

Exhibit E

City of Mesquite 2020-2024 Citizen Participation Plan

Introduction

On February 5, 1988, the President signed into law the Housing and Community Development Act of 1987, which, among its many provisions, requires jurisdictions to develop and follow a written Citizen Participation Plan and conduct an Analysis of Impediments to Fair Housing (AIF). The City of Mesquite (City) receives Community Development Block Grant (CDBG) funding annually, and these programs are administered through the CDBG Division of the Housing and Community Services Department. The purpose of the CDBG program is the provision of decent housing, a suitable living environment, and expanded economic opportunities for extremely low-, very low-, and low-income residents earning less than 80 percent of the Area Median Income, or in predominantly low-income neighborhoods where at least 51 percent of the households are low-income households.

As a recipient of CDBG funds, the City is required to produce the following documents:

1. Consolidated Plan – a five year plan that documents the City’s housing and community development needs, outlines strategies to address those needs, and identifies proposed program accomplishments.
2. Annual Action Plan – an annual plan that described specific CDBG projects and programs that will be undertaken over the course of the fiscal year.
3. Consolidated Annual Performance and Evaluation Report (CAPER) – an annual report that evaluates the City’s accomplishments and the use of CDBG funds.
4. Analysis of Impediments to Fair Housing – is an assessment of City’s laws, ordinances, statutes, and administrative policies as well as local conditions that affect the location, availability, and accessibility of housing.

The Consolidated Plan examines the housing and community development needs of the City, sets priorities for CDBG funds, established an Annual Action Plan for meeting current and future needs, and evaluates the City’s performance in meeting its annual goals through the CAPER. The AIF assists the City in identifying fair housing issues and related contributing factors to achieve comprehensive community development goals and affirmatively further fair housing. The Plans, Report, and AIF (collectively the Federal Plans and Reports) are also required to have a strategy for resident participation in the planning process, known as the Citizen Participation Plan (CPP).

This CPP sets forth the policies and procedures for citizen participation in the City’s development and revision of its Assessment of Fair Housing and the development and any substantial amendment to its Consolidated Planning Process. The Community Development Block Grant Division of the City’s Housing and Community Services Department, as the lead agency for the Assessment of Fair Housing and Consolidated Plan, carries out the responsibility for following the citizen participation process.

This CPP encourages citizens to participate in the Consolidated Planning process from an advisory role. It outlines the procedures for community approval of the Consolidated Plan, for addressing concerns and complaints, and for making amendments to the Plan after approval.

Purpose of the Citizen Participation Plan

The City recognizes the importance of public participation in both defining and understanding current housing, community development, economic development, and fair housing needs, and prioritizing resources to address those needs. The City's CPP is designed to provide residents of all ages, gender identities, economic and education levels, ethnicities, and special needs with equal access to be involved in the Plan each year. This document also serves as the City's CPP for the 2020-2024 Consolidated Plan program years. This CPP was written in accordance with 24 CFR § 91.105 of HUD Consolidated Plan regulations.

The CPP emphasizes the need to provide citizens with adequate information and to allow them the opportunity to give meaningful input. It encourages participation among our potential program beneficiaries: persons of extremely low, very low, low- and moderate-incomes, particularly those persons living in areas designated as a revitalization area or in a slum and blighted area and in areas where CDBG funds are proposed to be used, and by residents of predominantly low- and moderate-income neighborhoods. In addition, it allows citizens to participate in a collaborative process that involves proposing activities and assessing performance, including minorities and non-English speaking persons, as well as persons with disabilities.

To ensure maximum participation in the Federal Plans and Reports process among special needs populations and groups, and to ensure that their issues and concerns are adequately addressed, the City will follow the standards set forth in its adopted CPP during development of its Federal Plans and Reports. The participation process will be developed and monitored by the City's CDBG Division of the Housing and Community Services Department and will include at least the following:

- Public and private agencies, including those focusing on services to children/youth, elderly persons/seniors, persons with disabilities, persons with HIV/AIDS and their families, Veterans, persons who speak English as a second language, survivors of domestic violence and stalking and their families, and homeless persons;
- Public and private agencies that address housing, health, social services, victim services, employment, and/or education needs of low-income individuals and families;
- Residents of public and assisted housing developments (including any resident advisory boards, resident councils and resident management corporations), along with other low-income residents of targeted revitalization areas in which the developments are located;
- Publicly funded institutions and systems of care that may discharge persons into homelessness such as healthcare facilities, mental health facilities, foster care, and correctional programs and institutions;

- Extremely low-, very low-, low- and moderate-income persons, particularly those living in areas designated by the City as a revitalization area or in a slum and blighted area and residing in CDBG Target Areas, and by residents of predominantly low- and moderate-income neighborhoods;
- Continuum of Care (also known as Metro Dallas Homeless Alliance);
- Consultation with other cities throughout the Dallas Metroplex;
- Local businesses, developers and civic leaders, nonprofit organizations, philanthropic organizations, and community- and faith-based organizations;
- Mesquite Public Housing Office and tenants of assisted housing;
- Broadband internet service providers and organizations engaged in narrowing the digital divide;
- Agencies whose primary responsibilities include the management of flood prone areas, public land or water resources;
- Mesquite Economic Development Department;
- Emergency management services;
- Mesquite Police Department; and
- Public transportation providers.

CDBG Advisory Committee

The CDBG Advisory Committee will make recommendations to the City Council each year concerning the allocation of CDBG funds to eligible projects. The Committee is comprised of five non-conflicted City employees from departments which provide public services but do not receive CDBG funds.

Glossary of Relevant Terms

- **Action Plan.** The yearly portion of the Consolidated Plan that identifies the specific activities and projects to be undertaken by the City with CDBG funds during that program year.
- **CAPER.** The Consolidated Annual Performance and Evaluation Report as required by HUD regulations, which reports the City's completion of projects and activities as outlined within the Action and Consolidated Plans and the expenditure of Community Development Block Grant Program funding (CDBG).
- **CDBG.** The Community Development Block Grant Program, as established under Title 1 of the Housing and Community Development Act of 1974, as amended, Public Law 93-383 and the funding received under such program, which assists communities to address housing and community development needs, primarily for low and moderate income residents.
- **Consolidated Plan.** A three to five year plan of a City's housing and community development needs, resources, priorities, and proposed activities to be undertaken for the CDBG programs (a.k.a., Housing and Community Development Plan).
- **Relevant Areas and Programs.** The City of Mesquite 2020-2024 Consolidated Plan covers the geographic area within the City's corporate boundaries. The City is entitled to receive CDBG funding from HUD during the program years between 2020 and 2024.

Encouragement of Citizen Involvement

The 2020-2024 Consolidated Plan process offers many opportunities for citizen participation. The City makes a special effort (which includes informing supportive service agencies) to ensure the participation of persons with special needs and/or persons who are often underrepresented in public process and organizations that represent such persons including low income persons, racial and ethnic minorities, non-English speaking persons, persons with disabilities, persons who are homeless and subpopulations. The City shall take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English speaking residents of the community. The City will solicit and encourage participation in Federal Plans and Reports, including the Consolidated Plan, Annual Action Plan, and CAPER, in addition to this CPP and any substantial amendments thereto, through the following activities.

- Public Hearings/Meetings

In accordance with HUD regulations, the City will hold at least two public hearings or public meetings a year, to be conducted at a minimum of two different stages of the program year, to obtain resident's views and to respond to proposals and questions, along with addressing housing and community development needs, development of proposed activities, proposed strategies and actions for affirmatively furthering fair housing consistent with the AIF, and a review of program performance. At least one public hearing or meeting will be held before the proposed AIF is published for comment. Each public hearing or meeting will be noticed at least one week prior to the hearing/meeting date. Notices will include the date, time, and location of the hearing/meeting, and a summary of the matter to be discussed. A contact name, email, and phone number will be provided to allow interested parties to ask questions or requests special accommodations.

Public hearings and meetings will be held at times and in locations that are convenient to potential and actual beneficiaries, with accommodations for persons with disabilities. When non-English speaking residents whose primary language is Spanish are expected to attend a public hearing or meeting, the City will supply a Spanish interpreter.

Residents of the community will be provided with reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements, in accordance with § 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8; and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable.

- Public Hearing Notices

If any Federal Plan or Reports require a public hearing or meeting, the public shall be provided notice under the following distribution methods:

- **Newspaper Publication:** Notice shall be given at least once by publication in at least one newspaper in general circulation in the City a minimum of 10 business days prior to the scheduled public hearing or meeting; particularly in the *Daily Commercial Record*, *Forney Messenger*, and *The Mesquite News* newspapers.

- **On-site Posting:** The City shall post notices in at least one public place within the City corporate boundaries, particularly the lobby of 1616 N. Galloway, the visitors table of 1515 N. Galloway, and in Mesquite Public Library locations.
- **Online Posting:** Notice shall be given on the City’s website located at: <http://www.cityofmesquite.com> and may also be posted on alternative online sources that might include social media.

The City may use additional or alternative means of advertising as appropriate, including but not limited to: mailing flyers, distributing or posting notices at parks, and other public areas; posting banners at public venues; placing radio public service announcements; developing press releases; and sending notices to community organizations.

- Key Person Input
A Stakeholder Questionnaire will be conducted with housing and community development stakeholders to gather input on housing and community development needs for the City. In addition, interviews are conducted with elected City officials, City staff, and other housing and community development professionals.
- Resident survey
The City will distribute a Resident Survey asking what survey respondents feel are strong programs and projects from previous CDBG program years, as well as weaknesses and needs they would like to have prioritized in the future. Paper copies of the survey will be distributed at the public meetings, and to service providers throughout Mesquite. An online version of the survey will also be available on the City’s web site in English and Spanish.
- Notice of Funding Availability
The City will issue an annual Notice of Funding Availability (NOFA) inviting proposals for CDBG activities. Notification of the NOFA will be provided in accordance with the process outlined in the “Public Hearing Notices” section of this CPP. Upon request, the City will provide technical assistance to groups representing low-income persons to develop proposals for eligible activities.

Citizens are encouraged to recommend activities and types of activities that should be undertaken to meet housing and community development needs. Groups and organizations representative of extremely low-, very low-, and low-income persons desiring to develop projects proposals may contact the CDBG Coordinator for technical assistance.

- Public Comment
Prior to the adoption of any Federally mandated reports, plans, or amendments thereto, the City will make available to interested parties the drafter documents for a comment period of no less than 30 calendar days, 15 calendar days for the CAPER, or as otherwise

directed by HUD. The dates of the public comment periods will be identified in a notice regarding the availability of the documents, which will be published in the *Daily Commercial Record*, *The Forney Messenger* and *The Mesquite News* newspaper.

The City will consider any comments or views by individuals or groups received in writing, or orally at any public hearing(s) or meeting(s), regarding the Federal Plans and Reports. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be included in the applicable Federal Plan or Report.

- **Public Access to Records**

The City will provide all interested parties with reasonable access to information and records related to the City's Consolidated Plan, Annual Action Plans, CAPER and the City's use of funds under all programs covered by the Consolidated Plan during the preceding five years. The public will be provided with reasonable access to housing assistance records, subject to City and local laws regarding privacy and obligations of confidentiality, during the performance report public comment period. Such information and records will be available at the Front Desk of the Housing and Community Services Department, Monday through Friday from 8:00 a.m. to 5:00 p.m.

- **Availability of Draft and Final Documents to the Public**

All draft and final Federal Plans and Reports will be available on the CDBG page of the City's website, located at: <http://www.cityofmesquite.com/cdbg>, and the Housing and Community Services Front Desk located at 1616 N. Galloway Ave, Mesquite TX 75149.

The Federal Plans and Reports will be available in alternative formats accessible to persons with disabilities, or other languages upon request. Please telephone the CDBG Division at 972-216-6425 to request copies in alternative formats. You may also submit your request in writing to the following:

City of Mesquite
PO Box 850137
Mesquite, TX 75185-0137
Attn: CDBG/Housing & Community Services

Reasonable requests shall be filled at no cost to the public. The City reserves the right to charge a fee for duplicating documents when such requests are not reasonable. Reasonableness shall be determined by a combination of the number of copies requests; the size (pages and/or dimensions) of the document; the length of time needed to compile the data; and the direct costs to duplicate the document.

This paragraph is not intended to supersede the provisions of the Freedom of Information Act of 1966, as amended, which covers all programs and activities in the Consolidated Plan as well as the Assessment of Fair Housing.

- **Technical Assistance**
CDBG staff will provide technical assistance to a persons or groups interested in commenting on Federal Plans or Reports, or in developing CDBG funding proposals.

Development of the Assessment of Fair Housing (AIF) and Consolidated Plan

At or as soon as feasible after the start of the public participation process the City will make the HUD-provided data and any other supplemental information the City's plans to incorporate into its AIF available to its residents, public agencies, and other interested parties as provided herein. The City may make the HUD-provided data available to the public by cross-referencing to the data on HUD's web site.

Before the City adopts a Consolidated Plan, the City will make available, as provided herein, to residents, public agencies, and other interested parties information that includes the amount of assistance the City expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income. As expressed below, this CPP also sets forth the City's plans to minimize displacement of persons and to assist any persons displaced, specifying the types and levels of assistance the City will make available (or require others to make available) to persons displaced, even if the City expects no displacement to occur.

Citizen Participation for Environmental Reviews

In accordance with the provisions of 24 CFR Part 58, the City's CDBG Division must assume the responsibility for environmental reviews, decision making, and actions that would otherwise apply to HUD under the National Environmental Policy Act of 1969 (NEPA) and other provisions of law that further the purposes of NEPA.

The City maintains a written record of the environmental reviews undertaken for every project or program receiving CDBG funds. This environmental review record (ERR) is available for public inspection. Moreover, certain projects require publication of specific actions/findings, which include a description of the activity, its location, and identification of any measures required to mitigate potentially significant adverse effects. Public comment periods are included in the review process as prescribed by NEPA and 24 CFR Part 58.

Standard Amendments

Amendments that are not considered substantial shall be referred to as standard amendments. Standard amendments do not require citizen participation. Standard amendments are those that maintain the integrity of the associated Plan and do not include substantial changes in policy or in funding priorities while still maintaining flexibility in meeting the goals and objectives outlined in the associated years Consolidated Plan and Annual Action Plan. Standard amendments will be made administratively and will be incorporated into the City's CAPER at the end of the program year.

Substantial Amendments

As specified in CDBG regulations [24 CFR § 91.505(a)], the following conditions are considered to be “Substantial Amendments”:

- Changes allocation priorities or method of distribution of funds
 - Elements of a “method of distribution” are:
 - Application process;
 - Allocation among funding categories;
 - Grant size limits; or
 - Criteria selection;
- Funds are reallocated from a project covered in the consolidated plan to carry out an activity not previously described in the action plan; or,
- Modifies the purpose, scope, location, or beneficiaries of an activity.

In addition to the CDBG regulations outlined above, the City has determined the following criteria to be considered a “Substantial Amendment”:

- An addition, modification, or elimination of a Consolidated Plan goal;
- A change in an activity that constitutes a reallocation of funds from one activity to another which increases or decreases the City’s current annual allocation of CDBG funds by 25 percent or more.
- An administrative decision to reallocate all or a portion of the funds allocated to an activity in the Action Plan to other activities, unless the decision is a result of:
 1. A federal government rescission of appropriated funds, or appropriations are so much less than anticipated that the City makes an administrative decision not to fund one or more activities; and/or,
 2. The Governor of Texas and/or President of the United States declares a state of emergency and federal funds are allocated or reallocated to address the emergency.

Minor adjustments to funding levels for activities described in the Consolidated Plan due to differences in actual versus anticipated program income are not considered substantial amendments.

The AIF will be revised in the event of a significant material change in circumstances that calls the AIF into continued validity. Examples of significant material changes in circumstances may include:

- The City is in an area for which the President of the United States has declared a disaster under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act that is significant;
- The City has experienced significant demographic changes related to zoning, housing plans or policies or development plans or policies; or
- The City is subject to significant civil rights findings, determinations, Voluntary Compliance Agreements or other settlements.

Revisions to the AIF will provide 30 days for public comment. All comments received will be handled pursuant to this CPP.

For CDBG funding under PY 2019-2020, PY 2020-2021, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, the City may provide a 5-day notice/review and comment period of proposed changes or substantial amendments beginning April 7, 2020 as allowed under a HUD waiver. This includes any newly proposed activities. A public hearing is not required but documentation of notification activities apply. For projects utilizing CDBG funding under HUD PY 2019-2020, City FY 2020, and the CARES Act CDBG-CV funding, the City of Mesquite may also opt to conduct virtual or conference call public hearings when necessary for public health reasons. If virtual or conference call hearings are used, real-time responses and accommodations for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

Disaster/Emergency events that may require expedited substantial amendments

Under certain conditions it may be necessary to expedite substantial amendments to the Consolidated Plan in the event of a declared disaster or emergency. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including:

1. Man-Made-disasters;
2. Natural disasters; and
3. Terrorism.

Man-made disasters can include chemical spills, mass rioting, power outages, dam failure, plant explosions, etc. Natural disasters can include earthquakes, tsunamis, hurricanes, tornadoes, wildfires, flooding, and public health issues such as wide-spread disease (such as the recent coronavirus disease [COVID-19]). Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyber-attacks like hacking, phishing, and virus distribution, etc.

These expedited substantial amendments may include new activities and/or the reallocating of funds including canceling activities to meet needs resulting from a declared disaster or emergency. Therefore, the City of Mesquite may utilize CDBG funds to meet these needs with a 5-day public comment period instead of a 30-day public comment period, which is otherwise required for substantial amendments. For CDBG funding under PY2019-2020, PY2020-2021, and the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the City of Mesquite may provide a 5-day notice of substantial amendment beginning April 7, 2020 as allowed under a HUD waiver.

With respect to a declared disaster, the City may elect to use CDBG funds to address needs not provided for by the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA), or other disaster relief efforts. Funding for disaster relief may not duplicate other efforts undertaken by federal or local sources unless allowed by the federal government. Potential eligible uses of funds are those that are included in this CPP, the Consolidated Plan, or any other CDBG eligible use. HUD may provide new guidance on eligible uses in which the City will comply with and may utilize as well.

All eligible CDBG activities, including those to address declared disasters or emergencies, must meet one of three national objectives which are:

1. Benefit to low- and moderate-income (LMI) persons;
2. Aid in the prevention of slums or blight; and,
3. Meet a need having a particular urgency (referred to as urgent need).

The City may carry out eligible CDBG activities to meet needs resulting from declared disasters or emergencies under any one of the three national objectives.

Responding to the COVID-19 Pandemic

The City may reallocate up to 50% of PY2019-2020 funding and use up to 100% of PY2020-2021 and future CDBG funding to respond to the COVID-19 pandemic.

Funding for activities that have required in-person interaction including, but not limited to, housing rehabilitation, youth internships, and a variety of community services may be reallocated into activities that allow for social distancing such as drive-thru or home-delivered meal services, online programming for a variety of clientele including but not limited to youth and senior citizens, and various business and microenterprise assistance identified below to respond to or recover from the effects of the COVID-19 pandemic. Please see below for other possible activities that may be funded. The following list is nonexclusive, and other possible eligible activities not included below may also be considered for funding.

Potential eligible CDBG Activities that may be undertaken to support the COVID-19 response include, but are not limited to:

- Building and Improvements, including Public Facilities such as constructing testing and diagnosis, or treatment facility; rehabilitation of a community facility to establish an infectious disease treatment clinic; acquisition and rehabilitation, or construction of a group living facility that may be used to centralize patients undergoing treatment; rehabilitation of a commercial building or closed school building to establish an infectious disease treatment clinic, e.g. by the HVAC system; acquisition and rehabilitation of a motel or hotel building to expand the capacity of hospitals to accommodate isolation of patients during recovery; or to make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis;
- Assistance to Businesses and Microenterprises such as providing grants or loans to support new business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease; avoid job loss caused by business closures related to social distancing by providing short-time working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons; or to provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine;
- Public Services such as job training to expand the pool of healthcare workers and technicians that are available to treat a disease within a community; provide testing, diagnosis or other services at a fixed or mobile location; increase the capacity and

availability of targeted health services for infectious disease response within existing facilities; provide equipment, supplies, and materials necessary to carry out a public service; deliver meals on wheel to quarantined individuals that need to maintain social distancing due to medical vulnerabilities;

- Planning, Capacity Building, and Technical Assistance such as gathering data and developing non-project specific emergency infectious disease response plans; and
- Any other activity allowed under CDBG regulations.

Urgent Need National Objective: To comply with the national objective of meeting community development needs having particular urgency, an activity will alleviate existing conditions that the City certifies:

- Pose a serious and immediate threat to the health and welfare of the community;
- Are of recent origin or recently became urgent;
- The applicant Agency is unable to fund the activity on its own; and,
- Other resources of funding are not available to carry out the activity.

A condition will generally be considered to be of recent origin if it is developed or become critical within 18 months preceding the City's certification.

If HUD allows, such as through a waiver, activities under the urgent need national objective to be funded without the requirement that the City is unable to finance the activity on its own and other resources of funding are not available to carry out the activity, the City will only certify that the activity poses a serious and immediate threat to the health and welfare of the community and is of recent origin or recently became urgent.

Urgent Need activities may include, but are not limited to, the following:

- Clearance of debris;
- Provisions of extra security patrols;
- Demolition, clearance, and/or reconstruction of damaged property posing an immediate threat to public safety;
- Emergency reconstruction of essential water, sewer, electrical, medical, and telephone facilities;
- Emergency repair of streets and sidewalks; and,
- Providing a variety of relief services to individuals.

Citizen participation in the event of a substantial amendment

In the event of a substantial amendment to the Consolidated Plan or Annual Action Plan, the City will publish a Notice of the opportunity for public comment that will be distributed as outlined in the "Public Hearing Notice" section of this CPP and provide a period of not less than 30 calendar days to received comments. During the 30 days, the amendment will be made available for public comment. At the end of the 30 days or soon, after the public comments will be considered and the amendment will be approved or disapproved.

Consideration of public comments on the substantially amended plan

Substantial amendments to the approved Consolidated Plan or Annual Action Plan must be authorized by the City Council and will be made public by online postings and public notices in the newspaper. The City Council will consider any comments on the substantially amended Plan from individuals or groups. Comments must be received in writing or orally at public hearings. A summary of the written and public hearing comments on the substantial amendments will be included in the final Plan. Also included in the final plan will be a summary of all comments not accepted and their reasons for dismissal.

Submission of Amendments and Administrative Updates to HUD

The City will submit any Substantial Amendment to HUD on a quarterly basis, or as directed by HUD. Standard Amendments and Administrative Updates are not formally noticed to the public, nor submitted to HUD. However, documentation describing general changes and/or identifying specific changes will be included in the annual CAPER, which is made available to the public.

Public Review of the Citizen Participation Plan

This CPP was made available for public review and comment prior to adoption, in accordance with the public notice, public hearing/meeting and public comment procedures described herein. Any substantial amendments to this Citizen Participation Plan will be made available for public review and comment through the same process prior to adoption. This CPP will be available on the CDBG Division's section of the City's website located at <http://www.cityofmesquite.com/cdbg>. Copies will also be made available to those that do not have internet access at no charge and will be made available in a format accessible to persons with disabilities, upon request. Interested residents should call or email the CDBG Division to request a copy of the CPP.

Appeals and Grievances

The City will consider any comments of citizens received in writing or orally at public hearings or meetings in preparing this Citizen Participation Plan, the Consolidated Plan, Annual Action Plans, CAPERs, and/or substantial amendments to these plans and reports. A summary of all comments will be attached to the applicable final report.

The City will respond to written complaints received by the CDBG Division of the Housing and Community Services Department relating to the Consolidated Plan, Annual Action Plans, CAPERs, and/or substantial amendments to these plans. Written complaints must describe the objection, provide supporting information and provide contact information of the complainant. Where possible, the City will respond to complaints within 15 working days of the receiving the written complaint, where practicable, acknowledging the letter and identifying a plan of action, if necessary.

Appeals to complaint responses should be made to the following persons in the following order:

- a) CDBG Coordinator
- b) Manager of Housing and Community Services
- c) Director of Community Services

- d) City Manager
- e) City Council
- f) Dallas/Ft. Worth HUD Field Office

Anti-Displacement and Relocation Plan

This Anti-Displacement and Relocation Plan is prepared in accordance with the Housing and Community Development Act of 1974, as amended (Act), implementing regulations at 24 CFR § 42.325 and is applicable to CDBG assisted projects.

Minimizing Displacement

It is the policy of the City to minimize, to the greatest extent feasible, the displacement, whether permanent or temporary, of persons (families, individuals, businesses, nonprofit organization, or farms) from projects funded with CDBG funds and involving single family home rehabilitation, acquisition, commercial rehabilitation, demolition, economic development, or capital improvement activities.

Projects that the City deems beneficial, but that may cause displacement, may be recommended and approved for funding only if the subrecipient demonstrates that such displacement is necessary and vital to the project and that efforts are taken to reduce the number of persons displaced. Further, the subrecipient must clearly demonstrate that the goals and anticipated accomplishments of a project outweigh the adverse effects of displacement imposed on persons who must relocate.

Consistent with the goals and objectives of activities assisted under the Act, the City will take the following steps to minimize the direct and indirect displacement of persons from their homes:

1. Consider if displacement will occur as part of funding decisions and project feasibility determinations.
2. Assure, whenever possible, that occupants of buildings to be rehabilitated are offered an opportunity to return.
3. Plan substantial rehabilitation projects in “stages” to minimize displacement.
4. Meet all HUD notification requirements so that affected persons do not move because they have not been informed about project plans and their rights.

Relocation Assistance to Residential Tenants Displaced

The City will provide relocation assistance for low-income tenants who, in connection with an activity assisted under CDBG, are directly, involuntarily, and permanently displaced in accordance with the requirement of HUD 24 CFR § 42.350. A displaced person who is not a low-income tenant will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 42.

One-for-One Replacement of Dwelling Units

The City will replace all occupied and habitable vacant low-income housing units that are demolished or converted to a use other than low-income housing, in connection with a project assisted with CDBG funds, in accordance with 24 CFR § 42.375.

Before entering into a contract committing the City to use CDBG funds on a project that will directly result in demolition or conversion of housing units for those 80% AMI or less, the City will make public and submit to HUD a One-for-One Replacement Plan that contains the following information:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income units;
3. A schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement units;
5. The source of funding and a schedule for the provision of replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a low- and moderate-income unit for at least 10 years from the date of final occupancy; and
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the needs assessment contained in the HUD-approved Consolidated Plan.

To the extent that the specific location of the replacement housing and other data are not available at the time of the submission, the City will identify the general location of such housing on a map and complete the disclosure and submission requirements as soon as the specific data are available.

Replacement not Required Based on Unit Availability

Under HUD 24 CFR § 42.375(d), the City may submit a request to HUD for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of housing units for those 80% AMI or less in standard condition available on a non-discriminatory basis within the area.

Contact Information

The CDBG Division of City's Housing and Community Services Department, located at 1616 N. Galloway Ave, Mesquite TX, 75149, is responsible for tracking the replacement of low-income housing units and ensuring that it is provided within the required period. The CDBG Division is also responsible for monitoring the relocation payments and other relocation assistance to any permanently or temporarily displaced persons for which CDBG dollars have been used to fund the project.