

CITY OF MISSION

Citizen Participation Plan (CPP) Summary of Major Revisions

July 28, 2026

The City of Mission has completed a comprehensive update to its Citizen Participation Plan (CPP) to reflect current U.S. Department of Housing and Urban Development (HUD) regulations, improve public participation procedures, modernize program administration, and strengthen accessibility and transparency. The following summarizes the major revisions:

Section	Major Revision	Purpose/Benefit
Introduction	Updated references to current HUD planning requirements, including future fair housing planning documents.	Ensures the CPP remains compliant with evolving HUD requirements without future amendments.
Citizen Participation	Expanded opportunities for citizen involvement, stakeholder engagement, neighborhood participation, and electronic outreach.	Encourages broader community participation throughout the planning process.
Language Access & Accessibility	Added dedicated sections addressing Limited English Proficiency (LEP), ADA accessibility, Section 504 compliance, and reasonable accommodations.	Improves access to HUD programs and planning documents for all residents.
Public Notices	Clarified newspaper publication requirements for documents where required by HUD while allowing alternative notice methods when expressly authorized or approved by HUD. Expanded use of the City's website, social media, and electronic communications.	Maintains HUD compliance while providing flexibility for future HUD guidance and improving public awareness.
Public Comment Periods	Established minimum public comment periods of 30 calendar days for the Consolidated Plan, Annual Action Plan, and Substantial Amendments, and 15	Aligns local procedures with current HUD regulatory requirements.

	calendar days for the CAPER and Citizen Participation Plan amendments.	
Public Hearings	Updated hearing procedures, accessibility standards, and authorized virtual or hybrid hearings when permitted by HUD.	Improves accessibility and allows flexibility during declared emergencies or when authorized by HUD.
Annual Action Plan Process	Added procedures allowing estimated funding allocations and identified secondary, contingency, alternate, or backup projects.	Improves project delivery and allows efficient use of available funding when allocations or project circumstances change.
Substantial Amendments	Updated the definition of a Substantial Amendment, including a 45% funding reallocation threshold, new or deleted activities, significant project changes, and major beneficiary reductions.	Provides clearer guidance regarding when public notice, hearings, and City Council approval are required.
Secondary/Contingency Projects	Clarified that previously identified alternate projects included in an approved Annual Action Plan may receive reprogrammed funding without requiring a Substantial Amendment.	Reduces administrative delays while maintaining transparency and HUD compliance.
Minor Amendments & Administrative Modifications	Added a new section defining administrative changes that do not require a Substantial Amendment.	Improves administrative efficiency while preserving public participation for significant policy changes.
Administrative Authority	Authorized the Director of Grants Administration – Community Development (or designee) to approve Minor Amendments and Administrative Modifications.	Establishes clear administrative authority while maintaining documentation and HUD compliance.
Public Access to Information	Expanded requirements for document availability, electronic access, accessible formats, and language assistance.	Increases transparency and public access to planning documents.
Fair Housing Planning	Updated all references to include Assessment of Fair Housing (AFH), Equity	Ensures long-term compliance as HUD

	Plans, Fair Housing Plans, and any future HUD-required planning documents.	planning requirements evolve.
Citizens Advisory Committee (CAC)	Clarified CAC responsibilities, advisory role, quorum requirements, review responsibilities, and City Council authority.	Better defines the CAC's role while preserving final decision-making authority of the City Council.
General Modernization	Updated regulatory citations, terminology, organization, and administrative procedures throughout the document.	Creates a clearer, more user-friendly, and compliant Citizen Participation Plan.