



CITIZEN PARTICIPATION PLAN

For U.S. Department of Housing and Urban Development Funding Programs

Adopted by City Council Resolution 2020-042 04/28/2020

Administrative Updates 05/20/2020 and 07/02/21

The City of La Mesa receives an annual entitlement of Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD) for housing and community development activities that assist low-income persons. Activities meeting CDBG program objectives are those that provide decent housing, a suitable living environment, or economic opportunities. In accordance with HUD regulation 24 CFR 91.105, the City is required to have and follow a detailed Citizen Participation Plan that sets forth policies and procedures for engaging the public in the development, implementation, and evaluation of the City's CDBG program, including efforts to Affirmatively Further Fair Housing. The Citizen Participation Plan is organized as follows: a description of the Consolidated Planning Process; information about public notices, hearings, and review periods; contact information and how to provide comments; and important information about anti-displacement policies and fair housing. For reference, commonly used CDBG terms are defined on the last page.

Consolidated Planning Process

CDBG is a flexible program that provides communities with resources to address a wide range of unique community needs. Funds can be directed toward revitalizing neighborhoods, economic development, and providing community facilities and services, with priority given to activities that benefit low and moderate income persons. The City is responsible for developing its own priorities and programs within HUD guidelines through the Consolidated Planning process. To develop and implement an effective program, the City actively engages citizens, local and regional agencies, the Continuum of Care, businesses, developers, nonprofit institutions, philanthropic organizations, and community-based and faith-based organizations at each stage of the process, including:

- Identification of housing and community development needs;
- Development of a Five-Year Consolidated Plan that establishes the City's needs, program goals, and funding priorities;
- Preparation of an Annual Plan that outlines the proposed use of each year's allocation;
- Preparation of a Consolidated Annual Performance Evaluation Report (CAPER) that provides an account of expenditures and program accomplishments;
- Development of an Assessment of Fair Housing (AFH) and/or Analysis of Impediments to Fair Housing (AI);

- Consideration of substantial amendments to the Citizen Participation Plan, Consolidated Plan, Annual Plan, CAPER, AFH and/or AI; and
- Providing for public comment and hearings for proposed plans, amendments, and the AFH and/or AI, with formal approval by the La Mesa City Council.

Public Hearings and Workshops

The City conducts at least two public hearings each year to obtain citizen views and to provide the public with the City's responses and questions regarding housing and community development needs, proposed allocation of CDBG funds, strategies and actions taken to affirmatively further fair housing, and to review program performance. These include:

- One public workshop and survey during the development of the Five-Year Consolidated Plan prior to preparing and publishing the Consolidated Plan for public comment. Typically held in September, the purpose of this outreach is to obtain citizens' views about the City's diverse housing and community development needs and the priority of those needs.
- Public hearings to reaffirm needs and priorities in preparation of the Annual Plan and to adopt the Annual Plan. At the beginning of the Annual Plan process, typically in February or March, a hearing is held to obtain citizens' views about the funding allocation for the upcoming program year, prior to preparation of the plan. A second public hearing is held after the plan has been drafted.
- One public hearing during the development of the AFH and/or one workshop during the development of the Analysis of Impediments to Fair Housing (AI) prior to publishing the AFH and/or AI for public comment.
- Public hearings to consider substantial amendments to the Consolidated Plan, Annual Plan, Citizen Participation Plan, and AFH and/or AI.

Public hearings are generally held the second and fourth Tuesday of the month at 6:00 p.m. in the Council Chambers located at 8130 Allison Avenue, La Mesa, California, 91942, convenient to potential and actual beneficiaries of funding and accessible to people with disabilities. The Council Chambers are located one block from the San Diego Trolley Orange Line and within one block of MTS bus routes 1 and 7.

La Mesa City Hall and Council Chambers are accessible to persons with disabilities. Reasonable accommodations will be made for persons with disabilities. Listening devices for the hearing impaired are available at public hearings. Translators are provided for non-English speaking persons when requests are made within five working days prior to a hearing. Advertisements for public hearings include verbiage indicating that accommodations for disabled and non-English speaking residents will be made available upon request. Individuals with disabilities, who require reasonable accommodation in order to participate in the City Council meetings, should contact the City's Americans with Disabilities Act (ADA) Coordinator at 619.667.1175 or by fax 619.667.1163.

Careful consideration is given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. All submitted Consolidated Planning documents include a section that presents all public comments, City responses, and explains why any comments were not accepted.

Notice of Hearings and Review Periods

Public review periods are provided at all stages of the Consolidated Planning process to encourage participation by interested parties. To allow for informed comment, notices provide specific information regarding the subject of the notice including anticipated amount of funding, eligible types of activities, expected benefit to low and moderate income persons, staff contact information, date, time, and location of the event. Notices are published in the Daily Transcript, a newspaper of general circulation, in the legal section. The City of La Mesa provides advance notice as follows:

- Citizen Participation Plan – 30 days
- Five-Year Consolidated Plan – 30 days
- Annual Action Plan – 30 days
- Substantial Amendment – 30 days
- CAPER – 15 days
- AFH and/or Analysis of Impediments to Fair Housing (AI) – 30 days
- Community Workshops – 15 days

The CAPER, which describes how funds were actually expended and the extent to which these funds were used for activities that benefited low and moderate income people, is prepared after the June 30 completion of the program year and made available for a 15-day public review and comment period, typically in August, before submission to HUD. HUD requires submission of the CAPER no later than ninety (90) days after the program year end, by September 28.

COVID-19 Waivers

Effective May 1, 2020, the City of La Mesa received Waivers of CPD Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19. The waivers are implemented for Consolidated Planning activities as follows:

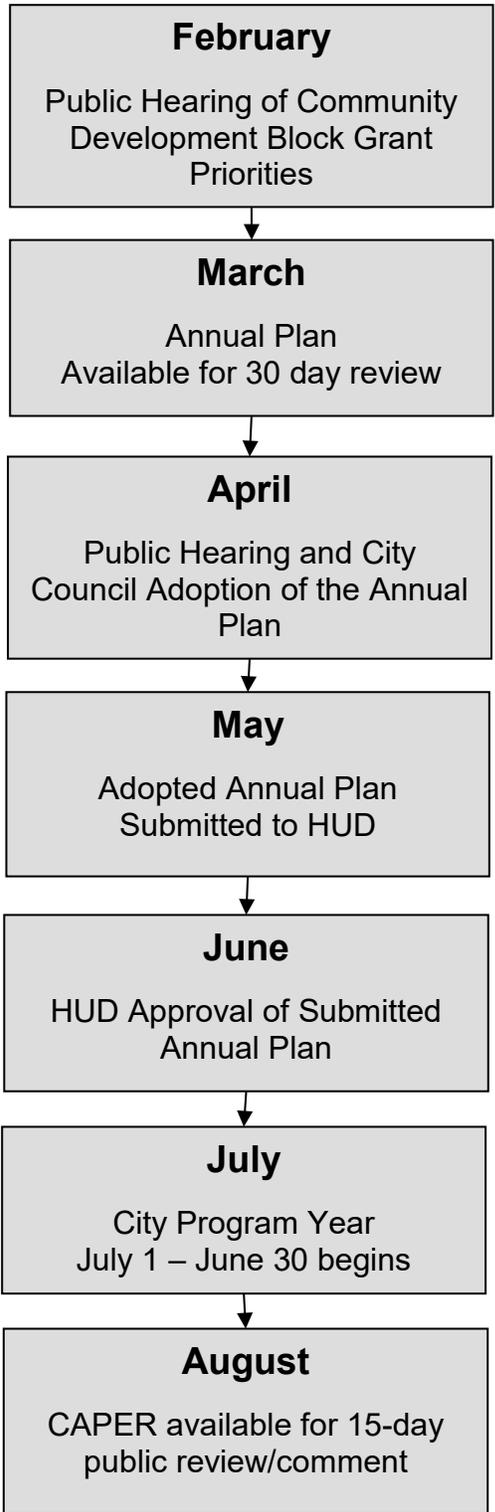
- Public Comment Period for Consolidated Plan Amendment – 5 days
- Reasonable Notice and Opportunity to Comment – 5 days

Strategic Planning Process

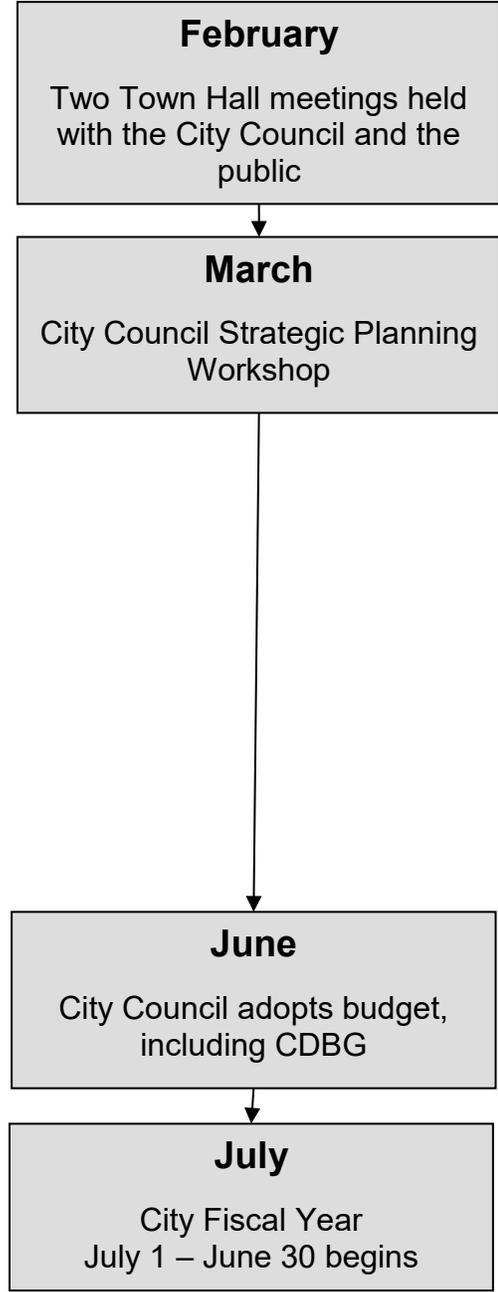
The City's Strategic Planning process provides a framework for guiding the organization's work efforts, which helps shape budget priorities. The first step in strategic planning is to obtain community input. Each year, in February, the La Mesa City Council conducts Town Hall meetings at various neighborhood schools throughout the City. Meeting locations include low- and moderate- income areas and all meeting sites are accessible to persons with disabilities. The purpose of the Town Hall meeting format is to find out what residents think about their city, to hear their concerns, and to obtain input on their vision for La Mesa's future.

All residents are encouraged to participate in the Town Hall meetings. Notice of these events is publicized on social media, the City's website www.cityoflamesa.com, the Community Bulletin Board on Cox channel 24, the Civic Center Marquee Sign, the La Mesa FOCUS newsletter, and with signage placed around the City.

City of La Mesa Annual Plan Process



City of La Mesa Strategic Planning Process



Public Access to Information

Citizens of La Mesa, public agencies and other interested parties are provided with reasonable and timely access to local meetings, information, and records relating to the proposed, actual, and past use of funds covered by this Citizen Participation Plan.

The Citizen Participation Plan, Consolidated Plan, Annual Plan, CAPER, AFH and/or Analysis of Impediments to Fair Housing (AI), and any substantial amendments to these plans are available for public review at the City of La Mesa, 8130 Allison Avenue, La Mesa, California and the City's website www.cityoflamesa.com. These documents are maintained and accessible for a period of five (5) years, and can be provided, upon request, in an accessible format to persons with disabilities and non-English speakers.

The City publishes notices of public meetings, comment periods and public hearings in the Daily Transcript, a newspaper of general circulation, to encourage involvement by all of its citizens, particularly, low- and moderate- income residents, residents of blighted neighborhoods, minorities, non-English speaking persons and persons with disabilities who may benefit from the use of HUD funded activities. Opportunities for public participation may also be publicized through direct notification (mail, e-mail, or flyers) of groups or individuals who have expressed an interest or whom the City identifies as having a greater potential interest, such as disabled persons, minorities, seniors, youth, etc. The City provides opportunities for public involvement at all stages of the process, including identifying and prioritizing needs and overseeing the way in which programs are carried out.

Written Public Comment

It is the policy of the City of La Mesa to provide reasonable opportunity, 15 to 30 days depending on the review periods defined above, for interested parties to examine the contents of Consolidated Planning documents, including the AFH and/or AI, and submit written comments prior to finalization. The details for public comment on a specific document are included in the public notice. City staff provides a meaningful, written reply within 15 days, when practicable, and a summary of the comments with City responses is included with the final document. Documents are made available for public review at the City of La Mesa, 8130 Allison Avenue, La Mesa, California and the City's website www.cityoflamesa.com.

Amendments

Consolidated Planning documents are amended any time there is a substantial change in the approved priorities or funds distribution method; the addition of a funded activity not previously approved; or a change in the approved purpose, location, scope, or beneficiaries of an activity. As required by 24 CFR 91.105, the public is notified and provided a 30-day opportunity to review and comment, prior to the public hearing, on substantial amendments described below:

- The addition, elimination, or modification of a priority goal originally described in the Five-Year Consolidated Plan.

- The elimination of an activity originally described in the Annual Plan.
- The addition of an activity not originally described in the Annual Plan.
- A change in the use of funding from one activity to another described in the Annual Plan.
- A change in the purpose, scope, location, or beneficiaries of an activity described in the Annual Plan.
- A change in funding of \$25,000 or more, whether an increase or decrease, allocated to an activity described in the Annual Plan.
- A change to the previously adopted AFH and/or Analysis of Impediments to Fair Housing (AI) resulting from a material change in circumstances affecting the information on which the AFH and/or AI was based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH and/or AI no longer reflect actual circumstances (for instance, a significant change that impacts the City's ability to carry out the AFH and/or AI, such as new significant contributing factors, civil rights findings, a substantial change in demographics used, a Presidentially declared disaster, etc.); or resulting from a written notification provided by HUD identifying a material change that HUD believes warrants revisions to the AFH and/or AI.
- A substantial amendment to the Citizen Participation Plan.

Technical Assistance

Upon request, the City of La Mesa works with individuals or groups which represent lower income people to develop proposals for funding assistance under the Consolidated Plan Programs. The City provides technical assistance for proposals that strengthen and expand the role of community based development organizations in planning for eligible activities.

Anti-displacement

The City of La Mesa strives to avoid or minimize the displacement of individuals as a result of HUD funded activities. Therefore, to the greatest extent possible, the City:

- Considers the impact of displacement in site selection, during the project planning phase.
- Provides information to displaced individuals on available assistance and relocation benefits.

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) provides a written plan of action for comparable replacement low-income housing and assistance to displaced persons, based on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), 49 CFR part 24.

Assessment of Fair Housing (AFH) Data

As part of the AFH and/or Analysis of Impediments to Fair Housing (AI), the City gathers and analyzes historical and existing fair housing conditions data that pertain to determining the goals required to affirmatively further fair housing that is used in the development of the Consolidated Plan. The City makes available to the public, residents, public agencies, and other interested parties any HUD-provided data and other supplemental information the City plans to incorporate into the AFH and/or AI at the start of the public participation process (or as soon as feasible thereafter).

AFH-Associated Consultation

The City consults with other public and private agencies that provide assisted housing, health services, and social services, including those persons with HIV/AIDS and their families, and homeless persons. In addition to community-based and regionally-based institutions and organizations that represent protected class members and organizations that enforce fair housing laws, when preparing the AFH and/or Analysis of Impediments to Fair Housing (AI), the City also consults with public housing authorities (PHAs) operating in the region. The consultation process includes regional government agencies in addition to adjacent jurisdictions and the County of San Diego.

The AFH and/or AI Community Participation Policies incorporates all other Citizen Participation policies in the same manner as other components of the plan (e.g. regarding the Availability of Draft and Approved Documents; Public Hearings; Notice of Hearings and Review Periods, including Minor Amendments; Availability of and Access to Records; and submitting Written Public Comments).

Complaint Procedures

The Federal Government has given the Mayor and City Council sole responsibility and authority to develop and implement the Consolidated Plan program within HUD regulated guidelines. HUD requires 30-day public review periods for the Five-Year Consolidated Plan, AFH and/or Analysis of Impediments to Fair Housing (AI), and substantial amendments. The review period for the CAPER and Annual Plan is 15 days.

Written comments, complaints, concerns, or questions addressed to the City of La Mesa will receive a meaningful and substantive reply generally within 15 days, when practicable. A summary of all comments or views received, including a summary of views not accepted and the reasons therefor, shall be attached to the final Consolidated Plan or AFH and/or AI.

CDBG Program Contact Information

Allyson Kinnard
City of La Mesa
Community Development Block Grant Coordinator
8130 Allison Avenue
La Mesa, CA 91942
akinnard@cityoflamesa.us

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

Rufus Washington, Director
Community Planning and Development Division
300 North Los Angeles Street, Suite 4054
Los Angeles, CA 90012
213-534-2571
Rufus.Washington@hud.gov

Definitions

Assessment of Fair Housing (AFH): An analysis of fair housing issues in a program participant's jurisdiction and region that results in goals the program participant sets forth to achieve over its coming planning cycle. This purpose of this process is to identify and understand local and regional fair housing issues and to improve fair housing choice and access to opportunity.

Analysis of Impediments to Fair Housing (AI): A review of regulations, policies, practices, and local conditions that affect the location, availability, and accessibility of housing, together with an assessment of conditions that affect fair housing choice and availability of affordable, accessible housing across a range of housing unit types.

Annual Plan: A one-year (July 1- June 30) planning document, detailing approved funding allocations for specific eligible activities. The Annual Plan is submitted to HUD 45 days prior to the beginning of the program year.

Community Development Block Grant (CDBG): A HUD entitlement grant program that provides communities with resources to address a wide range of community development needs that benefit low and moderate income persons.

Consolidated Annual Performance Evaluation Report (CAPER): A report prepared at the end of each fiscal year to assess the City's annual achievements relative to the goals in the Consolidated Plan and the activities in the Annual Plan. The CAPER is submitted to HUD within 90 days of program year end.

CFR: The Code of Federal Regulations (CFR) is the general and permanent rules and regulations published in the Federal Register by the executive departments and agencies of the US Government.

Five-Year Consolidated Plan: A five-year planning document that establishes the City's priorities and strategies for use of HUD administered funding. The Consolidated Plan identifies housing, economic, and community development needs and prioritizes funding to meet those needs.

HUD: U.S. Department of Housing and Urban Development (HUD) 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 Persons: Individuals from households with a total income that does not exceed 80% of the median household income for the area adjusted for family size.