

City of El Monte



CITIZEN PARTICIPATION PLAN FOR THE CONSOLIDATED PLAN AND ANNUAL ACTION PLAN

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City of El Monte
Citizen Participation Plan
For the Consolidated Plan Documents

I. Purpose

The City of El Monte is an entitlement jurisdiction receiving Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) funds directly from the U.S. Department of Housing and Urban Development (HUD). Pursuant to the CDBG and HOME program regulations, the City is required to prepare a five-year Consolidated Plan and annual updates to guide and report on the use of CDBG and HOME funds. Annual reviews of program performance are also required.

This Citizen Participation Plan (CPP) sets forth the City of El Monte's policies and procedures for citizen participation in the development of the Consolidated Plan Documents and any subsequent amendments. The CPP provides an opportunity for nonprofit service agencies and the community to work in partnership with the City to identify needs and allocate CDBG and HOME funds. While this plan will aim to ensure the participation of all citizens, special assurances will be made to ensure the participation of the following: extremely low-, low-, and moderate-income persons; persons living in areas where federal funds are proposed to be used; residents of assisted housing; low income residents of target revitalization areas; minorities; non-English speaking persons; and persons with physical disabilities.

II. Definitions

For purposes of the CDBG and HOME programs, the following definitions will apply:

Consolidated Plan Documents (CPD) - For the CDBG and HOME programs for the City of El Monte, the Consolidated Plan Documents will include the following:

- Five-Year Consolidated Plan
- Citizen Participation Plan
- One Year Action Plan
- Consolidated Annual Performance Evaluation and Report (CAPER)

Low and Moderate Income Households - Pursuant to HUD regulations, the primary beneficiaries of the CDBG and HOME programs should be low and moderate income households, defined by HUD as follows:

Extremely Low-Income Household - 0-30% County Median Family Income (MFI). *Low-Income* - 31-50% County MFI.

Moderate-Income - 51-80% County MFI.

Low- and Moderate-Income Area - Generally defined as a census tract(s) or block group(s) in which a minimum of 51 percent of the residents have an income not exceeding 80 percent of the County median income.

Slum or Blighted Area - An area meeting the definition of a slum, blighted, deteriorated or deteriorating area under State or local law, typically identified as a Redevelopment Project Area, or where there is a substantial number of deteriorating or dilapidated buildings or improvements throughout the area.

III. Citizen Participation Strategy

The City of El Monte recognizes that CDBG and HOME funds are tax money returned to the City to be used primarily to benefit extremely low-, low-, and moderate-income persons. City staff and officials are stewards of this public money and will openly discuss all records, except those confidential records protecting a household's privacy. The City presents the following as its policy defining its Citizen Participation Strategy.

A. Decision Making Bodies

The City of El Monte has established an Advisory Group to assist the City Council in making funding decisions relating to the CDBG and HOME programs. The functions and makeup of this group is described below.

1. Advisory Group

The Advisory Group is comprised of representatives from the City and two representatives from the City Council. The Advisory Group will perform in an advisory manner to the City Council concerning planning, implementing, and assessing the CDBG and HOME programs/activities related to capital expenditures

and administration expenditures. In addition, the Advisory Group will review all public service grant applications for funding and will recommend funding priorities to the City Council.

This will be accomplished through the following tasks:

- Information dissemination during the CDBG and HOME application process, and other HUD application processes as applicable;
- Preparation of project recommendations for City Council's review and final approval; and
- Review of project/program progress.

2. City Council

After reviewing the recommendations on capital outlay projects, administration, and public service projects made by the Advisory Group, the City Council shall make the final funding determination on the CDBG and HOME funds.

B. Program Planning Process

The City of El Monte will adhere to the following citizen participation process when conducting program planning and reporting for the CDBG and HOME programs.

1. Citizen Participation Plan

a. Plan Development

i) Plan Review and Comment

The Draft Citizen Participation Plan (CPP) shall be made available for public review for a 30-day period. Written comments will be accepted during the 30-day public review. A summary of the comments, views, and City responses shall be attached to the public hearing draft of the CPP.

ii) Public Hearing

The City Council shall conduct a public hearing to accept public comments on the draft CPP. After public comments are heard by the City Council, it shall approve the CPP.

b. Plan Amendment

The City can make amendments to the CPP through the following amendment process:

i) Public Review and Comment

Substantial amendments to the CPP may be made available for public review for a 30-day period. Written comments will be accepted during the 30-day public review. A summary of the comments, views, and City responses will be attached to the public hearing draft of the CPP.

ii) Public Hearing

The City Council shall conduct a public hearing to accept public comments on the draft amended CPP. After public comments are heard by the City Council, it shall approve the amended CPP.

2. Five-Year Consolidated Plan

a. Plan Development

i) Consultation

During the development of the Five-Year Consolidated Plan, the City will consult the following services/agencies to solicit their input on housing and community development needs:

- Health Services
- Social Services for: Children, Elderly, Disabled, Homeless, Persons With
- AIDS State and Local Health Agencies

- Adjacent Local Governments
- Economic Development Interests
- Public Housing Agency

A variety of mechanisms may be utilized to solicit input from these services/agencies. These include telephone or personal interviews, e-mail surveys, and consultation workshops.

b. Public Review and Comment

The Draft Consolidated Plan will be made available for public review for a 30-day period. Written comments will be accepted during the 30-day public review. A summary of the comments and views, and City responses shall be attached to the Consolidated Plan.

c. Public Hearings

The City Council will conduct a public hearing/meeting to accept public input on community needs during the development stage of the Draft Consolidated Plan. The City Council will also conduct a public hearing to accept comments on the Draft Consolidated Plan which will be provided for public review for a 30-day period (see above).

3. Plan Amendment

a. Substantial Change

The City will formally amend its approved Five-Year Consolidated Plan whenever a decision is made to propose a substantial change in allocation priorities or method of distribution of funds.

For the purpose of the Five-Year Consolidated Plan, a "substantial change" will constitute a cumulative change equal to or in excess of 20% of the City's CDBG and HOME entitlement for a program year.

For example, if the Five-Year Consolidated Plan's *Priority Needs Summary Table* indicates a "Low Priority Need" for multi-family housing rehabilitation and third year into the five-year time frame, the City decides

to change the priority to "High" level priority in order to implement a multi-family rehabilitation program using 20% or more of the City's annual CDBG allocation, this change in allocation priority would constitute a substantial change to the Five-Year Consolidated Plan and a formal amendment to the Plan is warranted.

Changes in the allocation priorities not amounting to 20% of the entitlement will not be considered as a substantial change to the Five-Year Consolidated Plan; no formal amendment to the Plan requiring public review and comment will be warranted. City Council approval of the priority changes is still required.

However, if a program or type of programs is indicated in the Five-Year Consolidated Plan as "No Such Need," the City will need to amend the Consolidated Plan in order to implement the program(s) regardless of the level of funding. Any time a change from "No Such Need" to a Low, Medium, or High level priority is considered by HUD as a substantial amendment to the Consolidated Plan.

b. Public Review and Comment

Substantial amendments to the Consolidated Plan will be made available for a 30-day public review. Written comments will be accepted during the 30-day public review. A summary of the comments and views, and City responses must be attached to the amendment.

c. Public Hearings

The City Council will conduct a public hearing/meeting to accept public input on any amendment to the Consolidated Plan.

4. One Year Action Plan

a. Plan Development

i) Consultation

In addition to El Monte residents, the City will ensure that public (including City staff) and private agencies that provide the following services will be consulted in the development of the Action Plan:

- Health Services
- Social Services for: Children, Elderly, Disabled, Homeless, Persons With
- AIDS State and Local Health Agencies
- Adjacent Local Governments
- Economic Development Interests
- Public Housing Agency

These persons/agencies will be contacted and brought into the process in the following manner:

- Each year, the City will send a written Notice of Funding Availability (NOFA) to each cooperating department and nonprofit agency advising them that the planning cycle has begun for CDBG and HOME funds, and that the City is accepting project proposals.
- City staff will conduct outreach to special interest groups in El Monte, such as senior citizens and the disabled, and make presentations on the Action Plan to these groups where necessary.
- The City will conduct an eligibility analysis on all project proposals submitted and review the eligible proposals for service provider grants. The review will be conducted by the Advisory Group for funding consideration.

b. Public Review and Comment

The Draft Action Plan incorporating the City's proposed uses of CDBG and HOME funds will be made available for public review for a 30-day period. Written comments will be accepted during the 30-day public review. A summary of the comments and views, and City responses will be attached to the Action Plan.

c. Public Hearings

The City Council will hold a public hearing to discuss the eligible project proposals and funding recommendations for both public service grant and

capital outlay projects, and make funding decisions. The Council will conduct a second public hearing to accept comments on the Draft Action Plan which will be provided for public review for a 30-day period (see above).

d. Plan Amendment

i) Substantial Change

- The City will formally amend its approved Action Plan whenever a decision is made to propose a substantial change to the Plan, either by: Carrying out an activity not previously described in the Action Plan;
- Canceling an activity previously described in the Action Plan;
- Increasing or decreasing the amount to be expended on a particular activity from the amount stated in the Action Plan by more than 50 percent; or
- Substantially changing the purpose, scope, location, or beneficiaries of an activity.

Changes in funding for an existing activity not amounting to more than 50 percent will not be considered as a substantial change to the One Year Action Plan; no formal amendment to the Action Plan requiring public review and comment will be warranted. However, City Council approval of the activity funding changes is still required.

e. Public Review and Comment

Substantial amendments to the Action Plan will be made available for a 30-day public review. Written comments will be accepted during the 30-day Public review. A summary of the comments and views, and City responses must be attached to the Action Plan.

f. Public Hearings

The City Council will conduct a public hearing/meeting to accept public input on any amendment to the One-Year Action Plan.

5. Consolidated Annual Performance and Evaluation Report (CAPER) Plan Development

a. Public Review and Comment

The Consolidated Annual Performance and Evaluation Report (CAPER) will be made available for a 15-day public review. Written comments will be accepted during the 15-day public review. A summary of the comments and views, and City responses must be attached to the CAPER.

i) Public Hearing

No public hearing is required.

6. Five-Year Analysis of Impediments (AI) to Fair Housing Choice

a. Plan Development

i) As of April 2025, the interim final rule revises HUD's regulation governing the Fair Housing Act's mandate that the Secretary administer HUD's program and activities in a manner that affirmatively furthers fair housing. This interim final rule returns to the original understanding of what the statutory AFFH certification was prior to 1994—a general commitment that grantees will take active steps to promote fair housing. Grantee AFFH certifications will be deemed sufficient provided they took any action during the relevant period rationally related to promoting fair housing, such as helping eliminate housing discrimination. This interim final rule does not, however, reinstate the obligation to conduct an Analysis of Impediments or mandate any specific fair housing planning mechanism; program participants must continue to affirmatively further fair housing as and to the extent required by the Fair Housing Act.

IV. Public Notification

A. Public Meetings and Hearings

Staff will ensure adequate advance notice of all public meetings and hearings. Adequate noticing will include:

- Printing notices in the El Monte Examiner, and/or other newspapers of general circulation in the City.
- Posting notices at City Hall, the City Clerk's office, and City of El Monte's website.

Notices will be printed at least 10 days prior to the meeting date.

B. Documents for Public Review

Notices of availability of all draft Consolidated Plan Documents (CPD) for public review and a summary of the CPD will be published in a display ad in the El Monte Examiner.

V. Access to Meetings

All public hearings will be conducted at the following location:

City Council Chambers, El Monte City Hall
11333 Valley Boulevard
El Monte, CA 91731-3293

Spanish translation is available at all public hearings if requested in advance at least 72 hours prior to the public hearing.

It is the intention of the City of El Monte to comply with the Americans with Disabilities Act (ADA) in all respects. If an attendee or participant at a public hearing needs special assistance beyond what is normally provided, the City of El Monte will attempt to accommodate these people in every reasonable manner. The City Clerk must be notified at least 72 hours prior to the public hearing.

VI. Availability of Documents for Public Review

The City will place draft copies of the Consolidated Plan Documents and substantial amendments to these documents for public review at the following locations:

- City of El Monte Planning Department
- City of El Monte City Clerk
- City of El Monte Website

The City will provide a reasonable number of free copies of the documents to citizens and groups that request copies. Notices of availability of draft documents for public review will be published as specified in Section IV.B of this CPP.

VII. Access to Records

The City will ensure timely and reasonable access to information and records related to the development of the Consolidated Plan Documents (CPD), and the use of monies for programs funded by CDBG and HOME. Information to be made available will include budget and program performance information, meeting minutes, and comments received by the City during the development of the CPD.

Requests for information and records must be made to the City of El Monte in writing. Staff will respond to such requests within 15 working days or as soon as possible thereafter.

VIII. Technical Assistance

Upon request, staff will provide technical assistance to groups representing extremely-low and low-income persons to develop funding requests for CDBG and HOME eligible activities. Technical assistance will be provided as follows:

- Establish an annual project proposal submission and review cycle (NOFA) that provides information, instructions, forms and advice to interested extremely low-, low- and moderate-income citizens or representative groups so that they can have reasonable access to the funding consideration process.
- Provide self-explanatory project proposal forms and instructions to all persons who request them, whether by telephone or by letter. The City's funding application form is designed to be easily understood and short, while still covering all key items necessary to judge the validity of the request. Statistics concerning specific areas of the City are furnished by City staff upon request.

- Answer, in writing, all written questions and answer verbally all verbal inquiries received from citizens or representative groups regarding how to write or submit eligible project proposals.
- Meet with groups or individuals as requested, to assist in identifying specific needs and to assist in preparing project proposal applications.
- Obtain information in the form of completed project proposal forms from citizens or non-profit agencies and assemble a list of proposals available for public review.
- Conduct a project eligibility analysis to determine, at an early stage, the eligibility of each project. In cases where only minor adjustments are needed to make proposals eligible or otherwise practical, City staff will advise the applicants on the options available and desired changes to the proposals.
- Provide bilingual translation on an as-needed basis.

IX. Comments and Complaints

A. Comments

Citizens or the City government, as well as agencies providing services to the community, are encouraged to state or submit their comments on the development of the CPD and any amendments to the CPD. Written and verbal comments received at public hearings or during the comment period will be considered and summarized, and included as an attachment to the City's final CPD. Written comments should be addressed to:

City of El Monte
Community Development Department
Housing Division
City Hall West
11333 Valley Boulevard
El Monte, CA 91731-3293

A written response will be made to all written comments within ten working days, acknowledging the letter and identifying a plan of action, if necessary. Every effort will

be made to send a complete response within 15 working days to those who submit written proposals or comments.

Copies of the complete final CPD and amendments to the CPD will be available to residents at the following locations:

- City of El Monte Planning Department
- City of El Monte City Clerk
- City of El Monte's website

B. Complaints

Complaints regarding the CPD planning process and CPD amendments must be made within 30 days from the date the document is published for comment. A written response will be made to all written complaints within 15 working days, acknowledging the letter and identifying a plan of action, if necessary.

The City will accept written complaints provided they specify:

- The description of the objection, and supporting facts and data.
- Provide name, address, telephone number, and a date of complaint.

X. **Bilingual Opportunities**

Wherever a significant number of extremely low- and low-income persons speak and read a primary language other than English, translation services at all public hearings will be provided in such language if translation services are requested in advance at least 72 hours prior to the public meeting.

XI. **Appeals**

Appeals concerning the CPD, statements, or recommendations of the staff should be made to the following persons in order presented:

- Assistant City Manager
- City Manager
- City Council
- Los Angeles Area Office of HUD (if concerns are not answered)