

City of Temecula

Draft Citizen Participation Plan

Prepared by:

City of Temecula

Community Development Department

41000 Main Street

Temecula, CA 92590

May 2016



City of Temecula

Draft Citizen Participation Plan

EXECUTIVE SUMMARY

The City of Temecula receives an annual allocation of Community Development Block Grant (CDBG) funds from U.S. Department of Housing and Urban Development (HUD). As a condition of funding, the City of Temecula must adopt and follow a Citizen Participation Plan that describes how the City will encourage public involvement in the development of the City's Five-Year Consolidated Plan, Annual Action Plan and Assessment of Fair Housing.

PURPOSE OF CITIZEN PARTICIPATION PLAN

The City of Temecula recognizes the importance of public participation in both defining and understanding current housing, community development and fair housing needs, prioritizing resources to address those needs and reviewing performance. The City's Citizen Participation Plan is designed to encourage participation by residents and organizations representing people of all ages, genders, economic levels, races, ethnicities, special needs and protected classes of the development of the Consolidated Plan, Action Plans and Assessment of Fair Housing as well as to inform them of the CDBG decision-making process. The City shall actively encourage participation by non-English-speaking residents of the community and residents of low- and moderate-income neighborhoods and other areas where CDBG funds are proposed to be used. This Citizen Participation Plan addresses Sections 91.100 and 91.105 of HUD's Consolidated Plan regulations, as amended on July 16, 2015 and Section 5.158 of HUD's Affirmatively Furthering Fair Housing Final Rule. This Citizen Participation Plan shall be effective until amended or superseded.

GLOSSARY OF RELEVANT TERMS

Affirmatively Furthering Fair Housing: Actions that, when taken together, address significant disparities in housing needs and opportunities, replace segregated living patterns with truly integrated and balanced living patterns, transform racially and ethnically concentrated areas of poverty into areas of opportunity, and facilitate compliance with civil rights and fair housing laws.

Analysis of Impediments (AI): The AI is being replaced by the Assessment for Fair Housing in 2016.

Assessment of Fair Housing (AFH): An analysis of fair housing data, an assessment of fair housing issues and contributing factors, and an identification of fair housing priorities and goals.

City CDBG Webpage: All draft and final Consolidated Plan, Action Plan, Consolidated Annual Performance and Evaluation Report and Assessment of Fair Housing documents, public hearing and program workshop schedules and announcements may be accessed on the following City webpage: cityoftemecula.org/CDBG

Low- and Moderate-Income Areas (LMA): LMAs are typically areas where 51% of the residents earn less than 80% of the County's median income. However, since there are few areas of Temecula meeting this criterion, the City is considered an "Exception Community", whereby LMAs are those areas where the highest 25% (upper quartile) of block groups with low- and moderate-income persons. Therefore, an LMA in Temecula would be currently defined as U.S. Census block group where approximately 35% of the residents are low- or moderate-income persons. From time to time, HUD will adjust that threshold based on changing demographics. Appendix A provides a

map that shows the eligible low- and moderate-income areas. Examples of CDBG activities that may be undertaken based on LMA eligibility include:

- Acquisition of land for a LMA neighborhood park or recreation center;
- Construction of a health clinic serving a LMA; and
- Installation or replacement of gutters and sidewalks and other street improvements.

Low and Moderate Limited Clientele Benefit (LMC): LMC activities provide benefits to a group of low- or moderate-income persons regardless of where they live. LMC activities are eligible if at least 51% of the clients are of low or moderate income. There are some groups that are generally presumed by HUD to be principally of low- to moderate-income such as:

- Abused children;
- Elderly persons (age 62 and older);
- Battered spouses;
- Homeless persons;
- Severely disabled adults (not children);
- Illiterate adults;
- Persons living with AIDS; and
- Migrant farm workers.

Examples of eligible activities include:

- Acquisition of a building for a shelter for the homeless;
- Rehabilitation of a center to train severely disabled persons to live independently;
- Development of a senior center or provision of senior citizen programs;
- Public services activities (i.e., the provision of health or child care services); and
- Removal of architectural barriers to the disabled.

Protected Classes: The Federal protected classes include:

- Disability
- Family status
- National origin
- Race
- Color
- Religion
- Sex

Additional State of California protected classes include:

- Marital status
- Medical condition
- Ancestry
- Source of income
- Age
- Sexual orientation
- Gender identity
- Gender expression
- Genetic information
- Arbitrary discrimination

Severely Disabled Adults: Adults are classified as having a severe disability, if they: (a) have used a wheelchair or another special aid for 6 months or longer; (b) were unable to perform one or more functional activities or needed assistance with an activity of daily living or instrumental activity of daily living; (c) were prevented from working at a job or doing housework; or (d) had a condition including autism, cerebral palsy, Alzheimer's disease, senility, or mental retardation. Finally persons who are under 65 years of age and who are covered by Medicare or receive Social Security are considered to have a disability (and a severe disability). Functional activities include seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs, and walking. Activities of daily living include getting around inside the house, getting in and out of bed or a chair, bathing, dressing, eating, and toileting. Instrumental activities of daily living include going outside the home, keeping track of money or bills, preparing meals, doing light housework, and using the telephone.

ASSESSMENT OF FAIR HOUSING (AFH)

The AFH is required every five years prior to the preparation of the Consolidated Plan. The City must prepare, adopt and submit its initial AFH for HUD review no later than 270 calendar days prior to the start of the following program year. This means that the City must submit its first AFH by October 4, 2016. Subsequent AFHs must be submitted 195 days prior to the start of the following program year, which would be on December 18th every five years. This schedule will allow the City to consider any fair housing issues when developing the City's Consolidated Plan.

As part of its AFH, the City will consult with agencies that provide assisted housing, health and social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families and homeless persons. This will also include consultations with community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws. The consultation efforts will include regional government agencies, Public Housing Authorities and adjoining cities. Agencies including businesses, developers, nonprofit organizations, philanthropic organizations and faith-based organizations will also be consulted. These agencies will also be consulted in the preparation of the Consolidated Plan and Annual Action Plans. A list of these agencies is attached as Appendix B. Other interested agencies are invited to join the notification list at any time.

When preparing an AFH, the City will provide HUD-provided data and other information to interested citizens, agencies and organizations in an effort to provide meaningful analyses of local fair housing conditions and issues. The City will endeavor to provide this information as early in the planning process as possible, but it is subject to HUD releasing that data to the City. After the consultation process is under way, one public hearing will be conducted to obtain citizen input at least 30 days prior to publishing the proposed AFH. The City may choose to conduct this hearing in conjunction with one of the two required public hearings on the Consolidated Plan.

CONSOLIDATED PLAN

The Consolidated Plan is a HUD prerequisite for the City to receive CDBG funds. The Consolidated Plan examines housing and community development needs, sets priorities for grant monies and establishes a strategic plan with specific measurable goals to address priority needs. The City is in the process of preparing its second multi-year Consolidated Plan covering the program years July 1, 2017 through June 30, 2022. The City Consolidated Plan only covers the geographic area within the city limits of Temecula. In addition to the Consolidated Plan, the City will annually conduct public hearings in the preparation of the Annual Action Plan describing the amount of funds available to the City and the activities to be undertaken with CDBG funds. Each of the agencies included in Appendix B will be consulted in the development of the Consolidated Plan and notified of the availability of draft documents including the Consolidated Plan and Action Plans.

CITIZEN PARTICIPATION

The consolidated planning processes includes many opportunities for citizen participation. These include surveys, community outreach meetings, City Finance Committee meetings and City Council public hearings. The City will particularly encourage participation of persons with special needs and/or persons who are often underrepresented in public process (i.e. low income, non-English speaking persons, minorities, persons with disabilities, and persons who are homeless).

Language Access Plan: The City has assessed its language needs and identified the need for translation of notices and other vital documents such as marketing materials and applications for CDBG assistance in Spanish to provide meaningful access, upon request.

Community Surveys: As part of its Consolidated Plan and Assessment of Fair Housing process, the City will conduct a needs survey of residents and stakeholders in the City. The purpose of the survey to obtain a broad range of community input and perspectives.

Community Meetings: During the preparation of the Consolidated Plan and Assessment of Fair Housing, at least two community meetings will be held to gather public input about the housing and community development needs from citizens and their neighborhoods. During the Action Plan preparation, the City will conduct two technical assistance workshops on CDBG applications. The community meetings will provide an opportunity for citizens and interested parties to obtain information about the City's housing and community development programs and eligibility requirements. The Annual Action Plan community meetings will provide information to potential applicants that may wish to submit funding proposals for their service programs or neighborhoods. City staff will be available at the meetings to provide technical assistance for developing funding proposals to address priority needs and meet the goals of the AFH and Consolidated Plan.

At least one community meeting will be held in the early evening to accommodate work schedules and at least one community meeting will be held during daylight to accommodate those uncomfortable driving at night.

City Finance Committee: The City has a Finance Committee that meets on an as-needed basis and performs in an advisory function to City staff and to the City Council concerning financial matters. The Finance Committee consists of two appointed City Council members. The Committee meets at least once a year regarding CDBG funding. They will review of all CDBG funding proposals and will direct staff on which activities should be included in the draft Action Plan. This meeting provides interested residents and agencies with an opportunity to participate in the funding process and the public is invited to attend. The meeting generally occurs about 45 days before City Council CDBG public hearing and/or in January or February after City staff has determined the eligibility of all CDBG service applications.

In the event City staff proposes a substantial amendment to any of the CDBG plans, then a Committee meeting may be scheduled before proposing a substantial amendment at a City Council public hearing. Typically the public is notified of any Committee meetings three days prior to the meeting; however, when CDBG is a topic item on their agenda, there will be a minimum of ten days' advance notice. All applicants will be notified by email of the meeting so that they can answer any Committee questions about their application. A public notice is published in the local newspaper.

Public Hearings: A minimum of two public hearings will be held by the City Council each year. The first public hearing is usually held in September each year as part of the CAPER review process. This hearing will be held earlier than September if done in conjunction with the public hearing on the initial Assessment of Fair Housing to meet HUD's submittal deadline. The citizen process will conclude with a final public hearing in April or May to adopt the Consolidated Plan and/or Annual Action Plan.

The public will have the opportunity of reviewing the draft Consolidated Plan and/or Annual Action Plan (and providing input to City Staff) within a 30-day comment period during March and/or April each year. City staff will incorporate public comments submitted to City staff during the 30-day comment period and then present the draft Consolidated Plan (and/or Action Plan) for approval to the City Council at a public hearing in the months of April or May. Public comments and citizen participation are encouraged during all public hearings each year.

Notifications and Location of Public Hearings and Meetings: All public hearings will take place at the City of Temecula Civic Center, Council Chambers, 41000 Main Street, Temecula, California, 92590, a location which is accessible to persons with physical disabilities. Community outreach meetings will also take place at a City facility where there are available meeting rooms.

All sites selected for public meetings and public hearings are accessible to persons with disabilities. The City will provide a translator upon request to accommodate non-English speaking persons at public hearings or community meetings. Persons needing special accommodations or a translator should make their request one week before the meeting so the City can assure the special needs are met. These requests should be made to the Community Development Department at 951- 506-5172(951) 694-6400.

Unless otherwise stated in this Plan, citizens will be given at least 10 days' advance notice of the City Council public hearings and community meetings. This will be accomplished through posting a summary of the documents on the City website (www.cityoftemecula.org), and at public places including the City of Temecula Public Library and City of Temecula Civic Center. Official notification shall take place through publication of a public notice in a local newspaper of general circulation (The Press Enterprise or The San Diego Union Tribune). To encourage participation, the City may also send email notifications or other outreach materials to residents, agencies and advocates, such as those interested parties and individuals listed on Appendix B. The City will maintain the list and verify the contact information periodically and, at a minimum, annually. The list will continue to evolve and be administratively modified each year without a substantial amendment, as stakeholders or potential participants are identified or dissolved. Organizations or groups and persons interested to be added the list may contact the City of Temecula Community Development Department at (951) 694-6400.

During the preparation of the Consolidated Plan and Assessment of Fair Housing, the City **may** distribute public notices to residents through property landlords or directly to residents living within existing, designated low income areas and neighborhoods throughout the City to inform residents about the public hearings as an effort to increase public participation by underrepresented groups.

Other Requirements: The draft Consolidated Plan will also include the City's policies related to displacement of low- and moderate-income individuals, reducing poverty, removal of lead-based paint hazards, preventing and mitigating homelessness and removing barriers to fair housing choice. The City does not anticipate any displacement of individuals, but the Consolidated Plan will describe how the City will minimize displacement of persons or, in the unanticipated event of displacement, how the City will assist any persons who are actually displaced as a result of the use of these funds, specifying the type and levels of assistance and amount of compensation.

Plan Availability: The proposed Consolidated Plan, Annual Action Plan, AFH, Consolidated Annual Performance and Evaluation Report (CAPER) and any substantial amendments to plans will be available at the City of Temecula Public Library, the City Hall (in the City Clerk's Office and Community Development Department) and on the City's website at <http://www.cityoftemecula.org> during public comment periods. A reasonable number of hard copies will be available to the public and provided upon request. Citizens or groups that attend any of the community meetings or public hearings will be notified when the draft documents are available for comment. These materials will also be available in a form accessible to persons with disabilities, upon request. Comments, questions, or suggested amendments should be directed to the Community Development Department at 951-694-6400.

The City will consider any comments from individuals or groups received in writing during the process of drafting the Consolidated Plan and/or annual Action Plan as well as public testimony at hearings or meetings. A summary of the written and public hearing comments will be included in the final Consolidated Plan and/or Annual Action Plan, along with the City's response to the comments. Please note however that copies of the complaints, along with the City's response will still be sent to HUD, if they occur outside of the Consolidated Planning and/or Annual Action Planning process but may not appear in the Consolidated Plan.

The City will provide a written response to all written citizen comments and complaints related to the Consolidated Plan, Annual Action Plan, Amendments, and CAPER within 30 days of receiving the comments and complaints.

Consolidated Annual Performance and Evaluation Report (CAPER): In addition to the required Plans and Assessment, the City is required to prepare a CAPER, which reports on its performance in the prior year. Before the City submits a CAPER to HUD, the City will make it available to interested parties for a comment period of no less than 15 days. Any comments or views of citizens received in writing, or orally at public hearings in regarding the performance report will be considered prior to submitting the CAPER. A summary of these comments shall be attached to the performance report.

COMPLAINTS

Residents or other interested parties may submit complaints to the City in relation to administration of the CDBG programs or plans. Complaints may be made via telephone by calling (951) 506-5172 or in writing to: Community Development Department/CDBG, City of Temecula, 41000 Main St., Temecula, CA 92589. The complaining party should state the nature of the complaint, what prior efforts have been made to resolve the problem and any other pertinent information which would help staff determine a solution. All complaints will receive careful consideration and a timely, substantive response will be provided within fifteen (15) days where practicable but no less than thirty (30) working days.

SUBSTANTIAL AMENDMENTS

Occasionally, situations warrant an amendment to the Consolidated Plan and Annual Action Plans. Minor amendments may be completed by staff with the approval of the Director of the Community Development Department. Minor amendments involve any change that does not meet the criteria for a Substantial Amendment.

A Substantial Amendment to the Consolidated Plan occurs when:

- There is a new goal proposed or the City proposes the deletion of a previously approved Strategic Plan goal (changes to performance measurement indicators or numeric accomplishment goals shall not be considered a substantial change).

A Substantial Amendment to the Action Plan occurs when:

- A CDBG activity budget will increase by \$50,000 or 25% of the project's original budget, whichever is greater;
- There is a significant change in the purpose, scope, location, or beneficiaries of an activity; or
- The City proposes to add or delete an activity, except in the following cases:
 - If the activity is on the back up list approved by the City Council in the Annual Action Plan;
 - If the activity is being deleted due to delays and would be included in the following year's Annual Action Plan;
 - If there are nonperformance or eligibility issues requiring activity termination;
 - If project deletion or funding reductions are due to facility closure or bankruptcy;
 - If the agency becomes disqualified or ineligible to receive funding or is unable to produce sufficient eligible billings in accordance with the provisions of the agreement; or
 - If an applicant requests that their activity be terminated.

A Substantial Amendment to the AFH occurs when:

- There is a significant revision involving a material change in the AFH pursuant to 24 CFR 5.164(a)(1) or upon HUD's written notification specifying a material change that requires the revision. A material change is a change in circumstances in the jurisdiction of a program participant that affects the information on which the AFH is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances.

Modifications to appendices of any plans are not considered to be a Substantial Amendment.

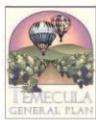
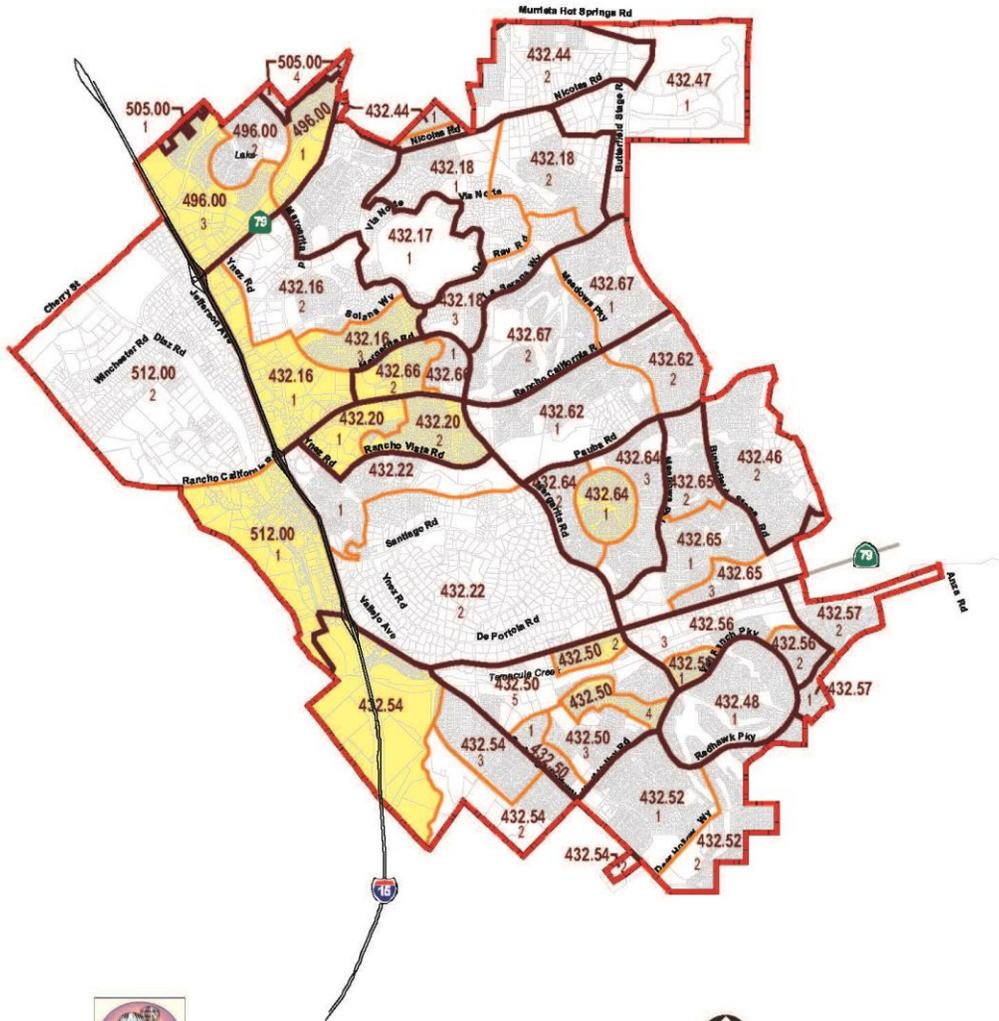
If there is a rescission of funds by HUD, shifting of funds would not be considered a Substantial Amendment. If such federal government funding cuts or changes were to happen, the City would be required to follow its plan of action as outlined in the Consolidated Plan and/or the Annual Action Plan; however, any HUD-directed change would normally not be considered a Substantial Amendment.

Citizen Participation for Substantial Amendments: In the event of a Substantial Amendment to the Consolidated Plan or Action Plan, the City will conduct at least one public hearing. This hearing will be held after a comment period of no less than 30 days, where the proposed, substantially amended Consolidated Plan/Action Plan will be made available to interested parties. Citizens will be informed of the substantial amendment by public notice prior to the public review and comment period. The newspaper advertisement shall summarize the Substantial Amendment and inform the public of the date, time and location of the public hearing.

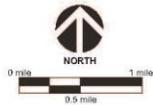
The substantially amended sections of the Consolidated Plan will be available for review at the City during the full public comment period. In addition, the amended sections will be on the City's website, <http://www.cityoftemecula.org>, for the full duration of the public comment period.

Appendix A

City of Temecula Map of Low- to Moderate-Income Areas



City of Temecula



CDBG - LOW AND MODERATE INCOME AREA MAP
2010 CENSUS AREAS (As of July 1, 2014)

- LEGEND:
- CITY BOUNDARY
 - LOW AND MODERATE INCOME BLOCK GROUPS
 - CENSUS TRACT
 - BLOCK GROUP

Appendix B

CDBG and AFH Notification List of Persons or Organizations

Any person or organization may be added to this list (or deleted) upon request.
Please contact Lynn Kelly-Lehner, Senior Management Analyst
Lynn.Lehner@CityofTemecula.org or 951-694-6400

Agency	Type
Amcal Housing	Affordable Housing
Assistance League of Temecula Valley	Youth
Atria Senior Living	Seniors
Autism Society Inland Empire	Persons with Special Needs
Boys and Girls Club of Southwest County	Youth Services
Bridge Housing	Affordable Housing
Building Industry Association	Builders
California Apartment Association Inland Empire	Rental Property
Cameron Historical Building	Affordable Housing
Canine Support Teams	Persons with Disabilities
Catholic Charities	Faith based
Circle of Care Ministries	Food Bank
City of Murrieta	Adjacent City
City of Temecula Departments	City government
Coachella Valley Housing Coalition	Affordable Housing
Community Access	Persons with Disabilities
Community Mission of Hope	Homeless provider
Comprehensive Autism Center	Persons with Disabilities
County of Riverside Department of Social Services	Social Services
County of Riverside Economic Development Agency	Local Government

County of Riverside Health Department	Health Services
County of Riverside Behavioral Health Department	Mental Health
Court Appointed Special Advocate of Riverside County	Youth Services
Creekside Senior Apartments	Senior Housing
Desert AIDS	AIDS
Economic Development of Southwest California	Economic Development
Fair Housing Counsel of Riverside County, Inc.	Fair Housing
Front Street Plaza	Affordable Housing
Go Bananas	Persons with Special Needs
GRID Alternatives	Affordable Housing
Habitat for Humanity Inland Valley	Affordable Housing
Heritage Mobilehome Estates	Affordable Housing
Hitzke Consulting	Affordable Housing
Hospice of the Valleys	Healthcare
Housing Authority of the County of Riverside	Public Housing Authority
Hugs Foster Family Agency	Persons with Developmental Disabilities
Iglesia Bautista del Valle de Temecula	Faith Based
Inland Regional Center	Persons with Developmental Disabilities
Jamboree Housing	Affordable Housing
Jesus Love Church	Faith Based
John Stewart Company	Affordable Housing
Ken Follis	Business Community
League of Women Voters	Community based
Legacy Ridge	Persons with Developmental Disabilities
Love of Christ Fellowship Church	Faith Based
Madera Vista Apartments	Affordable Housing
Margarita Summit Apartments	Affordable Housing
Michelle's Place	Healthcare
Mission Village Apartments	Affordable Housing
Morning Ridge Apartments	Affordable Housing

Mt. San Jacinto College	Education
NAACP	Protected Class
Nu-Way International Christian Ministries	Faith Based
Oak Tree Apartments	Affordable Housing
Operation School Bell	Youth Services
Our Nicholas Foundation	Persons with Special Needs
Path of Life Ministries	Homeless provider
Pechanga Casino	Employer
Portola Terrace Apartments	Affordable Housing
Project Touch	Homeless Provider
Rancho California Apartments	Affordable Housing
Rancho Community Church	Faith Based
Rancho Creek Apartments	Affordable Housing
Rancho en Espanol	Faith Based
Rancho West Apartments	Affordable Housing
Renee Jennex Small Family	Affordable Housing
Riverbank Village Apartments	Rental Property
Riverside Area Rape Crisis Center	Domestic Violence
Riverside City and County CoC	Homeless Provider
Riverside County Office on Aging	Senior Services
Riverside County Sheriff's Department	Public Safety
Riverside County Transit Agency	Transportation
Riverside County Veteran Services	Veterans
Rochelle Sherman Small Family	Group Home
SAFE Alternatives for Everyone	Domestic Violence
Safety Research Associates	Special Needs/Senior Housing
Senior Care Referral Specialists	Senior Services
Senior Citizens Service Center Food Bank	Food Bank
SMURF	Youth Services
Solari Enterprises	Affordable Property Management
Southwest Riverside County Association of Realtors	Housing
St. Catherine's Catholic Church	Faith Based

State Council on Developmental Disabilities	Persons with Developmental Disabilities
TEAM Evangelical Assistance Ministries	Food Bank
Temecula Convention and Visitors Bureau	Business Community
Temecula Murrieta Rescue Mission	Homeless provider
Temecula Reflection Townhouses	Affordable Housing
Temecula Valley Chamber of Commerce	Business Community
Temecula Valley Historical Society	Historic Preservation
Temecula Valley Hospital	Health Services
Temecula Valley Therapy	Persons with Disabilities
Temecula Valley Unified School District	Education
Temecula Valley Unified School District – Adult Transition Program	Education
Temecula Valley Winegrowers Association	Employer
The Center for Life Change	Drug Treatment
US Vets Initiative	Veterans
VA Loam Linda Healthcare	Healthcare
Vintage View Apartments	Affordable Housing
Voice of Children	Youth Services
Warehouse at Creekside Apartments	Affordable Housing
Wells Fargo	Business Community
Western Riverside Council of Governments	Regional Government