



**City of La Mesa
Citizen Participation Plan
For U.S Department of Housing and Urban
Development Funding Programs**

Amended June 2025

Purpose & Objective

The City of La Mesa (City) is an entitlement jurisdiction. It receives an annual entitlement of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) for housing and community development activities that assist communities and people with low to moderate incomes.

As an entitlement jurisdiction, the City is required to prepare:

- A. Citizen Participation Plan (CPP)
- B. Five-Year Consolidated Plan (Consolidated Plan)
- C. Annual Action Plan (Annual Plan)
- D. Consolidated Annual Performance and Evaluation Report (CAPER)

As required by HUD, Pursuant to the Code of Federal Regulations (CFR) for the Consolidated Plan (24 CFR 91.105), the City must adopt a CPP that sets forth the City's policies and procedures for citizen participation. The CPP establishes standards for the City to provide for and encourage citizens and entitlement grant beneficiaries to participate in the planning, execution, and evaluation of the Consolidated Plan, the Annual Plans, and the CAPERs.

If, in the future, the City receives other HUD funds subject to this requirement, this CPP is deemed to include those programs. The CPP is reviewed within each Consolidated Plan cycle and amended accordingly to encourage participation in the planning process and ensure alignment with HUD policies.

For reference, commonly used CDBG terms are defined on the last page.

Intent of Consolidated Plan Programs

The City of La Mesa's intent for its Consolidated Plan Programs is to meet the identified needs of low and moderate-income residents and to provide a more desirable living environment for all residents within the City. Due to limited resources, it is impossible for the City to identify all of the needs of our residents and/or fund all of the programs/activities necessary to meet those needs. Therefore, the City must rely on a coordinated effort among our residents, social service providers, and other governmental agencies to address the needs of the residents of La Mesa. To encourage citizen participation in the identification of community needs and appropriate measures to address those needs, the City has adopted this Citizen Participation Plan.

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 persons with low to moderate incomes.

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 will make a concerted effort to engage residents, 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 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), Analyses of Impediments to Fair Housing Choice (AI), or other forms of fair housing planning.
- Consideration of substantial amendments to the CPP, Consolidated Plan, Annual Plan, CAPER, the AFH, AI, or other forms of fair housing planning; and
- Providing for public comment and hearings for proposed plans, amendments, and AFH, AI, or other forms of fair housing planning with formal approval by the La Mesa City Council (City Council).

Public Hearings and Workshops

The City aims to hold public meetings at convenient times and locations, ensuring accessibility for persons with disabilities. The City continues to explore new ways to enhance participation and involvement, including the use of online needs assessments and surveys.

The City will meet the following public hearing requirements:

- Conduct a minimum of two (2) public hearings each year to obtain residents' feedback regarding housing and community development needs, proposed allocation of CDBG funds, strategies and actions taken to affirmatively further fair housing, review CDBG program performance, and approve program/funding activities.

- Conduct one (1) public workshop and survey during the development of the Consolidated Plan prior to preparing and publishing the Consolidated Plan for public comment. The purpose of this outreach is to obtain residents' views about the city's diverse housing and community development needs and the priority of those needs.
- Conduct public hearings to reaffirm needs and priorities in preparation for the Annual Plan and to adopt the Annual Plan. At the beginning of the Annual Plan process, a hearing is held to obtain resident and stakeholder feedback about the funding allocation for the upcoming program year prior to the preparation of the Plan. A second public hearing will be held after the Annual Plan has been drafted.
- Conduct public hearings to consider substantial amendments to the Consolidated Plan, Annual Plan, Citizen Participation Plan, and AFH, AI, or other forms of fair housing planning (Plan(s)).
- Receive and consider comments concerning the Plan(s) for a period of not less than 30 days. 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.

Public hearings are generally held on the second and fourth Tuesday of the month at 6:00 pm in the La Mesa City Council Chambers (Council Chambers) located at 8130 Allison Avenue, La Mesa, California, 91942, convenient to potential and actual beneficiaries of funding. 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 (City Hall) and Council Chambers are accessible to persons with disabilities. Reasonable accommodations will be made for people with disabilities who wish to attend the public meetings. Listening devices for individuals who are deaf or hard of hearing will be made available at public hearings upon request. Translators are provided for persons who are non-English speaking or with Limited English Proficiency (LEP) when requested within five working days prior to the public hearing. Individuals with disabilities who require reasonable accommodation in order to participate in the City Council meetings should contact the City's Administrative Services Department at least 48 hours prior to the meeting by phone at 619.667.1175, by fax at 619.667.1163, or by e-mail at GSpaniol@cityoflamesa.gov.

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. Public Notices will announce the availability of relevant documents for public review and will introduce an introduction document, its contents, and purpose. The notices will describe how to obtain a copy of the document for review and clearly list all scheduled hearings with dates, times, and locations. The notice will include information on how to access related documents. Notices are published in the Daily Transcript, a newspaper of general circulation, in the legal section. Notices will be posted at City Hall and on the City's website on the CDBG webpage. The City provides advance notice as follows:

Purpose of Noticing	Noticing Timing
Citizen Participation Plan (CPP)	30 days
Five-Year Consolidated Plan (Consolidated Plan)	30 days
Annual Action Plan (Annual Plan)	30 days
Substantial Amendment	30 days
CAPER	15 days
Public Hearings	14 days

A public review period of not less than thirty (30) calendar days is provided for each Consolidated Plan, CCP, Annual Plan, and Substantial Amendment to enable the public to provide comments prior to submission of the approved document to HUD.

When an emergency is triggered, a minimum of five (5) days period for review and comment will be provided for the Consolidated Plan and the Annual Plan.

The CAPER is prepared after the June 30 completion of the program year and made available for a 15-day public review and comment period before submission to HUD.

HUD requires submission of the CAPER no later than ninety (90) days after the program year-end.

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, the City Council conducts Town Hall meetings at various neighborhood schools throughout the city. Meetings are accessible to persons with disabilities and located in low- and moderate-income areas. 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.gov, the

Community Bulletin Board on Cox channel 24, the Civic Center Marquee Sign, and the La Mesa newsletter.

Public Access to Information

Residents 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 CPP.

The CPP, Consolidated Plan, Annual Plan, CAPER, AFH, AI, or other forms of fair housing planning 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.gov. These documents are maintained and accessible for 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 its residents, particularly residents who have low- and moderate- incomes, residents of blighted neighborhoods, minorities, persons who are 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 people with disabilities, 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 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, AI, or other forms of fair housing planning and submit written comments prior to approval of the Plan. The details for public comment on a specific document are included in the corresponding public notice. City staff provides a thoughtful, written reply within 15 days, when feasible, 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.gov.

Plan 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 Consolidated Plan.
- A substantial amendment to the CPP.
- 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 is 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, AI, or other forms of fair housing planning resulting from a material change in circumstances affecting the information on which the AFH, AI, or other forms of fair housing planning was based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH, AI, or other forms of fair housing planning no longer reflect actual circumstances (for instance, a significant change that impacts the City's ability to carry out the AFH, AI, or other forms of fair housing planning, 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, AI, or other forms of fair housing planning.

Technical Assistance

Upon request, the City works with individuals or groups that represent people with low and moderate incomes to develop proposals for funding assistance under the Consolidated Plan programs. City staff provides technical assistance for proposals that strengthen and expand the role of community-based development organizations in planning for eligible activities. Technical assistance does not include the award of funds to the requesting group.

Anti-displacement

The City strives to avoid or minimize the displacement of individuals because 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 of housing for low to moderate-income households and assistance to displaced persons, based on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), 49 CFR part 24.

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, AI, or other forms of fair housing planning, as well as substantial amendments. The review period for the CAPER and Annual Plan is 15 days.

Written comments, complaints, concerns, or questions addressed to the City will receive a thoughtful and substantive reply generally within 15 days, when feasible. 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, AI, or other forms of fair housing planning.

CDBG Program Contact Information

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Definitions

Amendment, Substantial: A change to a previously adopted Five-Year Con Plan or Annual Plan that:

- A change in the CDBG funding level of the activity by 100% of the original adopted budget; or
- A change in the CDBG funding level of the activity by 100% of the original adopted budget; or
- Makes a significant change to an activity's proposed beneficiaries or persons served; or
- Funds a new activity not previously described in the Annual Plan; or
- Eliminates funding for an activity identified in the Annual Plan; or
- A change in allocation priorities or a change in the method of distribution of funds.

For substantial amendments, the City will provide a minimum of a 30-day public comment period, except when the emergency provisions of Section VI of this Plan are triggered, and will hold a public hearing on the proposed amendment(s) according to procedures outlined in the Plan. The City will make the final amendment(s) public by posting the item on its website.

Amendment, Minor: A change to a previously adopted Five-Year Con Plan or Annual Plan that does not meet the thresholds to qualify as a Substantial Amendment. A minor amendment may include monetary changes or shifts, regardless of size, that are (1) necessary for preserving all the programs and activities identified in a plan and (2) necessitated by significant changes in the funding levels between HUD's initial estimates of funding amounts and HUD's final allocation notification to the City.

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.

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 U.S. Government.

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 Plan (Con Plan): The Five-Year Consolidated Plan is a comprehensive document that provides a detailed description of the housing and community development needs in La Mesa, which prioritizes those needs and then develops a strategy for addressing the needs.

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 the program year's end.

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

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

Persons with low to moderate incomes: Individuals from households with a total income that does not exceed 80% of the median household income for the area adjusted for family size.

Public Hearing: Public hearings provide the public with an opportunity to make public comments. The City will conduct a minimum of two public hearings per program year at two different stages. Together, the hearings will address housing and community development needs, as well as the development of proposed activities, strategies, and actions for affirmatively furthering fair housing.