



Draft Citizen Participation Plan

As required by the U.S. Department of Housing and Urban Development (HUD) regulations found at 24 CFR 91.105, this Citizen Participation Plan sets forth the Town of Apple Valley's policies and procedures for providing citizens and other interested parties with opportunities to participate in an advisory role in the planning, implementation and evaluation of the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs. The Town receives CDBG and HOME funds annually from HUD, and these programs are administered through the Community Development Department.

As a recipient of CDBG and HOME funds, the Town is required to produce the following documents:

1. **Assessment of Fair Housing/Analysis of Impediments** – a five-year planning document that examines housing and demographic data to identify fair housing issues, determine contributing factors and establish goals to take meaningful actions to address and overcome any fair housing issues identified. The Assessment of Fair Housing/Analysis of Impediments examines data to identify any patterns of integration and segregation, racially or ethnically concentrated areas of poverty, disparities in access to opportunity and disproportionate housing needs.
2. **Consolidated Plan** – a five-year plan that documents the Town of Apple Valley's housing and community development needs, outlines strategies to address those needs and identifies proposed program accomplishments. The Consolidated Plan includes the Town's policies related to displacement of low- and moderate-income individuals, reducing poverty, removal of lead-based paint hazards, preventing and mitigating homelessness and affirmatively furthering fair housing choice.
3. **Annual Action Plan** – an annual plan that describes specific CDBG and HOME projects that will be undertaken over the course of the fiscal year to meet the strategic plan goals of the Consolidated Plan and to affirmatively further fair housing choice.
4. **Consolidated Annual Performance and Evaluation Report (CAPER)** – an annual report that evaluates the Town's accomplishments and use of CDBG and HOME funds.

The primary objectives of the Citizen Participation Plan are to:

1. Encourage citizen participation by all Apple Valley residents in the development of the Assessment of Fair Housing/Analysis of Impediments, Consolidated Plan, Annual Action Plans, and CAPERs, emphasizing the involvement of low- and moderate-income

residents, people living in locally-designated blight areas or primarily low- and moderate-income neighborhoods, people living in neighborhoods where CDBG funds are proposed to be used, people with disabilities, minorities, non-English speakers, and residents of assisted housing.

2. Encourage participation by all stakeholders in the development of the Assessment of Fair Housing/Analysis of Impediments and Consolidated Plan, including but not limited to: public and private agencies that provide assisted housing, health services, and social services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons), community-based and regionally-based organizations that represent protected class members, organizations that enforce fair housing laws, the local homeless Continuum of Care, other public and private agencies that address housing, health, social service, victim services, employment, or education needs of low-income individuals and families; homeless individuals and families, including homeless veterans; youth; and/or other persons with special needs, publicly funded institutions and systems of care that may discharge persons into homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions), state or local health and child welfare agencies, Public Housing Agencies, resident councils, business and civic leaders and adjacent Cities and regional government agencies, including local planning and transportation agencies, particularly for strategies that go beyond a single jurisdiction.
3. Give all citizens reasonable and timely access to meetings, information and records relating to the Town's CDBG and HOME programs.
4. Give all citizens the opportunity to identify and respond to proposed uses of funds.
5. Give all citizens the opportunity to review and comment on program performance.

This Citizen Participation Plan, together with other program documents may be provided in alternative formats for persons with disabilities upon request.

For information on the CDBG and HOME programs, citizen participation opportunities, the Assessment of Fair Housing/Analysis of Impediments, the Consolidated Plan, Action Plans or CAPERs, please contact the CDBG staff in the Community Development Department.

Public Hearings/ Community Meetings

1. At least two public hearings/ meetings will be held each year to obtain citizen's views about housing and community development needs, proposed uses of funds, strategies and actions for affirmatively furthering fair housing and review of program performance. These meetings will take place at different stages of the year. At least one meeting will be held during the development of, and prior to publishing the Assessment of Fair Housing or Consolidated Plan for comment.

2. The Town will ensure adequate public notice before each public hearing, with sufficient information published about the subject of the hearing to facilitate informed comment. Public hearings/ meetings will be announced in the newspaper at least two weeks prior to the hearing.
3. The Town will hold all public hearings and public meetings at times and locations accessible to potential and actual beneficiaries. Reasonable accommodations will be made for people with disabilities upon advance request.
4. The Town will provide interpretation services for non-English speaking residents at public hearings upon advance request, provided such services are available.

Development of the Assessment of Fair Housing/Analysis of Impediments, Consolidated Plan and Annual Action Plans

1. The Town will make a concerted effort to notify citizens and stakeholders of the development of the Assessment of Fair Housing/Analysis of Impediments, Consolidated Plan and Annual Action Plans through mailings (including electronic mailings), online postings and public notices in the newspaper.
2. The Town will conduct workshops at various and convenient times to inform and educate citizens and interested stakeholders on the development of the Assessment of Fair Housing/Analysis of Impediments, Consolidated Plan and Annual Action Plans. The Town will solicit input from residents and stakeholders through these workshops, interviews and/or surveys.
3. The Town will make any HUD-provided data and any other supplemental information for the Assessment of Fair Housing and Consolidated Plan available via the Town website.
4. Upon request, the Town will provide technical assistance to groups representing low- and moderate-income persons to develop proposals for eligible activities in situations when CDBG and/or HOME funds are made available to the public through a Notice of Funding Availability or Request for Proposals process.
5. The Town will publish its proposed Assessment of Fair Housing/Analysis of Impediments, Consolidated Plan and Annual Action Plans for review and comment. The Town will publish public notices describing the purpose of the Consolidated Plan and Annual Action Plans and listing the locations where full copies of the draft plans may be examined. The plans will be made available for review and examination at the Town Hall, Library, Development Services building and on the Town website.
6. Before the Town adopts the Assessment of Fair Housing/ Analysis of Impediments, Consolidated Plan or Annual Action Plans, the Town will make available to citizens and other interested parties information that includes the amount of funds the Town expects to receive, the range of activities that may be undertaken, the amount of funds that will benefit low- and moderate-income residents, and any planned activities likely to result in displacement.

7. The Town will receive and consider written comments on the proposed Assessment of Fair Housing/ Analysis of Impediments, Consolidated Plan and Annual Action Plans for a minimum period of 30 days and will hold public hearings/ meetings prior to adopting the final Consolidated Plan and Annual Action Plans.

Amendments to the Assessment of Fair Housing/ Analysis of Impediments, Consolidated Plan and Annual Action Plans

1. The Town will amend its approved Assessment of Fair Housing/Analysis of Impediments when it is determined by HUD or the Town that there is a material change that requires the revision. A material change is a change in circumstances in the Town that affects the information on which the Assessment of Fair Housing is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the Assessment of Fair Housing no longer reflect actual circumstances.
2. The Town will amend its approved Consolidated Plan or Annual Action Plan whenever it makes one of the following decisions:
 - a. To carry out a project not previously described in the Annual Action Plan using funds covered by the Consolidated Plan, including program income.
 - b. To substantially amend the purpose, scope, location or beneficiaries of a project.
 - c. To substantially amend the allocation priorities or the method of distributing funds.
3. A substantial amendment is defined as the following:
 - a. An amendment of the Assessment of Fair Housing/ Analysis of Impediments that is considered a material change;
 - b. An addition, modification, or elimination of a Consolidated Plan goal;
 - c. An addition of a new project not previously identified in the Annual Action Plan.
 - d. A change in a project after the adoption of the Annual Action Plan that meets one of the following thresholds:
 - i. a net increase or decrease greater than 50% of the original allocation of CDBG or HOME funds to the project if the original allocation was \$50,000 or more;
 - ii. a net increase or decrease greater than 100% of the original allocation of CDBG or HOME funds to the project if the original allocation was less than \$50,000; or
 - iii. a net increase or decrease greater than \$400,000.

4. Substantial amendments to the approved Assessment of Fair Housing/ Analysis of Impediments, Consolidated Plan or Annual Action Plan must be authorized by the Town Council and will be made public by publishing notices in the newspaper. Minor changes and/or corrections may be made to the Assessment of Fair Housing/ Analysis of Impediments, Consolidated Plan and Annual Action Plans, so long as the changes do not constitute a substantial amendment. Minor changes, including but not limited to modifications of Consolidated Plan or Action Plan goal outcome indicators, are not considered a substantial amendment and will not require public review or a public hearing.
5. The Town will receive and consider written comments on substantial amendments to this Citizen Participation Plan, the Assessment of Fair Housing/ Analysis of Impediments, Consolidated Plan or Annual Action Plan for a minimum period of 30 days and will hold a public hearing to receive comments on substantial amendments prior to implementing those amendments.

Consolidated Annual Performance and Evaluation Reports (CAPERs)

1. The Town will prepare a CAPER each year to notify citizens of the accomplishments of the previous program year and the progress of the Consolidated Plan and Assessment of Fair Housing.
2. Citizens will be afforded notice of the CAPER through online postings and public notices in the newspaper. The CAPER will be available for review at the Town Hall, Library, Development Services building and on the Town website.
3. The Town will receive and consider comments on the CAPER for 15 days before the public hearing to authorize submission of the report to HUD.

Access to Information and Records

1. Any citizen or stakeholder may submit written requests for information regarding the Assessment of Fair Housing/ Analysis of Impediments, Consolidated Plan, Annual Action Plan and CAPER, including the Town's use of funds under the CDBG and HOME programs and the benefit to low- and moderate-income residents during the preceding five years.
2. This Citizen Participation Plan, the Assessment of Fair Housing, Consolidated Plan, the current Annual Action Plan, the current CAPER, and any substantial amendments to these plans will be available for public review at the Town Hall, Library, Development Services building and on the Town website. A reasonable number of free copies of these documents are available upon request.
3. The local Public Housing Agency will be provided access to the Assessment of Fair Housing strategies and Consolidated Plan projects that may impact their activities.
4. Upon request, the Town will make reasonable efforts to provide documents and records in a format accessible to persons with disabilities.

Limited English Proficiency

In accordance with the Town's Limited English Proficiency Plan (LEP), the Town will translate and publish notices and other vital documents (e.g., marketing, brochures, program applications) in both English and Spanish. Spanish translation is available at all public hearings if requested in advance at least 72 hours prior to the public hearing.

Comments, Complaints and Appeals

1. The Town will consider any comments of citizens received in writing or orally at public hearings in preparing this Citizen Participation Plan, the Assessment of Fair Housing/ Analysis of Impediments, the Consolidated Plan, Annual Action Plans, CAPERs, and/or substantial amendments to the aforementioned documents. A summary of all comments will be attached to the Citizen Participation Plan, the Assessment of Fair Housing/ Analysis of Impediments, the Consolidated Plan, Annual Action Plans, CAPERs, and substantial amendments to these documents.
2. The Town will respond to written complaints received by the Community Development Department relating to the Assessment of Fair Housing, Consolidated Plan, Annual Action Plans, CAPERs, and/or substantial amendments to these documents. Written complaints must describe the objection, provide supporting information and provide contact information of the complainant. Where practicable, the Town will respond to complaints within 15 working days of receiving the written complaint, acknowledging the letter and identifying a plan of action, if necessary.
3. Appeals to complaint responses should be made to the following persons in order:
 - a. Assistant Town Manager, Community and Development Services
14955 Dale Evans Pkwy
Apple Valley, CA 92307
 - b. Town Manager
14955 Dale Evans Pkwy
Apple Valley, CA 92307
 - c. Town Council
14955 Dale Evans Pkwy
Apple Valley, CA 92307
 - d. Director of Community Planning and Development
U.S. Department of Housing and Urban Development
300 N. Los Angeles Street, Suite #4054
Los Angeles, CA 90012

Special Exceptions and Waivers

In accordance with the waivers authorized by the CARES Act, the Town may elect to conduct expedited public comment periods (5 days) for activities associated with the CDBG-CV program.