



## **Report to City Council**

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**TO:** Mayor and City Council

**FROM:** Brian Mohan, Assistant City Manager

**AGENDA DATE:** December 7, 2021

**TITLE:** PUBLIC HEARING FOR THE ANNUAL ACTION PLAN FOR PROGRAM YEAR 2022-2023 & TO ADOPT 2022-2023 OBJECTIVES AND POLICIES

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### **RECOMMENDED ACTION**

#### **Recommendations: That the City Council:**

1. Conduct a Public Hearing to allow for the public to comment on the needs of low- and moderate-income residents in Moreno Valley.
2. Approve the proposed CDBG, HOME, and ESG Grant Objectives and Policies for the 2022-2023 Program Year.

### **SUMMARY**

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Every year, the Department of Housing and Urban Development (HUD) allocates federal grant monies to the City of Moreno Valley known as the Community Development Block Grant (CDBG), the HOME Investment Partnerships Program (HOME), and the Emergency Solutions Grants (ESG) Program. These grants are used to provide services to benefit low-and moderate-income persons. (See Attachment 2 for the most recent income levels). Eligible CDBG activities range from social services to capital improvements. HOME funds must be used toward the development of affordable housing programs, and ESG funds are used to assist people with housing stability and homelessness. HUD requires that cities concentrate their programs in areas determined to contain residents of which at least 51% earn low-to moderate-incomes. These areas are referred to as 'CDBG Target Areas'. (See Attachment 3 for a map of Moreno Valley's HUD Low-Mod Census Tracts/Blocks.)

As a condition for receiving Federal funding under the CDBG, HOME, and ESG

Programs, grantee cities must prepare an Annual Action Plan consistent with the 2018-2023 Consolidated Plan as amended July 17, 2019 (Consolidated Plan). The City will conduct two public hearings and a 30-day comment period to allow for public input in the development of these documents. The City Council is asked to open the PUBLIC HEARING to discuss and adopt Objectives/Policies and Collect Community Needs Comments. The Plan will address housing, homeless, and community development needs to be undertaken with federal funds under the CDBG, HOME, and ESG programs.

## **DISCUSSION**

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### **Consolidated Plan**

The Consolidated Plan identifies the housing and community development needs of the City's low-and moderate-income community, as defined by HUD, and establishes the City's HUD-funded strategies for addressing these needs for a five-year period. It serves as the official application to HUD for the CDBG, HOME, and ESG Programs. Moreno Valley's existing Consolidated Plan was adopted in FY 2018/19 and is in effect through the end of FY 2022-2023, June 30, 2023. Program Year 2022-2023 will be the final year of our current Consolidated Plan.

The priorities for each category in the 2018-2023 Consolidated Plan are listed below:

- CDBG Housing and Community Development Funding Priorities
  1. Capital Improvement Activities
  2. Economic Development Activities
  3. Health, Safety and Public Welfare
  4. Housing and Neighborhood Improvement Activities
  5. Historic Preservation
  6. Slum or Blight Activities
- CDBG Public Service Funding Priorities
  1. Basic Needs Related to Social Services Programs (such as, but not limited to emergency food, shelter (homelessness), abused children advocacy, and utility assistance)
  2. Community Public Safety Programs
  3. Programs Offering Low-Cost Transportation
  4. Employment Services/Programs and Job (Skills) Training
  5. Free/Low-Cost Programs for School-Aged Youth
  6. Fair Housing Activities
- HOME Investment Partnerships Program (HOME) Funding Priorities
  1. Housing and Neighborhood Improvement Activities
- Emergency Solutions Grants (ESG) Program Funding Priorities
  1. Sheltering Homeless/Homeless Prevention Activities

## Annual Action Plan

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For each fiscal year represented within the 2018-2023 Consolidated Plan, entitlement cities must adopt a separate planning document called the Annual Action Plan. The Annual Action Plan identifies how the City will allocate CDBG, HOME, and ESG funds for the upcoming year while meeting the goals established in the Consolidated Plan. Each Annual Action Plan must include up-to-date Objectives and Policies for CDBG, HOME, and ESG Programs.

Prior to submittal of the FY 2022-2023 Annual Action Plan, the City will complete a series of sequential activities including three City Council meetings to:

1. Adopt current fiscal year Objectives and Policies,
2. Recommend CDBG, HOME and ESG Project Selections to Council, and
3. Adopt the program year Annual Action Plan.

An eligible use of CDBG monies is 'Public Services'. Public Services can include but not limited to food banks, homeless shelters, specialized counseling, foster youth services, and a variety of other services that benefit the City's low-to moderate-income households. HUD limits the monies that can be used toward Public Services to 15% of the overall annual CDBG allocation, which for Moreno Valley averages approximately \$2,000,000 per year. Because Public Service monies are limited and the demand is so high, staff has established a priority ranking within this objective category that assists in reaching decisions on which programs are best suited for the community within a given fiscal year.

After comprehensive research, including consideration of public input and review of various program reports, including those provided by the City's local non-profits currently serving the City's low-and moderate-income population, staff recommends the following priority ranking under the Public Service Objective:

1. 'Basic Needs' Related Social Services Programs such as, but not limited to, emergency food and shelter (homelessness), abused children advocacy, and utility assistance
2. Community Public Safety Programs
3. Programs offering Low-Cost Transportation
4. Employment Services/Programs and Job (Skills) Training
5. Free/Low-Cost programs for School-Aged Youth
6. Fair Housing Activities

## Public Engagement

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Citizen participation is one of the most important components of the Annual Action

Plan process. To solicit public input during the development of the plans, two public hearings and a 30-day comment period will be administered. Before the City can begin the project selection process for CDBG, HOME, and ESG, HUD requires the City to complete a mandatory 'Citizen Participation Process' and adopt objectives and policies that reflect the current needs of the community.

#### Moreno Valley's 'Citizen Participation Process'

The 'Citizen Participation Process' is intended to encourage active and informed participation in the CDBG, HOME, and ESG Programs by the community. Each year as part of this process, Moreno Valley holds community-based Public Meetings and Public Hearings to receive input on the current needs of its low-to moderate-income residents. Attendees are asked to comment on issues and problems affecting low-to moderate-income persons so that the City can make informed funding decisions.

Comments received at these meetings are taken into consideration when forming the Objectives and Policies for the program year.

<u>Preliminary Dates</u>	<u>Event</u>
Tuesday, October 26, 2021	<b>Public Meeting 1:</b> Finance Subcommittee to Review Action Plan Calendar and FY 2022-23 Objectives/Policies
Tuesday, December 7, 2021	<b>Public Hearing 1:</b> Public Hearing to Adopt FY 2022-23 Objectives/Policies & Collect Community Needs Comments
Thursday, December 16, 2021	Notice of Funding Availability (NOFA) Available. APPLICATIONS AVAILABLE FOR DISTRIBUTION.
Thursday, January 6, 2022	Application Workshop
Friday, January 31, 2022	Applications Due from Applicants
Tuesday, March 22, 2022	<b>Public Meeting 2:</b> Open Technical Review Committee during Finance Subcommittee Meeting
Tuesday, April 19, 2022	<b>Public Hearing 2:</b> Public Hearing to Review Project Recommendations as issued by the Finance Subcommittee
Tuesday, May 3, 2022	<b>Public Hearing 3:</b> Approve Annual Action Plan
Friday, May 13, 2022	Submittal of 2022-23 Action Plan to HUD

#### Purpose of Objectives and Policies

In accordance with HUD's requirements, Moreno Valley's Objectives and Policies must be re-evaluated each year to ensure they adequately reflect the current needs of the community. The updated Objectives and Policies must then be adopted by the City Council for the upcoming CDBG, HOME, and ESG program year. Objectives and Policies primarily focus on: (1) defining the City's funding

priorities, (2) offering project selection criteria, and (3) providing guidance for staff when reviewing and recommending programs and projects for funding. Both are distributed to non-profit agencies who are interested in applying for funding to develop a local social service program in Moreno Valley and convey important information about the eligible categories of programs and the City's priorities for local organizations.

### **30-Day Public Comment Period**

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In accordance with the City's Citizen Participation Plan as amended (Attachment 4), the City will release the draft 2022-2023 Annual Action Plan for public comment. The documents will be made available to the public for a 30-day review and comment period beginning on March 31, 2022 and ending on May 3, 2022.

### **ALTERNATIVES**

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The City Council has the following alternatives:

1. City Council may conduct a Public Hearing, receive comments, and adopt the proposed CDBG, HOME, and ESG Objectives and Policies as listed on Attachment 1. Staff recommends this alternative as doing so will meet HUD's requirements, as well as provide the public and staff with direction regarding funding proposals for FY 2022-2023.
2. City Council may choose not to adopt the proposed CDBG, ESG, and HOME Objectives and Policies as listed on Attachment 1. Staff does not recommend this alternative because it would delay the necessary measures to meet HUD's established deadline for submission of these documents.

### **FISCAL IMPACT**

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The City, as an entitlement city for CDBG, HOME, and ESG funds, receives grant funds every year to carry out eligible housing and community development activities. Further, staffing costs for administering the CDBG, HOME, and ESG programs are covered by an administration cap within each program. No General Fund money is used for the CDBG, HOME, or ESG programs; therefore, there is **NO FISCAL IMPACT TO THE GENERAL FUND.**

### **NOTIFICATION**

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Notice of this meeting was published in the local edition of the Press-Enterprise newspaper on October 28, 2021.

## **PREPARATION OF STAFF REPORT**

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Prepared By:  
Dena Heald  
Deputy Finance Director

Department Head Approval:  
Brian Mohan  
Assistant City Manager/Chief Financial  
Officer/City Treasurer

### **CITY COUNCIL GOALS**

None

### **CITY COUNCIL STRATEGIC PRIORITIES**

1. Economic Development
2. Public Safety
3. Library
4. Infrastructure
5. Beautification, Community Engagement, and Quality of Life
6. Youth Programs

### **ATTACHMENTS**

1. Attachment 1\_FY 22-23 Objectives and Policies
2. Attachment 2\_2021 HUD Income Limits Summary
3. Attachment 3\_CDBG\_HUD\_Tracts
4. Attachment 4\_FY 22-23 Citizen Participation Plan

### **APPROVALS**

# **City of Moreno Valley**

## **Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) & Emergency Service Grant (ESG)**

### **Objectives and Policies FY 2022-2023**

The City of Moreno Valley (“City”) has established the following Objectives and Policies in order to give maximum priority to projects and activities that will benefit low-to-moderate income residents. Proposed programs for the upcoming year should fit into one of the categories of Program Objectives.

The Housing and Urban Development (“HUD”) CDBG programs must also fit into one of the listed National Objectives. Staff will abide to the given policies when reviewing proposed programs for potential funding.

#### **CDBG NATIONAL OBJECTIVES**

In order for an activity or program to be eligible for CDBG funding, it must qualify as meeting one or more of the following three national objectives as well as one of the general program objectives below:

- 1) Activities Benefiting Low- and Moderate-income Persons and/or Households:  
A low-to-moderate income person or household is one having an income equal to or less than the Section 8 lower income limits established by HUD. This objective includes direct services to the low-to-moderate income, services benefitting a low-income area, or ‘limited clientele’, who are designated groups presumed by HUD to automatically qualify as low-to-moderate income.
- 2) Activities Which Aid in the Prevention or Elimination of Slums or Blight:  
This objective can be achieved on a spot basis, area basis, or address blight in a designated urban renewal area.
- 3) Activities Designed to Meet Community Development Needs Having a Particular Urgency: This objective is given priority under formally declared state of emergencies and is normally used to alleviate urgent conditions caused by major catastrophes, natural disasters, or other emergencies that presents a serious and immediate threat to the health and welfare of the community.

## **ESG COMPONENTS**

ESG funding must qualify as meeting a component that will assist, protect, and improve living conditions for the homeless.

- 1) Street Outreach: Meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services.
- 2) Emergency Shelter: Increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services.
- 3) Rapid Re-Housing: Move homeless people quickly to permanent housing through housing relocation and stabilization services and short- and/or medium term rental assistance.
- 4) Homelessness Prevention: Prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human habitation through housing relocation and stabilization services and short- and/or medium-term rental assistance
- 5) Homeless Management Information System (HMIS): Fund ESG recipients' and subrecipients' participation in the HMIS collection and analyses of data on individuals and families who are homeless and at-risk of homelessness.

## **HOME ELIGIBLE ACTIVITIES**

HOME funds are to develop and support the supply of affordable rental housing and homeownership affordability through acquisition, new construction, reconstruction, or rehabilitation of non-luxury housing (including manufactured housing).

- Acquisition of vacant land or demolition must be undertaken only with respect to a particular housing project intended to provide affordable housing.
- Conversion of an existing structure to affordable housing is rehabilitation, unless the conversion entails adding one or more units beyond the existing walls, in which case, the project is new construction for purposes of this part.



## **GENERAL PROGRAM OBJECTIVES**

*(listed alphabetically)*

### **Capital Improvement Activities (CDBG)**

Acquisition, design, construction, and installation of needed public facilities and improvements located in CDBG income eligible Census Tracts (“Target Areas”) within the City where infrastructure is missing or substandard. Public facilities and improvements may include the Americans with Disabilities Act (ADA) compliant ramps and sidewalk improvements, storm drains, and water and sewer lines. Improvements shall facilitate pedestrian activity, eliminate flooding, and provide for safer streets within the Target Areas.

### **Economic Development Activities (CDBG)**

Expanded economic opportunities through micro-enterprise loan programs and counseling as well as employment and job skills programs to create and retain jobs for low-and-moderate income persons.

### **Fair Housing Activities (CDBG)**

The promotion of housing choice and support of state and federal fair housing laws to ensure that all residents have access to a decent home in a suitable living environment in the City. Fair Housing activities are met by promoting and affirmatively furthering equitable housing opportunities through education, counseling, enforcement, and training.

This objective also includes the prevention of foreclosure through counseling, mediation, and case management for homeowners facing mortgage delinquency, default, or any stage of foreclosure, thereby maintaining safe, stable neighborhoods and community.

### **Health, Safety, and Public Welfare**

Eliminating conditions that are detrimental to health, safety, and public welfare through interim rehabilitation, community policing, abused child advocacy services, etc.

### **Historic Preservation (CDBG)**

Restoring and preserving properties formally designated as historic structures.

### **Homelessness/Homeless Prevention Activities (ESG)**

Improve the quality of life for the city’s homeless and those threatened with homelessness by extending emergency services aimed at assisting, protecting,

and improving the living conditions and ultimately stabilizing the housing situation of those individual(s).

### **Housing and Neighborhood Improvement Activities (CDBG and HOME)**

Conserving and improving housing stock through rehabilitation of units occupied by low-and-moderate income households. Activities are designed to: (1) improve existing substandard or deteriorated housing stock that does not meet building, safety, or fire code and (2) achieve the goals identified in the City's Consolidated Plan.

### **Public Service Activities (CDBG)**

Improving the quantity and quality of public services, principally for low-and-moderate income persons, including the homeless, elderly, and disabled. The following services are identified by order of priority:

- (1) 'Basic Needs' Related Social Services Programs such as, but not limited to, emergency food and shelter (homelessness), abused children advocacy and utility assistance
- (2) Community Public Safety Programs
- (3) Programs offering Low-Cost Transportation
- (4) Employment Services/Programs and Job (Skills) Training
- (5) Free/Low-Cost programs for School-Aged Youth
- (6) Fair Housing Activities

### **Slum or Blight Activities (CDBG)**

Elimination of slums and blight in order to prevent the deterioration of City neighborhoods, principally in the CDBG Target Areas.

## **POLICIES**

In order to meet the objectives and ensure efficient use of CDBG, HOME, and ESG funds, the following policies have been established:

### **City Projects and Programs**

Certain public improvements, such as storm drains, curb, gutter, and sidewalks that provide long-term benefits to improve low-and-moderate income CDBG Target Areas may at the Council's discretion be given priority. Additional examples of these City sponsored programs include Community Policing and Neighborhood Clean-ups.

### **Provider Collaboration**

Providers (local non-profits) that intend to provide similar services and programs to Moreno Valley's low-and-moderate income residents shall be given funding priority for combining resources and efforts into a single program. Providers should complete and submit a single CDBG, ESG and/or HOME application on behalf of the collaborating group. Funding priority would be given at the time of the application review based on critical factors such as goals and service area/persons benefited that align with those of the City's, prior accomplishments with similar grant programs for the City, completeness of the application, organizational and technical competency, etc.

### **Local Services**

Providers that are located in the City will be given funding priority when they are providing services equivalent to those offered by providers located outside the City. The ultimate goal is to have services available and accessible within the City limits to serve all residents, especially those of low-and-moderate income. Prior to final selection of projects, other factors such as record of accomplishments and experience will need to be considered.

### **Minimum Grant Level**

A minimum grant level of \$15,000 for CDBG, \$25,000 for HOME, and \$50,000 for ESG (excluding Homelessness Management Information Systems) has been established for the purpose of ensuring the most efficient use of these funds.

### **Project and Program Funding**

Pre-existing Projects and Programs having other funding sources will be given priority. Grant funding is intended to supplement a project or a program and not be its full and only funding source.

Federal funding varies from year to year, as do the needs of the community. Therefore, it is important for a project or program to sustain itself should City funding not be available. Such an approach will also provide for the maximum leveraging and impact.

### **Minimal Applicant Requirements**

In order to ensure an applicant is adequately qualified to administer an activity per the federal statutes and regulations, a set of minimal applicant requirements shall be established for inclusion in the grant application. The requirements shall be reasonable and comply with HUD regulations and best practice recommendations. It is preferred that an applicant have a minimum of three years of successful grant management experience. This may be supported by written documentation; for example, unqualified audit opinion letter.

### **Multi-Year Agreements**

The City shall execute a standard subrecipient agreement and offer the possibility of multi-year agreements when deemed reasonable. Extensions shall be issued only in instances where funding and time restrictions allow.

### **ESG Match Requirements**

Federal regulations require a 100% match for the ESG program. The City shall require the subrecipient be responsible for the full match. The match may be met with a combination of cash or in-kind services. Additionally, HUD regulations allow for the match to come from other grant sources.

Proof of 100% match is required prior to a notice to proceed and the execution of a contract with the City. Initial documentation of proof of match shall be provided with the application for evaluation. Final verifiable third-party documentation providing proof of award and availability of funds shall be provided before entering into agreement with the City. If proof of award cannot be provided, then any award of ESG funds will be adjusted as necessary based on the available verified match.

### **Program Costs**

The City must ensure that all costs charged to the grants are allowable, allocable and reasonable for the proper performance and administration of the award. Direct and indirect project costs should be reasonable relative to the total costs of the project/program. An approved indirect cost rate must be provided in order to recover indirect costs.

CITY OF MORENO VALLEY  
**CDBG 2021 INCOME LIMITS**  
Revised Annually by the Dept. of Housing & Urban Development (HUD)

Annual Income Level	% of Area Median	Number of Persons in Household							
		1	2	3	4	5	6	7	8
Extremely Low Income	30%	\$ 16,600	\$ 19,000	\$ 21,350	\$ 23,700	\$ 25,600	\$ 27,500	\$ 29,400	\$ 31,300
Very Low Income	50%	\$ 27,650	\$ 31,600	\$ 35,550	\$ 39,500	\$ 42,700	\$ 45,850	\$ 49,000	\$ 52,150
Low/Moderate Income	80%	\$ 44,250	\$ 50,600	\$ 56,900	\$ 63,200	\$ 68,300	\$ 73,350	\$ 78,400	\$ 83,450

Effective: June 1, 2021

<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

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## CITY OF MORENO VALLEY

**2021 ADJUSTED HOME INCOME LIMITS**

Revised Annually by the Dept. of Housing &amp; Urban Development (HUD)

Annual Income Level	Number of Persons in Household							
	1	2	3	4	5	6	7	8
Extremely Low Income (30%)	\$ 16,600	\$ 19,000	\$ 21,350	\$ 23,700	\$ 25,600	\$ 27,500	\$ 29,400	\$ 31,300
Very Low Income (50%)	\$ 27,650	\$ 31,600	\$ 35,550	\$ 39,500	\$ 42,700	\$ 45,850	\$ 49,000	\$ 52,150
60% Limits	\$ 33,180	\$ 37,920	\$ 42,660	\$ 47,400	\$ 51,240	\$ 55,020	\$ 58,800	\$ 62,580
Low/Moderate Income (80%)	\$ 44,250	\$ 50,600	\$ 56,900	\$ 63,200	\$ 68,300	\$ 73,350	\$ 78,400	\$ 83,450

Effective: June 1, 2021

[https://www.huduser.gov/portal/datasets/home-datasets/files/HOME\\_IncomeLmts\\_State\\_CA\\_2021.pdf](https://www.huduser.gov/portal/datasets/home-datasets/files/HOME_IncomeLmts_State_CA_2021.pdf)

## CITY OF MORENO VALLEY

**2021 HUD Emergency Grants Solutions Program Income Limits**

Revised Annually by the Dept. of Housing &amp; Urban Development (HUD)

**ESG 30% Extremely Low Income**

Median	Number of Persons in Household							
	1	2	3	4	5	6	7	8
\$ 77,500	\$16,600	\$19,000	\$21,350	\$23,700	\$25,600	\$27,500	\$29,400	\$31,300

Effective Date: April 1, 2021

<https://www.huduser.gov/portal/datasets/il/il21/IncomeLimits-30-FY21.pdf>**ESG-CV 50% Very Low Income**

Median	Number of Persons in Household							
	1	2	3	4	5	6	7	8
\$ 77,500	\$ 27,650	\$ 31,600	\$ 35,550	\$ 39,500	\$ 42,700	\$ 45,850	\$ 49,000	\$ 52,150

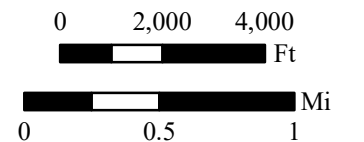
Effective Date: April 1, 2021

<https://www.huduser.gov/portal/datasets/il/il2021/2021summary.odn>

# CITY OF MORENO VALLEY HUD LOW-MOD CENSUS TRACTS/BLOCKS 2021

EFFECTIVE DATE: JULY 1, 2021

 HUD Low-Mod Tracts/BlkGrps

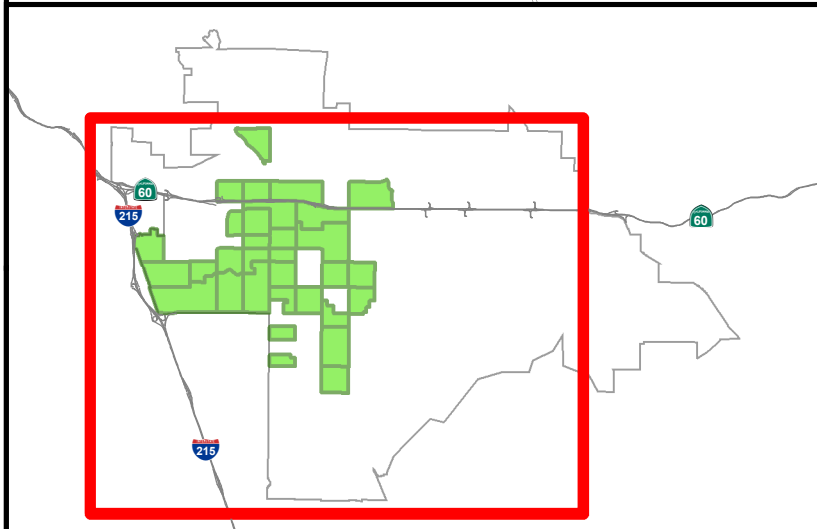
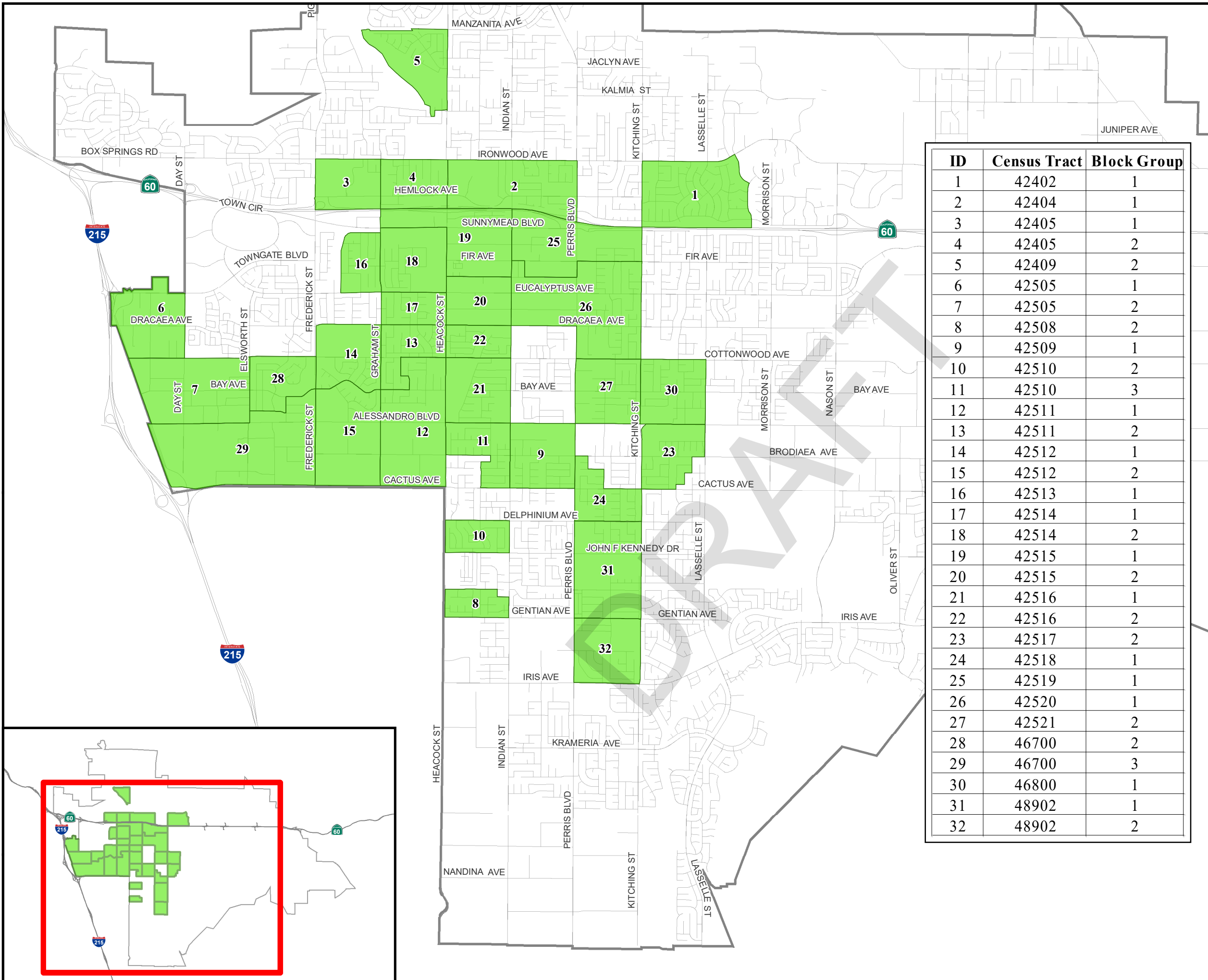


**Map Produced by Moreno Valley  
Geographic Information System**  
Geographic Information in:  
State Plane NAD 83 California Zone 6 Feet  
G:\Divisions\Finance\2021\MXD\  
CDBG\_HUD\_Tracts050621B.mxd  
06 May 2021

The information shown on this map was compiled from the Riverside County GIS and the City of Moreno Valley GIS. The land base and facility information on this map is for display purposes only and should not be relied upon without independent verification as to its accuracy. Riverside County and City of Moreno Valley will not be held responsible for any claims, losses or damages resulting from the use of this map.



ID	Census Tract	Block Group
1	42402	1
2	42404	1
3	42405	1
4	42405	2
5	42409	2
6	42505	1
7	42505	2
8	42508	2
9	42509	1
10	42510	2
11	42510	3
12	42511	1
13	42511	2
14	42512	1
15	42512	2
16	42513	1
17	42514	1
18	42514	2
19	42515	1
20	42515	2
21	42516	1
22	42516	2
23	42517	2
24	42518	1
25	42519	1
26	42520	1
27	42521	2
28	46700	2
29	46700	3
30	46800	1
31	48902	1
32	48902	2







**FISCAL YEAR 2022/23**

**CITIZEN PARTICIPATION PLAN**

City of Moreno Valley  
Financial & Management Services Dept.  
Financial Operations Division  
14177 Frederick St. PO Box 88005  
Moreno Valley, CA 92552-0805

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**FISCAL YEAR 2022/23 CITIZEN PARTICIPATION**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM  
EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM**

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**CITY OF MORENO VALLEY  
CONSOLIDATED PLAN 2018-2023**

**CITIZEN PARTICIPATION PLAN**

**INTRODUCTION**

The City of Moreno Valley is required by law to have a detailed Citizen Participation Plan which contains the City's policies and procedures for public involvement in the Consolidated Plan process and the use of CDBG, HOME, and ESG funds. The Moreno Valley Citizen Participation Plan was developed pursuant to the U.S. Department of Housing and Urban Development (HUD), Consolidated Submission for Community Planning and Development Programs, as required under 24CFR Part 91 and Part 8. The Citizen Participation Plan provides the method and process by which the City of Moreno Valley will encourage citizen participation in the development of its Consolidated Plan. Through this plan, citizens will be afforded the opportunity to provide input regarding housing and community development needs, issues and problems affecting low-and moderate-income persons, the development of strategies, project selections and funding distributions.

**CARES Act provisions responding to COVID-19 pandemic**

The *Coronavirus Aid, Relief, and Economic Security Act* (CARES Act), Public Law 116-136, was signed by President Trump on March 27, 2020 and made available \$5 billion in U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Coronavirus (CDBG-CV) funds and \$1 billion in Emergency Solutions Grants Program Coronavirus funds (ESG-CV) to prevent, prepare for, and respond to the coronavirus (COVID-19). Of this amount, HUD is immediately allocating \$2 billion of CDBG-CV funds and \$1 billion in ESG-CV funds based on the fiscal year 2020 entitlement formula.

In addition, HUD has granted certain waivers regarding public noticing and the public comment period normally required in a recipient agency's Citizen Participation Plan for Substantial Amendments to accelerate the implementation of selected eligible activities for the CDBG-CV and ESG-CV funds and to quickly respond to the growing spread and effects of COVID-19. The City has notified HUD of its election of two of the waivers as further explained below under *D. Amendments to the Annual Action Plan*.

**Encouraging Public Participation**

The law requires that the City's Citizen Participation Plan both provide for and encourage public participation, emphasizing involvement by low and moderate-income people, especially those living in low-and moderate-income neighborhoods (see page 15, CDBG Target Area Map). Also, HUD expects the City to take whatever actions are appropriate to encourage the participation of minorities, people who do not speak English, and people with disabilities.

The City also maintains a distribution list of persons, agencies, and organizations that have

expressed interest in the City's CDBG, HOME, and ESG programs. Notifications of events, such as the Community Needs Assessment meetings, are e-mailed directly to those on the distribution list to encourage public participation.

### **The Role of Low Income People**

The law declares that the primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing: decent housing, a suitable living environment, and growing economic opportunities – all for principally low and moderate-income people.

The City of Moreno Valley will provide the Riverside County Public Housing Authority with a copy of all Public Notices that are published during the Consolidated Plan process. The City encourages input from residents of public housing developments and via the Public Housing Authority; residents are notified of Community Needs Meetings as well as Public Hearings.

Because the amount of federal CDBG, HOME, and ESG money the City receives each year is mostly based upon the severity of both poverty and substandard housing conditions in the City, it is necessary that public participation genuinely involve low- income residents who experience these conditions. Genuine involvement by low- income people must take place at all stages of the process, including:

- Identifying needs
- Setting priorities among these needs, deciding how much money should be allocated to each high-priority need and suggesting the types of programs to meet high-priority needs
- Overseeing the way in which programs are carried out

### **The Various Stages of the Consolidated Plan Process**

The policies and procedures in this Citizen Participation Plan relate to several stages of action mentioned in law or regulation. In general, these stages or events include:

1. Identification of community and housing needs (via Public Hearing(s))
2. Preparation of a draft use of funds for the upcoming year, called the Proposed Annual Action Plan (Public Hearing required)
3. Formal approval by the City Council of the Final Annual Action Plan (via a Public Hearing)
4. In the case where it is necessary to change the use of money already budgeted in an Action Plan or change priorities, a Substantial Amendment will be proposed (completed via Public Hearing)
5. After the program year is complete, a Consolidated Annual Performance and Evaluation Report (CAPER) is drafted for public review and comment and then submitted to HUD.

## **The Program Year**

The program year for Moreno Valley coincides with the City's fiscal year running from July 1<sup>st</sup> through June 30<sup>th</sup>.

## **PUBLIC NOTICES**

### **Items Covered by the Public Notice Requirement**

Advance public notice is provided once a federally required document is available for public review and comment, such as the Annual Action Plan or Consolidated Plan. In addition, advance public notice of all Public Hearings and public meetings is provided at least two weeks in advance.

### **Public Notice Schedule**

Advance notice of all available documents, Public Hearings and public meetings is provided at least two weeks in advance. The notices will give residents a clear understanding of the event being announced. The following is a general timeline of when public notices are published:

<i>October</i>	Notice of Community Needs Meetings/Public Hearings
<i>October</i>	Notice of Public Hearing to Identify Community Needs
<i>December</i>	Notice of Funding Availability and Application Process
<i>March</i>	Notice of Public Hearing to Discuss Proposed Action Plan
<i>March</i>	Notice of Action Plan Availability for Public Review
<i>March</i>	Notice of Public Hearing to Adopt Final Action Plan
<i>As Needed</i>	Notice of Availability of Amendment to Consolidated/Action Plan
<i>As Needed</i>	Notice of Public Hearing to Amend Consolidated/Action Plan

### **Forms of Public Notice**

Public notices are published in the Press-Enterprise Newspaper as display advertisements in the non-legal section of the local edition. A copy of the public notice will be sent to any person or organization requesting to be on the mailing list.

## **PUBLIC ACCESS TO INFORMATION**

As required by law, the City will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual and past use of funds covered by the Citizen Participation Plan. Regarding the past use of funds, the law requires reasonable public access to records about any uses of these funds during the previous five years.

Also, the City will provide the public with reasonable and timely access to local meetings relating to the proposed or actual use of funds.

### **Standard Documents**

Standard documents include:

- The proposed and final Annual Action Plans
- The proposed and final Five-Year Consolidated Plan (CONPLAN)
- Proposed and final Substantial Amendments to either an Annual Action Plan or the Five-Year Consolidated Plan
- Consolidated Annual Performance and Evaluation (CAPER) Report
- Citizen Participation Plan

### **Availability of Standard Documents**

All documents are available for immediate public review at City Hall in the Financial & Management Services Department. Copies of standard documents that are not currently posted for public review will be provided to the public within five working days of the request at no cost. Copies of draft documents such as the Action Plan and CAPER are available at several locations for public review. These locations are: The Library, the Community Senior Center, City Hall, and the Conference and Recreation Center, along with the City's public website. Documents remain at each of the designated locations for the entire required review time that is specified in the applicable public notice. All final documents are available for public review at City Hall during normal business hours.

### **PUBLIC HEARINGS**

Public Hearings are required by law to obtain the public's views and to provide the public with the City's responses to public questions and proposals. The law requires a minimum of two public meetings at two different stages of the process. The City will conduct two Public Hearings and additional Public Meetings at the following stages of the process: Identifying Needs, Proposed Annual Action Plan (Project Selection), and the Final Annual Action Plan adoption. Public Hearings are also conducted for amendments to the Annual Action Plan as needed.

### **Access to Public Hearings**

Public Hearings will be held only after there has been adequate notice as described in the "Public Notice" part of this Citizen Participation Plan, including a display advertisement in the non-legal section of the newspaper at least two weeks prior to the Public Hearing. Public Hearings are conducted during the regularly scheduled City Council meetings.

### **Public Hearings and Populations with Unique Needs**

All Public Hearings will be held at locations accessible to people with disabilities and provisions will be made for people with disabilities when requests are made within at least five working days prior to a hearing. Translators will be provided for people who do not speak English when requests are made at least five working days prior to a hearing.

### **Conduct of Public Hearings**

To ensure that Public Hearings are meaningful to residents, each Public Hearing will be conducted in the presence of the City Council. Each resident choosing to speak will be allowed a maximum of three minutes to make a verbal presentation.

The following is a general timeline of when public hearings are conducted during the process:

November	Public Hearing to Identify Community Needs
April	Public Meeting to Discuss Proposed Annual Action Plan
May	Public Hearing to Adopt Final Annual Action Plan As
needed	Public Hearing to Amend Consolidated/Action Plan

## **STAGES IN THE PROCESS**

### **A. IDENTIFYING NEEDS**

Because the housing and community development needs of low and moderate-income people are so great and so diverse, priorities must be set to decide which needs should get more attention and more resources than other needs. This is the basic reason the Consolidated Plan exists.

A Public Hearing is required to obtain resident's opinions about needs and what priority those needs have. To encourage public involvement, a Public Hearing is conducted to allow residents to express comments regarding the needs of the City's low and moderate-income populations. The Public Hearing about community needs will be completed at least 15 days before a draft Annual Action Plan is published for comment so that the needs identified can be considered by the City and addressed in the draft Annual Action Plan.

### **B. THE PROPOSED ANNUAL ACTION PLAN (AND/OR FIVE-YEAR CONPLAN)**

The law providing the funds covered by the Citizen Participation Plan calls for improved accountability of jurisdictions to the public. In that spirit, and in compliance with the terms of the law, the City will use the following procedures:

At the beginning of this stage, the City will provide the public with an estimate of the amount of CDBG, HOME, and ESG funds it expects to receive in the upcoming year, along with a description of the range of types of activities that can be funded with these resources. Also,



the public will be given an estimate of the amount of these funds that will be used in ways that will benefit low and moderate-income people.

#### Displacement and Relocation

The City does not have any plans to displace or relocate any residents from their homes using CDBG, HOME, or ESG funds. If a project necessitated displacement or relocation, it would be done in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), which requires preparation of an “anti-displacement plan.” The anti-displacement plan would describe how the City would compensate people who are displaced because of the use of the funds, specifying the type and amount of compensation.

#### Technical Assistance

City Staff will work with organizations and individual’s representative of low-and moderate-income people who are interested in submitting a proposal to obtain funding for an activity. All potential applicants for funding are encouraged to contact City staff for technical assistance before completing a proposal form.

#### Availability of a Proposed Annual Action Plan

Within 3 weeks after the Public Hearing about the Proposed Annual Action Plan, the City will make the Proposed Annual Action Plan available to the public. In addition, copies will be available at the locations specified above in the section, “Public Access to Information.” A public notice will be published at least two weeks prior to the document’s availability. The term “notice” described earlier in the section on “Public Notice” will be used.

Also, the date the Proposed Annual Action Plan is available to the public will be at least 30 days prior to the date a Final Annual Action Plan is approved by the City Council so that low and moderate-income people will have a reasonable opportunity to examine it and to submit comments.

#### Public Hearing and Further Action

A Public Hearing about the Proposed Annual Action Plan will be conducted by the City Council within 30 days before it is available to the public. In addition, this Public Hearing will be held so that there are at least another 30 days before the Final Annual Action Plan is approved by the City Council so that the elected officials can consider the public’s comments from the Public Hearing.

In preparing a Final Annual Action Plan, careful consideration will be 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. The Final Annual Action Plan



will have a section that presents all comments and explains why any comments were not accepted.

### **C. THE FINAL ANNUAL ACTION PLAN (AND/OR FIVE-YEAR CONPLAN)**

Copies of the Final Annual Action Plan will be made available to the public at City Hall for review. Copies can be obtained free of charge and within five business days of the request.

### **D. AMENDMENTS TO THE ANNUAL ACTION PLAN (AND/OR FIVE-YEAR CONPLAN)**

The Final Annual Action Plan will be amended any time there is: a change in one of the Priorities presented on the HUD-required Priority Table, a change in the use of money to an activity not mentioned in the Final Annual Action Plan, or a change in the purpose, location, or scope of beneficiaries of an activity. The public will be notified whenever there is an amendment.

#### Substantial Amendments

The following will be considered “substantial” amendments:

1. A change in the use of CDBG, HOME, or ESG money from one activity to another.
2. The elimination of an activity originally described in the Annual Action Plan.
3. The addition of an activity not originally described in the Annual Action Plan.
4. A change in the purpose of an activity, such as a change in the type of activity or its ultimate objective – for example, a change in a construction project from housing to commercial.
5. A meaningful change in the location of an activity.
6. A change in the type or characteristics of people benefiting from the activity. Among the “characteristics” are:
  - a. The HUD-recognized income levels of: 0-30 percent of Area Median Income (AMI); between 31 and 50 percent AMI; and between 51 to 80 percent AMI
  - b. Race or ethnicity
  - c. Renter or homeowner
  - d. Single households, small households (two to four persons), large households (five or more persons)
7. A 20% decrease in the number of low and moderate-income people benefiting from an activity.
8. A change in the scope of an activity, such that there is a 20% increase or decrease in the amount of money allocated to the activity.

#### Public Notice and Public Hearing for Substantial Amendments

There must be reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review it and comment on it. Notice will be made according to

the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for Substantial Amendments:

1. There will be advanced notice of the availability of a proposed Substantial Amendment 30 days before there is a Public Hearing.
2. A detailed written description of the proposed Substantial Amendment will be made available to the public. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under “Public Access to Information.”
3. There will be a Public Hearing regarding the proposed Substantial Amendment conducted by the City Council. This Public Hearing will not take place until the public has had 30 days to review the proposed Substantial Amendment.
4. The Public Hearing will be held no sooner than two weeks prior to submission to HUD.
5. In preparing the Final Substantial Amendment, careful consideration will be 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. The Final Substantial Amendment will have a section that presents all comments and explains why any comments were not accepted.

#### Public Notice and Public Hearing for Substantial Amendment-CARES Act

The City has notified the LA HUD office of its election of eligible CARES Act waivers to Citizen Participation public noticing and comment period to accelerate the implementation of selected eligible activities for the CDBG-CV and ESG-CV funds and to quickly respond to the growing spread and effects of COVID-19.

Notice of Public Hearing and public comment period for any FY 2019/20 Substantial Amendment for the CARES Act funds (CARES Act Amendment) will be at least five days in advance as allowed by HUD waivers. The notices will give residents a clear understanding of the event being announced.

There must be reasonable notice of a proposed CARES Act Amendment so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan for SA- CARES Act, with the addition of the following procedures specifically for CARES Act Amendment:

1. There will be advanced notice of the availability of a proposed Substantial Amendment at least 5 days before there is a Public Hearing.
2. A detailed written description of the proposed CARES Act Amendment will be made available to the public. Also, copies will be available at the locations indicated earlier in this Citizen Participation Plan under “Public Access to Information.”
3. There will be a Public Hearing regarding the proposed CARES Act Amendment conducted by the City Council. This Public Hearing will not take place until the public has had at least 5 days to review the proposed CARES Act Amendment.
4. The Public Hearing will be held no sooner than two days prior to submission to HUD.

5. If social distancing orders relating to the COVID-19 outbreak are still being enforced, the City will provide video/audio access to the public through video conferencing medium such as Zoom.
6. In preparing the Final Substantial Amendment, careful consideration will be 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. The final CARES Act Amendment will have a section that presents all comments and explains why any comments were not accepted.

#### **E. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

Every program year the City must submit to the Department of Housing and Urban Development (HUD) a Consolidated Annual Performance and Evaluation Report (CAPER) within 90 days of the close of the program year. In general, the CAPER must describe how funds were used during the program year and the extent to which these funds were used for activities that benefited low and moderate-income people.

##### Public Notice for the Consolidated Annual Performance and Evaluation Report (CAPER)

There must be reasonable notice that the Consolidated Annual Performance and Evaluation Report (CAPER) is available so that residents will have an opportunity to review it and comment on it. Notice will be made according to the procedures described earlier in this Citizen Participation Plan, with the addition of the following procedures specifically for the CAPER:

1. The City will publish a notice of CAPER availability two weeks in advance of the public review period.
2. A complete copy of the CAPER will be made available to the public at the locations indicated earlier in the Citizen Participation Plan under “Public Access to Information.”
3. The public will have a minimum of 15 days to review and provide comments on the CAPER.
4. In preparing the CAPER for submission to HUD, careful consideration will be given to all comments and views expressed by the public. The CAPER sent to HUD will have a section that presents all comments and explains why any comments were not accepted.

##### Contents of the CAPER

The CAPER provides details on the actions taken by the City and the accomplishments completed during the previous program year. Accomplishments include the number of low and moderate-income persons served and the ethnicity of those individuals. Also provided are expenditures taken during the year and funds spent undertaking each activity.

### **COMPLAINT PROCEDURES**

Comments, suggestions or complaints may be addressed to the Financial & Management Services Department as follows:

City of Moreno Valley  
Financial & Management Services Department  
Attn: Financial Operations Division  
14177 Frederick Street  
P.O. Box 88005  
Moreno Valley, CA 92552-0805  
(951) 413-3450

All written complaints from the public will receive a meaningful written response within 15 working days after receipt.

### **CHANGES TO THE CITIZEN PARTICIPATION PLAN**

The Citizen Participation Plan can be changed only after the public has been notified of the intent to modify it, and only after the public has had a reasonable chance to review and comment on proposed substantial changes to it.

### FY 2022/23 Annual Action Plan & Citizen Participation Schedule

Date	Event
Tuesday, October 26, 2021	<b>Public Meeting 1:</b> Public Meeting to Review Action Plan Calendar Schedule and Objectives/Policies
Tuesday, November 16, 2021	<b>Public Hearing 1:</b> Public Hearing to Adopt Objectives/Policies & Collect Community Needs Comments
Thursday, December 9, 2021	Notice of Funding Availability (NOFA) Available. APPLICATIONS AVAILABLE FOR DISTRIBUTION.
Thursday, January 6, 2022	Application Workshop
Friday, January 31, 2022	Applications Due from Applicants
Monday, March 7, 2022	Finance Subcommittee 1:1 Meetings to Review Staff Project Recommendations- If necessary
Tuesday, March 22, 2022	<b>Public Meeting 2:</b> Open Technical Review Committee during Finance Subcommittee Meeting
Thursday, March 31, 2022	Commencement of 30 - Day Action Plan Public Comment/Review Period
Tuesday, April 19, 2022	<b>Public Hearing 2 for Action Plan:</b> Public Hearing to Review Project Recommendations as issued by the Finance Subcommittee
Tuesday, May 3, 2022	Close of 30 – Day Action Plan Public Comment/Review Period
Tuesday, May 3, 2022	<b>Public Hearing 3 for Action Plan:</b> Approve Annual Action Plan
Friday, May 13, 2022	<b>Submittal of 2022/23 Action Plan to HUD</b>