

CITIZEN PARTICIPATION PLAN FOR THE CITY OF MISSION



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CITIZEN PARTICIPATION PLAN FOR THE CITY OF MISSION

Introduction

The City of Mission is required by federal law to develop and maintain a Citizen Participation Plan that establishes the City's policies and procedures for public participation in the planning, implementation, amendment, and assessment of activities funded through the Community Development Block Grant (CDBG) Program and other applicable programs administered by the U.S. Department of Housing and Urban Development (HUD). The purpose of this Citizen Participation Plan is to provide citizens with adequate opportunity to participate in the development of the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report (CAPER), substantial amendments, and any Assessment of Fair Housing (AFH), Equity Plan, Fair Housing Plan, or successor HUD-required fair housing planning document.

The City recognizes that citizen participation is an essential component of community development and housing planning. Citizens, particularly low- and moderate-income persons, residents of areas where HUD funds are proposed to be used, persons with disabilities, persons with Limited English Proficiency, public housing residents, nonprofit organizations, community groups, businesses, and other interested parties should have a meaningful opportunity to participate in decisions affecting their neighborhoods and community. This Citizen Participation Plan has been prepared and made available to the public in accordance with the requirements of the Housing and Community Development Act of 1974, as amended, and the citizen participation requirements contained in 24 CFR Part 91.

Applicability and Adoption of the Citizen Participation Plan

This Citizen Participation Plan applies to all community planning and development activities administered by the City of Mission that are subject to the citizen participation requirements of 24 CFR Part 91. The Plan establishes the minimum standards the City shall follow in obtaining citizen input, providing public notice, conducting public hearings, making documents available for review, considering citizen comments, and responding to public concerns.

The Citizen Participation Plan shall remain in effect until amended by the Mission City Council. Amendments to the Plan shall be conducted in accordance with the procedures contained herein and all applicable HUD regulations.

Encouragement of Citizen Participation

The law requires that Mission's Citizen Participation Plan provides for and encourages public participation in the development of the Consolidated Plan, Annual Action Plan, any substantial amendment to the Consolidated Plan or Annual Action Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), and any Assessment of Fair Housing (AFH), Equity Plan, Fair Housing Plan, or successor HUD-required fair housing planning document.

The City highly encourages participation by low- and moderate-income persons, particularly those persons residing in areas where CDBG funds are proposed to be used, in low- and moderate-income

neighborhoods, revitalization areas, and areas identified as having significant housing, infrastructure, public service, or community development needs. The City may conduct public hearings, neighborhood meetings, stakeholder meetings, surveys, and other outreach activities to encourage participation by affected residents and community stakeholders.

The City shall take reasonable steps to encourage participation by all residents, including minorities, persons with disabilities, persons with Limited English Proficiency (LEP), older adults, and other underserved populations. Public notices and key planning documents will generally be made available in both English and Spanish whenever reasonably practicable. Translation and oral interpretation services shall be provided upon request to promote meaningful access. The City shall comply with Title VI of the Civil Rights Act of 1964, Executive Order 13166, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable federal requirements.

The City further encourages the participation of local and regional institutions, Continuums of Care, public housing agencies, businesses, developers, nonprofit organizations, community-based organizations, faith-based organizations, philanthropic organizations, educational institutions, service providers, and other stakeholders in the development and implementation of the Consolidated Plan and Annual Action Plan.

The City has established a Citizens Advisory Committee (CAC) to assist in promoting citizen participation and community involvement in the planning and implementation of HUD-funded programs. The CAC serves in an advisory capacity and may assist in identifying housing and community development needs, establishing priorities, reviewing proposed activities, evaluating substantial amendments, and providing recommendations regarding the use of available federal funds. Participation by CAC members, together with opportunities for public comment and public hearings, represents one of the methods by which the City fulfills its citizen participation responsibilities.

The City shall also encourage participation by organizations engaged in affordable housing, community development, economic development, fair housing, broadband access and digital inclusion, public health, transportation, emergency management, floodplain management, public land and water resources, and other activities that may affect the quality of life of Mission residents. To the extent required by HUD regulations, such organizations may be consulted during the development of the Consolidated Plan and related planning documents.

The City further encourages participation by residents of public housing and assisted housing developments, including resident councils, resident advisory boards, and resident management organizations, where applicable. The City shall coordinate with the Housing Authority of the City of Mission and other housing providers, as appropriate, to encourage resident participation in the planning process and to support fair housing and community development objectives.

The City may utilize alternative public engagement methods to encourage citizen participation and increase accessibility. Such methods may include virtual meetings, hybrid meetings, online surveys, electronic communications, website postings, social media outreach, and other technologies that facilitate public involvement and the timely dissemination of information regarding HUD-funded programs and activities.

Procedures for Assessing Language Needs

The City of Mission recognizes that meaningful citizen participation requires reasonable access for persons who are not proficient in English. The City shall take reasonable steps to provide language assistance to persons with Limited English Proficiency in accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166.

The City will generally provide public notices and key planning documents in both English and Spanish whenever reasonably practicable. Translation and interpretation services shall be provided upon request to ensure meaningful access for persons with Limited English Proficiency (LEP).

Residents requiring language assistance are encouraged to contact the City prior to public hearings or meetings so that appropriate accommodations may be arranged.

Accessibility

The City shall take reasonable steps to ensure meaningful access to programs, services, public hearings, notices, meetings, and planning documents for all residents. The City shall comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Executive Order 13166, and other applicable federal accessibility requirements.

Public hearings and meetings shall be conducted at locations that are accessible to individuals with disabilities. Reasonable accommodation shall be provided upon request. Documents may be made available in alternative formats when reasonably available and requested.

The Role of Low-Income People

The Housing and Community Development Act of 1974, as amended, declares that the primary purpose of the programs covered by this Citizen Participation Plan is the development of viable communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low and moderate income.

The amount of Community Development Block Grant (CDBG) funding received annually by the City of Mission is based in large part upon factors that include poverty levels, housing conditions, and community development needs. Therefore, meaningful citizen participation by low- and moderate-income persons is essential to the planning, implementation, and evaluation of activities funded through HUD programs.

The City shall encourage and provide opportunities for low- and moderate-income residents to participate throughout all stages of the planning process. Participation opportunities shall generally occur during the following stages:

1. The identification of housing, community development, and public service needs within the community.
2. The preparation of the proposed Annual Action Plan, Consolidated Plan, and any Assessment of Fair Housing (AFH), Equity Plan, Fair Housing Plan, or successor

HUD-required fair housing planning document.

3. The review and approval of final plans and planning documents by the Mission City Council.
4. The consideration of proposed substantial amendments to the Consolidated Plan or Annual Action Plan when significant changes to approved activities, funding allocations, priorities, or objectives are proposed.
5. The preparation and review of the Consolidated Annual Performance and Evaluation Report (CAPER), which evaluates accomplishments achieved during the completed program year.

The Program Year

The Program Year for the City of Mission shall begin on October 1st and end on September 30th.

Public Notice

The City shall provide reasonable notice to citizens regarding the availability of the proposed Consolidated Plan, Annual Action Plan, substantial amendments, Consolidated Annual Performance and Evaluation Report (CAPER), Citizen Participation Plan amendments, and any Assessment of Fair Housing (AFH), Equity Plan, Fair Housing Plan, or successor HUD-required fair housing planning document.

Except where otherwise authorized by HUD regulations, the City shall provide the public notice and comment periods required by 24 CFR Part 91 prior to the adoption or submission of such documents.

Public Comment Periods

The City shall provide the following minimum public comment periods for documents subject to citizen participation requirements:

- Consolidated Plan – 30 calendar days
- Annual Action Plan – 30 calendar days
- Substantial Amendments – 30 calendar days
- Consolidated Annual Performance and Evaluation Report (CAPER) – 15 calendar days
- Citizen Participation Plan Amendments – 15 calendar days

All public comment periods shall be calculated using calendar days. The City may provide longer comment periods when deemed appropriate or when required by HUD regulations, notices, waivers, or other applicable guidance.

Forms of Public Notice

The City shall provide public notice in accordance with 24 CFR Part 91 and other applicable HUD

regulations. Publication in a newspaper of general circulation serving the City of Mission shall be required for the proposed Consolidated Plan, Annual Action Plan, and any other document for which newspaper publication is required by HUD regulations.

Newspaper publication may be replaced or supplemented by alternative notice methods only when HUD has expressly authorized or approved such methods through statute, regulation, notice, waiver, written guidance, or other documented communication applicable to the City. Any such authorization or approval shall be maintained in the City's program records.

Except where otherwise authorized by HUD regulations or documented HUD guidance, the City shall provide the required public notice and comment periods prior to the adoption or submission of applicable planning documents.

Given the City's significant Spanish-speaking population, public notices required under this Citizen Participation Plan will generally be made available in both English and Spanish whenever reasonably practicable to ensure meaningful access for persons with Limited English Proficiency (LEP).

In addition to the required public notice described above, the City may utilize one or more of the following methods to further encourage citizen participation and increase public awareness, as applicable:

1. Distribution to individuals and organizations requesting to be placed on a notification list;
2. Distribution to neighborhood organizations, public housing agencies, community organizations, media outlets, and other interested parties deemed appropriate by the Community Development Department;
3. Posting on the City's official website, official social media platforms, and other electronic communication methods permitted by HUD regulations;
4. Posting at public libraries, government offices, community centers, and other public locations accessible to residents.

The City may utilize electronic communication methods to increase public awareness, improve accessibility, and encourage citizen participation as permitted by HUD regulations.

Public Access to Information

The City shall provide residents, public agencies, and other interested parties with reasonable and timely access to records and information relating to the Consolidated Plan, Annual Action Plan, substantial amendments, Consolidated Annual Performance and Evaluation Report (CAPER), Citizen Participation Plan, and the use of HUD assistance received by the City during the preceding five years.

The City shall also provide reasonable access to any Assessment of Fair Housing (AFH), Equity Plan, Fair Housing Plan, or successor HUD-required fair housing planning document, including any amendments or revisions thereto.

The City shall take reasonable steps to provide meaningful access to information for persons with

Limited English Proficiency (LEP) and persons with disabilities. The City will generally make key planning documents, summaries, and public notices available in both English and Spanish whenever reasonably practicable. Spanish language assistance and interpretation services shall be available upon request. Individuals requiring assistance in a language other than English are encouraged to contact the Community Development Department to arrange appropriate accommodations. Documents shall be made available in accessible formats upon request when reasonably available. Such formats may include electronic versions, large print versions, audio formats, or other accommodations necessary to ensure meaningful access by persons with disabilities.

Standard Documents

Standard documents available for public review shall include, but not be limited to:

- The proposed and adopted Annual Action Plan;
- The proposed and adopted Consolidated Plan;
- Proposed and adopted substantial amendments to the Annual Action Plan or Consolidated Plan;
- Consolidated Annual Performance and Evaluation Reports (CAPER);
- Assessment of Fair Housing (AFH), Equity Plan, Fair Housing Plan, or successor HUD-required fair housing planning documents;
- Amendments or revisions to such planning documents; and
- The Citizen Participation Plan.

Availability of Standard Documents

Copies of standard documents shall be made available to residents, public agencies, and other interested parties upon request, to the extent practicable. Documents shall be provided in a format accessible to persons with disabilities or persons requiring language assistance when reasonably available and requested.

Places Where Standard Documents Are Available

Standard documents will be available at the office of the Community Development Department 1301 E. 8th Street Suite 103, Mission, TX 78572, on the city's official website www.missiontexas.us, and at any additional locations designated by the City for public review.

Public Hearings

Public hearings are required to obtain the views of residents, respond to proposals and questions, and provide citizens with opportunities to participate in the planning, implementation, amendment, and evaluation of HUD-funded programs and activities.

The City of Mission shall conduct a minimum of two public hearings during each program year. Collectively, the hearings shall address housing and community development needs, the

development of proposed activities, fair housing issues, community priorities, and the review of program performance. At least one public hearing shall be conducted prior to the publication of the proposed Consolidated Plan or Annual Action Plan in order to obtain citizen input regarding housing, community development, and fair housing needs within the community.

Additional public hearings may be conducted as necessary for substantial amendments, major planning initiatives, fair housing planning documents, or other matters requiring public participation.

Public hearings will generally be held at 5:30 p.m. or at another reasonable time convenient to residents and potential beneficiaries of HUD-funded activities. Public hearing notices shall identify the date, time, location, and purpose of the hearing and shall be provided in accordance with applicable public notice requirements.

Public hearings shall be conducted at locations that are accessible by public transportation, reasonably convenient to residents, and not intimidating to persons who may benefit from the use of HUD funds. Hearing locations may include City Hall, public libraries, community centers, schools, public housing facilities, and other public locations deemed appropriate by the City.

Public Hearings and Populations with Unique Needs

All public hearings shall be conducted in facilities accessible to persons with disabilities. Reasonable accommodation shall be provided upon request when made at least three (3) business days prior to the hearing, whenever reasonably practicable.

The City shall take reasonable steps to ensure meaningful participation by persons with Limited English Proficiency (LEP). Spanish language assistance will generally be available during public hearings whenever reasonably practicable. Translation and interpretation services shall be provided upon request when made at least three (3) business days prior to the hearing, at no cost to the resident requesting assistance.

The City shall comply with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, Executive Order 13166 regarding Limited English Proficiency, and all other applicable federal accessibility and nondiscrimination requirements.

The Conduct of Public Hearings

Public hearings shall be conducted in a manner that encourages meaningful citizen participation and provides residents with a reasonable opportunity to express their views and recommendations.

Citizens attending a public hearing shall be provided an opportunity to present comments, ask questions, and submit recommendations regarding community development and housing activities. Individuals choosing to speak during a public hearing will generally be allotted up to five (5) minutes to make a verbal presentation, subject to reasonable limitations necessary to ensure all interested persons have an opportunity to participate.

The City shall maintain records of public hearings, including attendance records, written comments received, hearing summaries, and any responses provided by the City. Public comments received

during hearings shall be considered in the preparation of the Consolidated Plan, Annual Action Plan, substantial amendments, CAPER, and other planning documents required by HUD.

Virtual and Hybrid Public Hearings During Emergencies

During a National, State, County, or Local declared disaster, emergency, public health emergency, or pandemic, the City may utilize alternative methods of citizen participation when permitted by HUD regulations and applicable law.

When in-person public hearings are not practical, feasible, or permitted due to a declared disaster, emergency, or pandemic, the City may satisfy public hearing requirements through virtual public hearings, teleconferences, video conferences, online meetings, or other alternative methods authorized by HUD.

The City shall make reasonable efforts to ensure that alternative public hearing methods provide citizens with meaningful access to information, opportunities to submit comments, and reasonable accommodations for persons with disabilities and persons with Limited English Proficiency.

The use of alternative public hearing methods during a declared disaster, emergency, or pandemic shall not waive any citizen participation requirements unless specifically authorized by HUD through statute, regulation, waiver, notice, or other applicable guidance.

The Stages in the Process

A. Identification of Needs

Housing and community development needs within the City of Mission are diverse and often exceed available resources. As a result, priorities must be established to determine which needs should receive the greatest attention and funding. The Consolidated Plan serves as the City's primary planning document for identifying needs, establishing priorities, and allocating available resources.

Federal regulations require citizen participation in the identification of housing, community development, public service, infrastructure, and fair housing needs. The City shall conduct at least one (1) public hearing annually to obtain residents' views regarding community needs and priorities. When feasible, the City may conduct additional public hearings, neighborhood meetings, surveys, stakeholder consultations, or other outreach activities to obtain input from low- and moderate-income residents and other interested parties.

At a minimum, the City shall conduct two (2) public hearings each program year to provide residents with opportunities to participate in the community development process, including the development of the Annual Action Plan and review of program performance through the Consolidated Annual Performance and Evaluation Report (CAPER).

Public hearings regarding community needs shall generally be completed prior to publication of the proposed Annual Action Plan or Consolidated Plan so that citizen input may be considered during the development of those documents.

At or as soon as feasible after the beginning of the public participation process, HUD-provided fair housing, housing, and community development data, together with any supplemental information utilized by the City, shall be made available to residents, public agencies, and other interested parties to the extent practicable.

B. The “Proposed” Annual Action Plan or Consolidated Plan

The Community Development Block Grant Program and other HUD-funded programs are intended to promote accountability to the public and meaningful citizen participation. In furtherance of these objectives, the City shall provide opportunities for residents to participate in the development of the Annual Action Plan and Consolidated Plan.

At the beginning of this stage, the City shall make available an estimate of the amount of CDBG and other HUD funds expected to be received during the upcoming program year, together with a description of the range of activities that may be undertaken using such funds. The City shall also provide an estimate of the amount of funding expected to benefit low- and moderate-income persons.

When HUD allocations have not yet been announced, the City may prepare planning documents using estimated funding levels. Upon notification of final HUD allocations, activity budgets may be adjusted in accordance with approved funding contingency provisions and applicable HUD requirements.

The following procedures shall apply to the development of the Annual Action Plan and Consolidated Plan:

1. The City shall publish notice in a newspaper of general circulation and post a notice on the City’s official website informing the public of the availability of the proposed Annual Action Plan or Consolidated Plan for review and comment. Public notices will generally be made available in both English and Spanish whenever reasonably practicable.
2. The City shall provide a minimum thirty (30) day public comment period for the proposed Annual Action Plan and Consolidated Plan.
3. The Citizens Advisory Committee (CAC) shall conduct a public hearing during the public comment period and may provide recommendations regarding proposed activities, priorities, and funding allocations.
4. The Mission City Council shall conduct a public hearing prior to final approval of the proposed Annual Action Plan or Consolidated Plan.
5. Following completion of all required citizen participation procedures and local approvals, the City shall submit the approved document to HUD.

The City may identify secondary, contingency, alternate, or backup projects within the proposed Annual Action Plan. Such projects may be funded if actual grant allocations differ from estimates, project costs change, cost savings become available, or primary projects are delayed, cancelled,

determined infeasible, or cannot be completed within applicable HUD expenditure deadlines.

Technical Assistance

The City shall provide reasonable technical assistance to groups representative of low- and moderate-income persons that request assistance in developing proposals for funding under HUD programs. Potential applicants are encouraged to contact the Community Development Department during the planning process to discuss project eligibility, application requirements, and funding opportunities.

Availability of a Proposed Annual Action Plan, Consolidated Plan, CAPER and AFH

Copies of the proposed Annual Action Plan, Consolidated Plan, substantial amendments, CAPER, Citizen Participation Plan amendments, and any fair housing planning documents required by HUD shall be made available to the public without unreasonable delay. Documents shall be available at the locations identified under the Public Access to Information section of this Plan and, when practicable, on the City's official website.

To assist residents in understanding the potential impact of proposed activities, summaries of proposed planning documents may be made available. Such summaries may include proposed activities, locations, estimated funding allocations, anticipated beneficiaries, and other information required by HUD regulations.

Public Hearing and Further Action

Public hearings regarding the proposed Annual Action Plan and Consolidated Plan shall be conducted during the public review process to provide citizens with opportunities to comment on proposed activities, priorities, and funding recommendations.

In preparing final planning documents, the City shall consider all comments received during public hearings and public comment periods. The final document submitted to HUD shall include a summary of citizen comments received and, when applicable, the reasons why comments or recommendations were not incorporated into the final document.

C. The Final Annual Action Plan, Consolidated Plan, CAPER and AFH

Copies of approved planning and performance documents shall be made available to the public upon request and at the locations identified under the Public Access to Information section of this Plan. To the extent practicable, such documents shall also be made available through electronic means.

D. Amendments to the Annual Action Plan, Consolidated Plan, and AFH

The Annual Action Plan or Consolidated Plan shall be amended whenever a substantial change occurs in an approved activity, funding allocation, priority, objective, or beneficiary population. Substantial amendments shall be processed in accordance with the procedures established in this Citizen Participation Plan and applicable HUD regulations. The public will be notified whenever there is an amendment.

Substantial Amendments

The City of Mission shall amend its Consolidated Plan or Annual Action Plan whenever a substantial change occurs in an approved activity, funding allocation, priority, objective, or beneficiary population.

The following actions shall be considered substantial amendments:

1. A funding reallocation exceeding forty-five percent (45%) of an activity's originally approved budget allocation;
2. The creation of a new activity not previously identified in the approved Annual Action Plan;
3. The deletion of an approved activity, unless the associated funding is reallocated to an existing approved activity or to a previously identified secondary, alternate, contingency, or backup project included in the approved Annual Action Plan;
4. A change in one or more priorities identified in the Consolidated Plan or Annual Action Plan;
5. A significant change in the scope, purpose, location, service area, national objective, or intended beneficiaries of an activity; or
6. A reduction of more than twenty-five percent (25%) of the proposed beneficiaries when the original number of beneficiaries exceeds ten (10) persons.

The reprogramming of funds to a previously identified secondary, alternate, contingency, or backup project included in an approved Annual Action Plan **shall not** be considered a substantial amendment, provided the project was described in the approved Annual Action Plan and remains consistent with applicable HUD eligibility and national objective requirements.

Public Notice and Public Hearing for Substantial Amendments

Reasonable notice shall be provided whenever a substantial amendment is proposed so that residents may review and comment on the proposed changes.

A detailed written description of the proposed substantial amendment shall be made available to the public upon request and at the locations identified in the Public Access to Information section of this Plan. The City shall provide a minimum thirty (30) day public comment period before final action is taken.

The Citizens Advisory Committee (CAC) shall conduct a public hearing regarding the proposed substantial amendment during the public comment period. Following review by the CAC, the Mayor and City Council shall conduct a public hearing prior to taking final action on the proposed amendment.

The City Council public hearing shall not occur until the public has been provided the full thirty (30) day comment period required by this Plan.

In preparing a final substantial amendment, the City shall consider all comments received during the public hearing and comment period. The final amendment shall include a summary of comments received and, when applicable, the reasons why recommendations were not incorporated into the final amendment.

Minor Amendments and Administrative Modifications

The City recognizes that certain project adjustments may be necessary during implementation and do not rise to the level of a substantial amendment. Minor Amendments and Administrative Modifications may be approved without initiating the substantial amendment process when such changes do not materially alter the purpose, scope, national objective, service area, or intended beneficiaries of an activity.

Examples of Minor Amendments and Administrative Modifications may include budget adjustments below the substantial amendment threshold, cost savings reallocations, equipment substitutions, procurement-related revisions, engineering or design modifications, contract amendments, implementation schedule adjustments, administrative corrections, and similar changes necessary for efficient project administration.

Administrative Authority

The Director of Grants Administration - Community Development, or designee, is authorized to approve Minor Amendments and Administrative Modifications as defined herein. Such actions shall be documented and maintained in the official project file and shall remain subject to all applicable HUD regulations and requirements.

Minor Amendments and Administrative Modifications approved administratively shall not require public notice, public hearings, Citizens Advisory Committee review, City Council approval, or HUD submission unless otherwise required by applicable law or regulation.

The Consolidated Annual Performance and Evaluation Report

Within ninety (90) days following the close of each program year, the City shall prepare a Consolidated Annual Performance and Evaluation Report (CAPER) describing the activities undertaken during the program year and evaluating progress toward meeting the goals and objectives established in the Consolidated Plan and Annual Action Plan.

The CAPER shall describe how HUD funds were utilized and the extent to which funded activities benefited low- and moderate-income persons and neighborhoods.

Public Notice and Public Hearing for Consolidated Annual Performance and Evaluation Report

Reasonable notice shall be provided informing the public of the availability of the CAPER for review and comment.

The City shall provide a public comment period of not less than fifteen (15) days prior to submission of the CAPER to HUD.

A copy or summary of the CAPER shall be made available to the public without unreasonable delay and shall be available at the locations identified in the Public Access to Information section of this Plan.

The City shall conduct at least one public hearing regarding the CAPER during the public review period.

In preparing the final CAPER, the City shall consider all comments received during the review period and public hearing. The CAPER submitted to HUD shall include a summary of citizen comments and, when appropriate, the reasons why comments were not incorporated.

Contents of the CAPER

The CAPER shall include information regarding activities undertaken during the applicable program year, accomplishments achieved, beneficiaries served, expenditures made, and progress toward meeting goals established in the Consolidated Plan and Annual Action Plan. Reporting shall be prepared in the format required by HUD.

Antidisplacement and Relocation Assistance Reference 91.105(b) (1)

The City of Mission does not anticipate undertaking activities funded by the U.S. Department of Housing and Urban Development (HUD) that would result in the temporary or permanent displacement of individuals, families, businesses, nonprofit organizations, or farms. However, federal regulations require the City to maintain a Residential Anti-Displacement and Relocation Assistance Plan should displacement occur as a result of a HUD-assisted activity.

If displacement occurs as a result of a HUD-assisted activity, the City's Residential Anti-Displacement and Relocation Assistance Plan consists of the following three component: (1) One-for-One Replacement of Low- and Moderate-Income Dwelling Units; (2) Relocation Assistance; and (3) Steps to Minimize Displacement.

One-for-One Replacement of Low- and Moderate-Income Dwelling Units.

The City shall comply with the one-for-one replacement requirements of Section 104(d) of the Housing and Community Development Act of 1974, as amended, whenever applicable.

All occupied and vacant occupiable low- and moderate-income dwelling units that are demolished or converted to a use other than low- and moderate-income housing as a direct result of an activity assisted under Section 104(d) of the Housing and Community Development Act of 1974, as amended, shall be replaced with low- and moderate-income dwelling units in accordance with applicable federal requirements. Replacement housing shall be provided within the timeframes required by federal law and HUD regulations.

Relocation Assistance

The City shall ensure that relocation assistance is provided to any low- and moderate-income person displaced as a direct result of the demolition of a dwelling unit or the conversion of a low- and moderate-income dwelling unit to another use through a HUD-assisted activity.

Relocation assistance shall be provided in accordance with 24 CFR 570.606, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), 49 CFR Part 24, and other applicable federal regulations. Required notices shall be distributed to affected persons in accordance with federal requirements.

Eligible displaced persons may elect to receive relocation assistance and benefits available under the URA or the relocation assistance available under 24 CFR Part 42, Subparts C and D, as applicable.

Steps to Minimize Displacement

The City shall take reasonable steps to minimize the involuntary displacement of low- and moderate-income persons whenever HUD funds are utilized. Such steps shall include, but are not limited to, the following:

- a. All proposed HUD-funded activities shall be reviewed to determine whether involuntary displacement is likely to occur. Activities involving displacement shall receive additional review and may receive a lower funding priority unless it can be demonstrated that reasonable alternatives are not available.
- b. Applicants proposing to acquire property for the development of affordable housing shall be encouraged to utilize vacant land or vacant dwelling units whenever feasible.
- c. In situations where infill development or other projects may result in displacement and vacant land or vacant dwelling units are not reasonably available, applicants shall be encouraged to provide displaced low- and moderate-income households with opportunities to occupy replacement housing at an affordable cost.
- d. Applicants utilizing HUD funds to rehabilitate, demolish, or convert low- and moderate-income housing units to another use shall be required to provide any replacement housing and relocation assistance required by applicable federal regulations.
- e. Costs associated with required relocation assistance and replacement housing shall be the responsibility of the project sponsor, applicant, developer, or other responsible party, as applicable.

Resident Information and Notices

The City shall utilize HUD informational brochures, notices, and guidance documents, as updated from time to time, to inform residents, businesses, nonprofit organizations, and other affected parties of their rights under applicable relocation and acquisition requirements.

Such informational materials may include, but are not limited to:

- When a Public Agency Acquires Your Property (HUD-1041-CPD)
- Relocation Assistance to Tenants Displaced from Their Homes (HUD-1042-CPD)
- Relocation Assistance to Displaced Businesses, Nonprofit Organizations, and Farms (HUD-1043-CPD)
- Relocation Assistance to Displaced Homeowners (HUD-1044-CPD)
- Relocation Assistance to Tenants Displaced from Their Homes (Section 104(d)) (HUD-1365-CPD)

The City shall utilize the most current versions of such publications available from HUD at the time relocation assistance is required.

Complaint Procedures

Written complaints from residents will receive a meaningful, written reply within 15 working days from receipt of complaint. When additional time is necessary due to the complexity of the issue, the City shall acknowledge receipt of the complaint and advise the complainant of the anticipated response timeframe.

Changing the Citizen Participation Plan

This Citizen Participation Plan can be changed only after the public has been notified of an intent to modify it, and only after the public has had fifteen (15) days to review and comment on proposed amendments.

The Citizens Advisory Committee

The City of Mission has established a Community Development Citizens Advisory Committee (CAC) in the spirit of the Housing and Community Development Act of 1974, as amended, to encourage public participation and accountability in the planning and implementation of community development activities.

The CAC serves in an advisory capacity to the Mayor and City Council by assisting in the identification of housing and community development needs, establishing priorities, reviewing proposed activities, and making recommendations regarding the use of available federal, state, local, and program income resources.

The CAC shall consist of nine (9) at-large members appointed in accordance with City policy. Members shall serve two-year terms. The CAC shall annually select one (1) member to serve as Chairman and one (1) member to be Vice-Chairman, and a quorum shall consist of five (5) members.

All CAC meetings and public hearings shall be open to the public and conducted in accordance with the Public Notice provisions of this Citizen Participation Plan.

The CAC shall review and provide recommendations regarding the Consolidated Plan, Annual Action Plan, substantial amendments, and the allocation or reallocation of Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), program income, unexpended balances, and other funding resources administered through the Community Development Department.

All proposed Annual Action Plans, Consolidated Plans, and substantial amendments shall be reviewed by the CAC prior to consideration by the Mission City Council. The CAC's recommendations shall be advisory in nature. Final approval authority for all plans, substantial amendments, funding allocations, and other actions requiring governing body approval shall rest solely with the Mission City Council.

Minor Amendments and Administrative Modifications approved in accordance with this Citizen Participation Plan shall not require review by the CAC unless otherwise directed by the City Council or required by applicable law or regulation.

Read, signed and approved this _____ day of _____, 2026.

Norie Gonzalez Garza, Mayor

Attest:

Anna Carrillo, City Secretary