

City of South San Francisco Community Development Block Grant (CDBG) Citizen Participation Plan

Department of Economic and Community Development
400 Grand Avenue
South San Francisco, CA 94080

Effective Date: June 1, 2026

Public Comment Period: April 27, 2026 – May 27, 2026



Prepared By:

City of South San Francisco
Department of Economic and Community Development

Introduction

The City of South San Francisco (City) receives Community Development Block Grant (CDBG) entitlement funding from the U.S. Department of Housing and Urban Development (HUD) to fund eligible activities that primarily benefit low- to moderate-income residents. The City's Program Year (PY) begins July 1 and ends June 30.

HUD requires the City to follow citizen participation requirements at **24 CFR 91.105** and adopt policies and procedures for public engagement prior to allocating or expending CDBG or HOME Investment Partnerships Program (HOME) funds. This Citizen Participation Plan (CPP) is designed to encourage participation by low- and moderate-income residents, particularly those living in areas designated by the City as revitalization areas, slum or blighted areas, areas where the City proposes to use CDBG or HOME funds, and residents of predominantly low- and moderate-income neighborhoods.

This Citizen Participation Plan was available for public comment from April 27, 2026 through May 27, 2026, and became effective June 1, 2026, until amended or replaced.

Citizen Participation

The City believes that citizen participation is central to successful community development efforts. The City is committed to involving residents in decisions about how federal funds are used to support neighborhoods and improve quality of life.

Through this planning process, residents and stakeholders may contribute to all phases of the funding process, including development of the Consolidated Plan, Action Plan, amendments, and CAPER reporting.

HUD Planning Documents

HUD requires the City to develop several planning documents to identify, prioritize, and establish goals for affordable housing and community development:

Assessment of Fair Housing (AFH) and Analysis of Impediments (AI)

These documents identify local and regional fair housing issues and establish goals to improve fair housing choice and access to opportunity.

5-Year Consolidated Plan

Prepared every five years, the Consolidated Plan analyzes housing and community development market conditions. This analysis forms the basis for data-driven, place-based investment decisions. The planning process also provides a framework for community-wide dialogue to identify priorities aligned with anticipated financial resources.

Annual Action Plan

Prepared annually and submitted to HUD 45 days before the start of each Program Year, the Action Plan summarizes the actions, projects, and resources the City will use to address priorities identified in the Consolidated Plan.

Consolidated Annual Performance and Evaluation Report (CAPER)

Prepared annually and submitted to HUD within 90 days after the end of the Program Year, the CAPER reports on the City's accomplishments and progress toward Consolidated Plan and fair housing goals.

Encouraging Participation

The City strives to encourage meaningful participation from all residents, including low- and moderate-income households, residents of underserved neighborhoods, and populations historically underrepresented in public decision-making.

HUD defines:

- **Low-income households:** 50% or less of Area Median Income (AMI)
- **Moderate-income households:** 51% to 80% of AMI
- **Low- and moderate-income areas:** Areas where at least 51% of residents are at or below 80% of AMI

The City uses HUD data to determine whether an area meets the low- to moderate-income definition when funding CDBG projects with area-wide benefit.

The City actively encourages participation from minorities and people of color, non-English speakers, and persons with disabilities through:

- Widespread outreach and public relations efforts
- Public hearings and meetings at convenient times
- Accessible meeting locations
- Language access and translation services
- Virtual meeting options when appropriate

Public notices will state that accommodations are available for persons with disabilities and non-English speaking residents. Notices will also include key information in Spanish, including the notice title, hearing date, time, location, and translation availability.

The City will also consult with public housing agencies and solicit feedback from residents of public and assisted housing developments, including resident advisory boards and councils, during the development of planning documents.

Public Hearings

The City will hold at least two public hearings during the planning process:

1. **Needs Assessment Hearing** – To gather public input on community needs, fair housing issues, and potential projects.
2. **Draft Plan Hearing** – During the public comment period to present the draft plan and receive feedback.

Public hearings will:

- Be held at convenient times and locations
- Be accessible to persons with disabilities
- Provide language access when appropriate
- Be conducted separately from other City business

Public hearing presentations will include:

- Total amount of expected HUD funding
- Eligible project types
- Estimated funding benefiting low- and moderate-income residents
- Plans to minimize displacement
- HUD-provided data and supporting information

The City may conduct virtual or hybrid meetings when appropriate.

Public Notice

The City will provide at least 14 days' notice for public hearings and comment periods.

Public notices will be published in a local newspaper and on the City's website. Notices will include sufficient information to permit informed public comment.

Notices will include:

- Hearing date, time, and location
 - Description of subject matter
 - Instructions for submitting comments
 - Accommodation information
 - Spanish-language notice information
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Document Review

During public comment periods, documents will be available at:

- Library | Parks and Recreation Center (LPR) — 901 Civic Campus Way, South San Francisco
 - Grand Avenue Library — 306 Walnut Avenue, South San Francisco
 - Department of Economic and Community Development — 400 Grand Avenue, 2nd Floor, South San Francisco
 - City CDBG website: <https://www.ssfca.gov/housing>
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Public Comments

The City will consider all public comments received during comment periods. A summary of comments and responses will be included in submissions to HUD.

Minimum Comment Periods

- Consolidated Plan and Action Plan — 30 days
- CAPER — 15 days
- Citizen Participation Plan — 15 days

- Substantial Amendments — 30 days
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How to Submit Public Comments

Public comments may be submitted:

By Mail:

Department of Economic and Community Development
Attn: CDBG Public Comments
400 Grand Avenue
PO Box 711
South San Francisco, CA 94083

By Email:

CDBG@ssfca.gov

By Phone:

(650) 829-6620

At Public Hearings

Accommodations and Accessibility

The City will provide reasonable accommodations for persons with disabilities and language access upon request.

Requests should be submitted at least five business days in advance:

Department of Economic and Community Development
Attn: CDBG Accommodations
400 Grand Avenue
PO Box 711
South San Francisco, CA 94083
CDBG@ssfca.gov
(650) 829-6620

Complaints

The City welcomes feedback and will respond to written complaints within **15 business days**.

Department of Economic and Community Development
Attn: CDBG Complaints
400 Grand Avenue
PO Box 711
South San Francisco, CA 94083
CDBG@ssfca.gov

Plan Amendments

The City may amend plans to reflect changes in funding, priorities, or projects. Minor amendments may be submitted to HUD without a formal comment period.

Substantial Amendments

A substantial amendment is required when:

- Project funding changes by 25% or more of entitlement
- National objective changes
- Eligible activity changes

Substantial amendments require public notice and a 30-day comment period.

Public Access to Information

The City maintains records for at least five years and will make them available upon request.

Requests may be submitted to: CDBG@ssfca.gov

Technical Assistance

The City will provide technical assistance to groups representing low- and moderate-income residents, including:

- Application guidance
- Eligibility clarification
- Program requirements

- Referral to resources

Requests should be submitted at least 15 business days before application deadlines.

Anti-Displacement and Relocation Plan

The City seeks to minimize displacement resulting from CDBG-funded activities. When displacement is unavoidable, the City will evaluate alternatives and provide relocation assistance, moving expenses, rental assistance, and housing search assistance.

All relocation activities will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

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