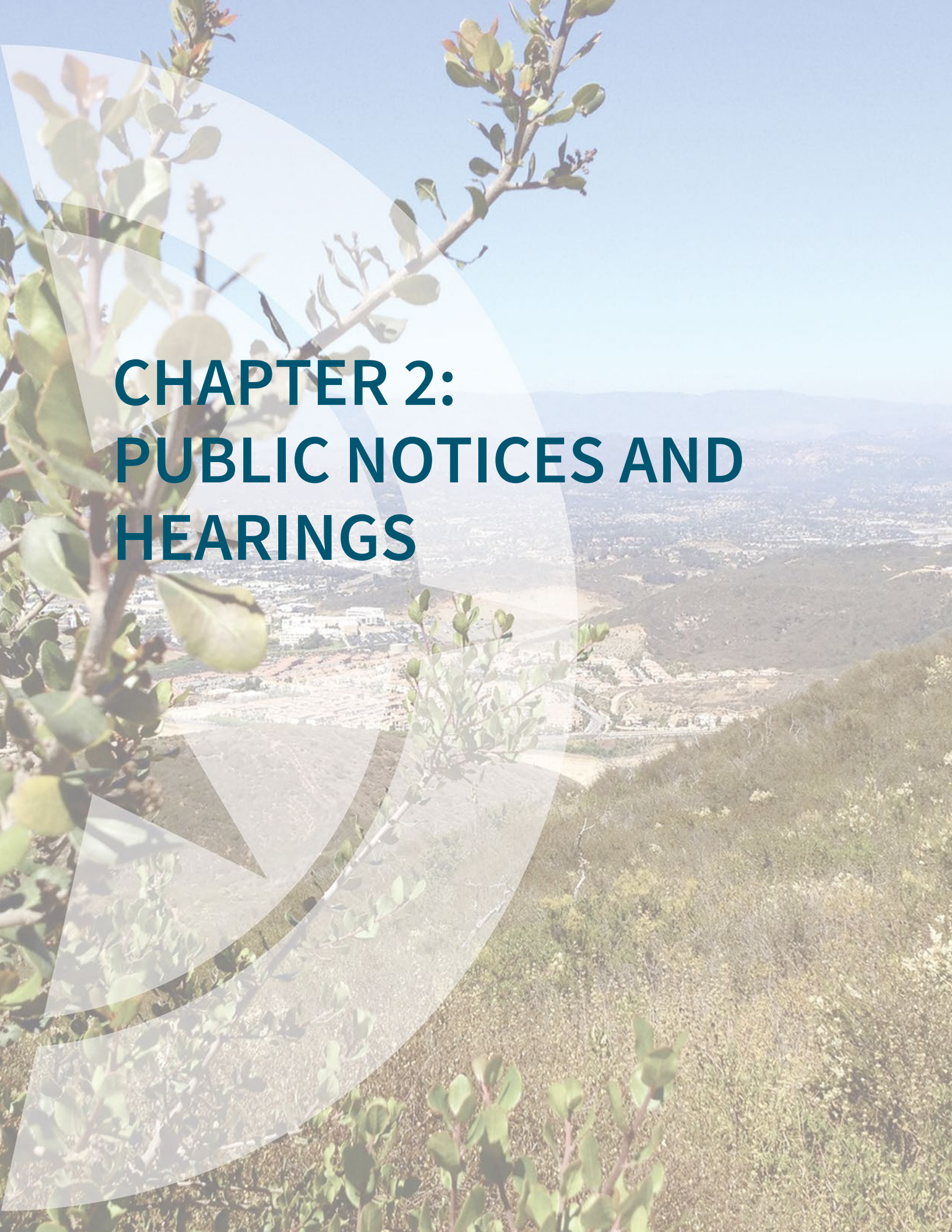
Records will be available in a form accessible to persons with disabilities, upon request to the Coordinator. For persons with LEP, an alternative document will be provided upon request.

COMPLAINT PROCEDURES

Complaints should be addressed to the Coordinator at the address listed in the Administrative Responsibility and Contact Information section of this CPP and should include an address and/or email address that the City can send a reply to. The City will send a timely substantive reply within 15 working days, where practicable.

EMERGENCY WAIVERS

The City may decide to follow an Emergency Waiver issued by HUD for disaster response and recovery. If the City decides to follow an Emergency Waiver issued by HUD, then the requirements of that waiver will take precedence over the requirements of this Citizen Participation Plan.

The background image is a landscape photograph showing a valley with a city, surrounded by hills and mountains under a clear blue sky. In the foreground, there are green bushes. A large, semi-transparent circular graphic, resembling a stylized sun or a target, is overlaid on the left side of the image. The text is positioned within this graphic area.

CHAPTER 2: PUBLIC NOTICES AND HEARINGS



Chapter 2: Public Notices and Hearings

PUBLIC NOTICE

The City will provide the public with reasonable and timely access to local meetings and documents, including proposed or actual use of program funds. The Notice will provide a description of the contents and purpose of the document/plan/report and include locations where copies of the document/plan/report may be examined.

ADEQUATE ADVANCE PUBLIC NOTICE

Public notices shall provide adequate advance notice and be issued at least 10 days in advance of a public hearing, consistent with City requirements.

FORMS OF PUBLIC NOTICE

Notices will be published in one or more newspapers of general circulation and announced on the City's website. Notices may also be published in a local Spanish language newspaper.

PUBLIC HEARINGS

Public hearings will be conducted at a minimum of two different stages in the program year to obtain citizens' views and to respond to funding proposals and questions. Public hearings will be held after there has been adequate notice as described in the "Public Notice" section of this CPP. The notices must provide sufficient information about the subject of the hearing to permit informed comment.

ACCESS TO PUBLIC HEARINGS

Public hearings will be held during regularly scheduled City Council meetings held at City Hall located at 1 Civic Center Drive, San Marcos, CA 92069-2918. City Hall is easily accessible by public transit.

POPULATIONS WITH UNIQUE NEEDS

All public hearings will be held at locations accessible to persons with disabilities. Special accommodations will be made, to the greatest extent feasible, for persons with disabilities.

Upon reasonable request (at least three days prior to the meeting date), the City will provide an interpreter for non-English speaking residents.

An aerial photograph of a city, likely Los Angeles, showing a mix of urban development, green spaces, and hills. A large, semi-transparent, stylized leaf graphic is overlaid on the left side of the image, partially obscuring the city view. The leaf is composed of several overlapping, curved segments in shades of light green and white.

CHAPTER 3: PARTICIPATION PROCESS



CITIZEN PARTICIPATION

The City encourages the public to participate in the process and to provide comments on plans and reports. Following is the City's participation process for program plans and reports.

CITIZEN PARTICIPATION PLAN AMENDMENTS

A public notice advising of the availability of a draft amendment to the CCP will be published in the newspaper and made available on the City's website. Documents will be available on the City's website and also available for review at the City's Clerk's Office. A comment period of not less than 30 days will be provided. All comments received, in writing or orally, will be included in the amended Citizen Participation Plan.

The amendment will be provided in a format accessible to persons with disabilities, upon request.

CONSOLIDATED PLAN (ConPlan) AND ANNUAL ACTION PLAN (AAP)

Prior to publishing for public comment, the City will conduct at least one public hearing during the development of the ConPlan or AAP. The hearing will address housing and community development needs, including priority non-housing community development needs, development of proposed activities, and review of program performance. To obtain additional citizen input, the City may also conduct public meetings, hold focus group meetings, and/or issue surveys/questionnaires.

A public notice advising of the availability of the draft plans will be issued before adoption of the final ConPlan or AAP. The City will make the plans available on the City's website and also available for review at the City's Clerk's Office. The ConPlan or AAP shall include the amount of funding the City expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income.

The City will receive and consider comments concerning the ConPlan or AAP for a period of not less than 30 days. All comments received, in writing or orally at a public hearing, will be considered in preparing the final ConPlan or AAP. A summary of the comments or views, including those not accepted and the reasons therefor, shall be attached to the final ConPlan or AAP. The adoption of the final ConPlan or AAP will be held at a public hearing.

SUBSTANTIAL AMENDMENTS

A Substantial Amendment may be made to the ConPlan or AAP. The following are defined as substantial amendments by the City:

Consolidated Plan (ConPlan)

1. Change in its allocation priorities or a change in the method of distribution of funds

Annual Action Plan (AAP)



Chapter 3: Participation Process

2. Change the purpose, scope, location, or beneficiaries of an activity
3. Changes in the use of CDBG funds from one eligible activity to another in excess of 10% of the AAP annual allocation amount
4. Elimination of an activity originally described in the AAP
5. Addition of an activity not originally described in the AAP

The City will publish a public notice advising of the availability of the draft substantial amendment so that the residents have an opportunity to review and comment. Amendments will be available on the City's website and also available for review at the City Clerk's Office. The City shall consider any comments or views of citizens received in writing, or orally at public hearings, if any, in preparing the substantial amendment. A comment period of not less than 30 days will be provided. All comments received, whether given as verbal testimony or submitted in writing during the review and comment period will be given careful consideration and included in the Final Substantial Amendment.

A public hearing must be held to consider the Substantial Amendment in accordance with the "Public Hearing" section of the CPP.

Changes to the ConPlan and AAP not amounting to the definition of substantial amendment outlined above can be processed administratively with sufficient information documented in the City's administrative records for the CDBG program.

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

The City will prepare an annual CAPER to evaluate the progress of the Consolidated Plan to review accomplishments for the previous program year. The CAPER describes how funds were spent and the extent to which funds were used for activities that benefitted low- and moderate-income residents. Prior to submitting the CAPER to HUD, the report is typically submitted to the City Council for review.

The City will issue a public notice advising of the availability of the CAPER. The CAPER will be available on the City's website and also be available for review at the City Clerk's Office located at City of San Marcos, 1 Civic Center Drive, San Marcos. A comment period of not less than 15 days will be provided. All comments received, in writing or orally, will be included in the final submission to HUD. A summary of all comments received including the reason a comment was not accepted shall be attached to the CAPER.

ANTI-DISPLACEMENT/RELOCATION


If any residential displacement and relocation must take place to carry out a program activity, the City of San Marcos ensures that it will develop an Anti-Displacement and Relocation Plan in connection with that project as applicable per Federal regulations.

If any acquisition and relocation must take place to carry out a program activity, San Marcos will also comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and implementing regulations of 49 CFR Part 24.



APPEALS

Appeals concerning the Consolidated Plan documents or decisions, statements, recommendations of the staff, or disposition of complaints should be made first to the Program Coordinator, then to the City Manager, the City Council, and finally to the Los Angeles Area Office of HUD if concerns are not answered.



CHAPTER 4: COMMENTS RECEIVED AND ACKNOWLEDGEMENTS

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Following are the acknowledgements and comments received during the public review period for the draft Citizen Participation Plan.

COMMENTS RECEIVED

No Comment Received

ACKNOWLEDGEMENTS

Prepared by City of San Marcos

Version 0:

- Plan Finalized: December 2020

Version 1:

- Amendment: May 2025