

**CITIZEN PARTICIPATION PLAN
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**CITY OF MENIFEE
COUNTY OF RIVERSIDE
CALIFORNIA**



**City of Menifee
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CITY COUNCIL RESOLUTION NO. 11-237**



PURPOSE

The purpose of the Citizen Participation Plan is to comply with Title 24, Housing and Urban Development, of the Code of Federal Regulations, Subpart B Citizen Participation and Consultation, Section 91.105 (24 CFR Part 91, Section 91.105). In accordance with this section of federal law, the City of Menifee (City) is required to adopt a citizen participation plan that sets forth its policies and procedures for citizen participation in the development of its consolidated plan, any substantial amendments to the consolidated plan, and the performance reports. The Citizen Participation Plan also includes the City's plans to minimize displacement of persons and to assist any person displaced by eligible CDBG activities.

GENERAL POLICY STATEMENT

It is the policy of the City of Menifee to encourage citizen participation in the development of its initial and future Consolidated Plans, its Annual Action Plans, and its Consolidated Annual Performance and Evaluation Reports (CAPER). The City will hold at least two public hearings per year to obtain citizens' views and to respond to proposals and questions. The hearings will be conducted at a minimum of two different stages of the program year; generally one for adoption of the Consolidated Plan or Annual Action Plan in May, and the second for adoption of the CAPER in September. Additionally, the City will seek citizen participation if any substantial amendments are proposed to the Consolidated Plan or the Action Plans or if the City applies for Section 108 loan assistance.

Citizen participation efforts include issuing public notices, conducting public hearings, sponsoring community meetings and workshops, and making draft documents available for public review. Specific procedures are outlined later in this document. The City has placed special emphasis on encouraging participation by low- and moderate- income residents who live in areas where the CDBG funds to be used and in predominately low- and moderate- income neighborhoods of the City. Additional general policies:

Adequate Public Notice Any CDBG regulation requiring "reasonable notice" shall be construed to be a 30-day public notice placed in the Californian newspaper and posted on the City's website, unless otherwise indicated.

Forms of Public Notice Public notices will be issued in one or more of following forms, as appropriate:

- Public notices published in the Californian newspaper, a local paper with regular circulation.
- Dates or notices displayed as *News* or *Calendar* on the City's website.
- Dates, notices, informational items posted on the City's on-line newsletter.
- Dates, notices, events through the City's *Notify Me* e-mail notification system.

- Informational flyers announcing community meetings posted at the Paloma Valley Library, the Sun City Library, the Romoland Library, the Kay Cenicerros Senior Center, or the Marion V. Ashley Community Center.
- E-mails or written notices to persons requesting to be placed on a mailing list.
- E-mails or phone calls to service providers or City staff.
- Letters or e-mails to local service or community organizations.

Public Access to Documents Copies of the Final Consolidated Plan, Annual Action Plan, CAPER, and any Section 108 Applications, shall be available for review at Menifee City Hall. Requests for access to any other documents or records pertaining to the City's CDBG program should be made in writing and addressed to the Menifee City Clerk, 29714 Haun Road, Menifee.

Response to Public Inquiries Staff or consultants shall respond to written requests for information, comments or complaints within 15 working days from date of receipt.

Public Meetings Public meetings shall be held at locations accessible to people in wheelchairs or otherwise mobility-impaired. Provisions will be made to accommodate persons with other disabilities and translators will be made available for persons who do not speak English when written requests are made at least five working days prior to a public meeting.

ELIGIBLE ACTIVITIES

HUD awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Entitlement communities develop their own programs and funding priorities. However, grantees must give maximum feasible priority to activities which benefit low- and moderate-income persons. A grantee may also carry out activities which aid in the prevention or elimination of slums or blight. Additionally, grantees may fund activities when the grantee certifies that the activities meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. CDBG funds may not be used for activities which do not meet these broad national objectives.

Eligible CDBG activities include, but are not limited to:

- acquisition of real property;
- relocation and demolition;
- rehabilitation of residential and non-residential structures;
- construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- public services, within certain limits;

- activities relating to energy conservation and renewable energy resources; and
- provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.

Ineligible CDBG activities include, but are not limited to:

- acquisition, construction, or reconstruction of buildings for the general conduct of government;
- political activities;
- certain income payments; and
- construction of new housing by units of general local government.

DESCRIPTION OF DOCUMENTS SUBJECT TO CITIZEN PARTICIPATION

Consolidated Plan

- The Consolidated Plan becomes the application for funding under the following Community Planning and Development formula grant programs: CDBG, HOME Investment Partnerships, Housing Opportunities for Persons with AIDS (HOPWA), and Emergency Shelter Grants (ESG).
- The Consolidated Plan is updated every five years.
- The five-year Consolidated Plan identifies long-term housing and non-housing community development needs and goals, which serve as the criteria against which HUD will evaluate the City's plan and its performance under the Plan.
- The Plan includes certifications that the City will give maximum feasible CDBG funding priority to activities that benefit low and moderate income persons and that the City will affirmatively further fair housing.
- Any proposed changes to the Consolidated Plan that affect the Plan's goals and objectives must be processed through a Substantial Amendment to the Consolidated Plan.

Citizen Participation Plan

- The City must provide citizens with a reasonable opportunity to comment on the original Citizen Participation Plan and on any amendments to the Plan.
- The Citizen Participation Plan must include specific minimum requirements for the development and adoption of a Consolidated Plan and its components.
- Any proposed changes to the Citizen Participation Plan must be processed through a Substantial Amendment to the Consolidated Plan.

Annual One-Year Action Plans

- The Annual One-Year Action Plan identifies projects to be implemented in the fiscal year to achieve the long term goals described in the Consolidated Plan.
- It is through the One Year Action Plan that funding availability will be announced, proposals for funding will be considered, and projects or programs will be selected for funding.

Consolidated Annual Performance Evaluation Report (CAPER)

- The CAPER assesses the City performance in meeting its housing and community development goals as outlined in the Annual One-Year Action Plan and demonstrates how activities undertaken in the fiscal year address the City's five-year priorities.
- The CAPER also discusses changes the City intends to make in its action plan as a result of its annual assessment.

Section 108 Loan Application

- The Consolidated Plan may include a Section 108 loan guarantee instrument, whereby, up to five times the City's annual allocation may be encumbered and used for a large scale capital improvement project.

Substantial Amendments

- A Substantial Amendment to the Consolidated Plan must be adopted if the City alters its Citizen Participation Plan, its housing goals or objectives, or its non-housing goals or objectives.

24 CFR Section 570.505 Use of Real Property

- If changes are proposed within five years after the closeout of a grant program to real property that was acquired or improved using CDBG funds in excess of \$25,000, a public hearing regarding the change is required.

Applications for other Federal Grants

- Submission of an application for any other federal grant requires a public hearing.

CITIZEN PARTICIPATION PROCEDURES BY TYPE OF DOCUMENT

Consolidated Plan

1. To obtain the community's input in assessing the City's housing and community development needs in the planning stages of the Consolidated Plan, the City will hold a CDBG Needs Assessment Community Meeting.
 - a. Informational notices in English and Spanish will be distributed to residents at least 30 days prior to the meeting date. Distribution will be through the postings at the Kay Cenicerros Senior Center, the Marion V. Ashley Community Center, the Paloma Valley Library, the Sun City Library, the Romoland Library, the City's website calendar, the City's "Notify Me" e-mail system, and other means as determined necessary.
 - b. A public notice will be placed in the Californian newspaper and once per week for the four weeks preceding the date of the meeting.
 - c. The location of the meeting will be included in the public notice and information notices.
2. To obtain professional input in assessing the City's housing and community development needs in the planning stages of the Consolidated Plan, City staff and/or consultants will meet with the following agencies or organizations:
 - a. County of Riverside Economic Development Agency

- b. Housing Authority of the Riverside County
 - c. County of Riverside Department of Public Social Services, Homeless Programs Unit
 - d. Fair Housing Council of Riverside Council
 - e. Applicable City Department
3. Technical assistance will be provided to organizations and individuals who provide services to low- and moderate- income persons and may be interested in submitting a proposal to obtain funding for an eligible activity. All potential applicants are encouraged to contact the City's CDBG liaison for technical assistance before completing a proposal form.
 4. Upon completion of the Draft Consolidated Plan, the City will encourage its review and comment in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents:
 - a. A copy of the document will be made available to the agencies listed in item 2 above.
 - b. At a minimum, a public notice will sent all identified interested parties and will be placed in the Californian newspaper, the Paloma Valley Library, the Sun City Library, the Romoland Library, and posted on the City's website announcing the Draft Consolidated Plan is available for a 30-day public review at Menifee City Hall. The notice will also indicate the date, time, and location of the City Council public hearing for adoption of the Final Consolidated Plan. The public notice will include:
 - The amount of CDBG assistance expected to be received during the plan duration;
 - The range of activities that are proposed under the Consolidated Plan using CDBG funds;
 - The estimated amount of CDBG funding to benefit low and moderate income persons during the plan duration;
 - All comments received in writing or orally will be summarized and attached to the Final Consolidated Plan.
 5. The City Council will conduct a public hearing to consider adoption of the Final Consolidated Plan 60 calendar days after making the Draft Plan available for public review. The Final Plan shall include a listing of the written public comments received and responses to those comments.
 6. Subsequent to adoption, a Substantial Amendment to the Consolidated Plan is required if the Plan's housing goals or objectives are altered or if the Plan's non-housing goals or objectives are altered.

Citizen Participation Plan

1. The Citizen Participation Plan is a component of the Consolidated Plan and its four annual updates. It is intended to provide for and encourage citizens to participate in

the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the CAPER.

2. The original Citizen Participation Plan will be adopted by resolution following a public hearing.
3. Subsequent to adoption, a Substantial Amendment to the Consolidated Plan is required if the Citizen Participation Plan is altered.

Annual One-Year Action Plan

1. To assist in the drafting of the Annual One-Year Action Plan, a public workshop will be held by the City to discuss the CDBG program, community needs, funding availability, and the process for applying for CDBG funds. Every five years, the public workshop will be held jointly with the Consolidated Plan workshop.
 - a. A notice of the meeting time and content will be sent to all grantees, current and past, at least 30-days prior to the meeting date.
 - b. A notice of meeting time and content will be sent to all other known interested community based organizations, City Departments, the Riverside County Housing Authority, and the Riverside County Homeless Programs Unit at least 30 days prior to the meeting date.
 - c. At a minimum, a 30-day public notice will be placed in the Californian newspaper and posted on the City's website announcing the purpose of the meeting and its time and location.
2. Upon completion of the Draft Annual Action Plan, the City will encourage its review and comment in a manner that affords citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents.
 - a. A public notice will sent to all identified interested parties and will be placed in the Californian newspaper and posted on the City's website announcing the Draft Annual Action Plan is available for a 30-day public review at Menifee City Hall.
 - b. The notice will also indicate the date, time, and location of the City Council public hearing for the adoption of the Final Annual Action Plan.
3. The City Council will conduct a public hearing to consider adoption of the Final Annual Action Plan 60 calendar days after making the Draft plan available for public review. The final Plan shall include a listing of the written public comments received and responses to those comments.
4. Subsequent to adoption, a Substantial Amendment to the Consolidated Plan is required if:
 - a. A new activity will be funded that was not contained in the Final Annual Action Plan;
 - b. An existing approved activity is cancelled; or
 - c. CDBG funds will be moved from an existing eligible activity to another in an amount greater than 50% of the existing activity allocation.

Consolidated Annual Performance Evaluation Report (CAPER)

1. The City Council will conduct a public hearing to consider adoption of the CAPER.
2. At a minimum, a 30-day public hearing notice will be placed in the Californian newspaper and the City's website announcing the date, time, and location of the public hearing and the availability of the CAPER for public review at Meniffee City Hall.
3. The final CAPER shall include a listing of the written public comments received and responses to those comments.

Substantial Amendments to the Consolidated Plan

1. The City Council will conduct a public hearing to consider amending the Consolidated Plan, Citizen Participation Plan, or Annual Action Plan.
2. At a minimum, a 30-day public hearing notice will be placed in the Californian newspaper and the City's website announcing the date, time, and location of the public hearing and the availability of the proposed amendment for public review at Meniffee City Hall.
3. The final amended document shall include a listing of the written public comments received and responses to those comments.

Section 108 Applications or any other Federal Program Application

1. The City Council will conduct a public hearing to consider submitting a Section 108 Loan Application or any other federal program application that requires a public hearing. An application for additional federal funding would also require amending the Annual Action Plan.
2. At a minimum, a 30-day public hearing notice will be placed in the Californian newspaper and posted on the City's website announcing the date, time, and location of the public hearing. This notice also serves as the required public notice for the Substantial Amendment to the Annual Action Plan.
3. The final application and the amended Annual Action Plan shall include a listing of the written public comments received and responses to those comments.

24 CFR Section 570.505 Use of Real Property

1. The City Council will conduct a public hearing to consider changing the use of the real property that was acquired or improved using CDBG funds in excess of \$25,000.
2. At a minimum, a 30-day public hearing notice will be placed in the Californian newspaper and the City's website of the proposed new use for the real property and announcing the date, time, and location of the public hearing. The notice will include:
 - The nature of the change;
 - The amount of CDBG funds expended for the real property;

- The beneficiaries of the current use;
- Whether the new use meets a national CDBG objective; and
- If the new use does not meet a national CDBG objective, the amount to be reimbursed to the CDBG Program.

POLICIES AND PROCEDURES TO MINIMIZE DISPLACEMENT OF PERSONS AND TO ASSIST ANY PERSON DISPLACED BY ELIGIBLE ACTIVITIES

1. Consistent with the goals and objectives of the Consolidated Plan, the City shall take steps to minimize the displacement of persons from their homes. Examples include:
 - Evaluate housing codes, rehabilitation standards, and code enforcement activities in reinvestment areas to prevent their placing undue financial burden on long-established owners or on tenants of multiple family buildings.
 - Carefully review all practical alternatives to any proposal that may result in residential displacement such as considering other sites for the project, weighing the financial and non-financial costs and benefits of each site, and evaluating the project in terms of consistency with the Consolidated Plan.
 - If displacement is a result of multiple-family home rehabilitation activities, consider staging the timing to allow tenants to move to vacant units in the building while their units are being rehabbed.
 - Involve all applicable City Departments, community organizations, and local realtors to coordinate the various housing and social service programs and market forces operating in the City.
 - If practical, establish temporary relocation facilities to house families whose displacement will be of short duration.
2. In the event displacement is necessary, the City shall assign a representative to work with each displacee to provide assistance and information in a manner that will minimize hardship and facilitate the relocation process. All displacee information will be kept confidential.
3. The City shall provide relocation assistance to all low or moderate income persons displaced by activities assisted with CDBG funds.
4. To the extent required under 24 CFR Section 42.375, the City will replace on a one-for-one basis all occupiable and vacant low or moderate income housing units demolished or converted to a use other than low or moderate income housing units as a direct result of activities assisted with CDBG funds.
5. All replacement housing shall be provided within three years of the commencement of demolition or conversion to a use other than low or moderate income housing.
6. Prior to obligating or expending funds that will directly result in displacement, the City shall make public and certify in writing to the Los Angeles field office of the Department of Housing and Urban Development (HUD) the following:
 - A description of the proposed assisted activity;

- The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than low or moderate income housing;
- A time schedule for the commencement and completion of the demolition or conversion;
- The general location on a map and the approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
- The source of funding and the time schedule for the provision of replacement housing units;
- The basis for concluding that each replacement dwelling unit will remain a low or moderate income dwelling unit for at least ten years from date of initial occupancy; and
- Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low or moderate income households in the City.

