



City of Rocklin Citizen Participation Plan

Community Development Block Grant (CDBG) Program

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I. INTRODUCTION

The City of Rocklin is required by federal regulation (Section 24 of the Code of Federal Regulation, Part 91) 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 Community Development Block Grant (CDBG) funds. This Citizen Participation Plan must be available to the public.

A. Purpose

Federal regulations require that our Citizen Participation Plan both provide for and encourage public participation, emphasizing involvement by low-income persons - especially those living in low-income neighborhoods. The US Department of Housing Urban Development (HUD) expects the City to take whatever actions are appropriate to encourage the participation of minorities, persons who do not speak English, and persons with disabilities.

B. The Role of Lower-Income Persons

Federal regulations declare 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, principally for low- and moderate-income persons.

Since the amount of federal CDBG funds that the City receives each year from HUD is based upon the level of both poverty and substandard housing conditions in Rocklin, it is necessary that public participation involves lower-income residents who experience these conditions. Involvement by low-income residents is encouraged at all stages of the process, including needs and activities determination as well as funding allocations.

The public participation process encourages the involvement of low- and moderate-income persons, residents of low- and moderate-income areas of the community, minorities, non-English speaking persons, and persons with disabilities.

C. The Consolidated Plan Process

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

1. Identification of housing and community development needs of low- and moderate-income residents and neighborhoods.
2. Initially, and every five years thereafter, the development of a draft Five-Year Consolidated Plan.
3. Preparation of a draft Annual Action Plan outlining proposed use of funds.
4. Formal approval by elected officials of a final Consolidated Plan and/or Annual Action Plan.
5. Submit plan(s) for HUD review.

6. Amendments to the plan(s). On occasion during the year, it might be necessary to change the use of the money already budgeted in an Annual Action Plan, or to change the priorities established in the Five-Year Consolidated Plan. See Section 3: Amendments for the types of changes that are considered to be Substantial Amendments.

After a program year is complete, a Consolidated Annual Performance and Evaluation Report (CAPER) must be drafted for public review and comment, and then submitted to HUD.

II. CITIZEN PARTICIPATION

A. Citizen Participation Plan

The Citizen Participation Plan is designed to facilitate and encourage public participation in the Consolidated Plan process. In particular, the Citizen Participation Plan seeks to encourage the involvement of low-income persons.

Federal programs providing the funds covered by this Citizen Participation Plan require improved accountability of jurisdictions to the public. Below are the procedures for the adoption and any subsequent changes to its Consolidated Plan:

- Public notice published in *The Placer Herald* (local newspaper). If a notice in *The Placer Herald* is not possible due to time constraints or other reasons out of the control of the City, a legal notice will be published in another newspaper of general local circulation,
- Public Notice posted on the City's Community Development Block Grant website;
- E-mail notification to member agencies of the local Continuum of Care and comparable, local non--profit consortiums addressing the needs of low- and moderate-income persons and persons experiencing homelessness; faith-based organizations and other community-based organizations; the local housing authorities; and other local non-profit and government organizations;
- Public comment periods are 30 calendar days with the exception of the CAPER. The 30 day period does not include the date of publication notice;
- During the public review and comment period, copies of the document will be available to the public, free of charge, within five days of a request. The document will be available for review at the following locations:
 - The City of Rocklin Administration Building, (3970 Rocklin Road);
 - The City of Rocklin Community Development Block Grant website; and [\(;](#)
 - The Rocklin Public Library (4890 Granite Drive).

Should the Public Library be closed for extended periods, the draft Consolidated Plan and/or draft Annual Action Plan may be posted in an alternative accessible location..

- A public hearing will be held before the Rocklin City Council.
- Adoption by a majority vote of the Rocklin City Council.

B. Consolidated Plan and Annual Action Plan

The Consolidated Plan is a five-year plan that identifies the needs of low- and moderate-income

persons and areas of the City and sets forth a five-year strategy to address those needs.

The Annual Action Plan identifies the specific needs to be addressed each year based on the priorities established in the Consolidated Plan's five-year strategy. The following steps outline the opportunities for public involvement in the Consolidated Plan and Annual Action Plan:

1. Preparation

In order to identify the needs of low- and moderate-income persons and areas of the City, priorities must be set in order to decide which needs should receive more attention and resources than other needs. In order to solicit community input, which is essential to determining these needs and priorities, the City will:

- Consult with local public agencies that assist low- and moderate-income persons and areas, including City staff, neighboring local governments, and regional agencies.
- Consult with private agencies, including local non-profit service providers and advocates such as the local public housing agency, health agencies, homeless service providers, non profit housing developers, social service agencies (including those focusing on services to children, the elderly, persons with disabilities, person with HIV/AIDS, persons with substance abuse problems, etc.).
- Encourage citizen participation by consideration of alternative public involvement techniques and/or quantitative measurements.
- Publicly notify the community that CDBG funding may be available and conduct a public meeting to solicit input on needs and priorities for the Consolidated Plan and/or the Annual Action Plan.
- Publicly notice a 30-day review and comment period where a complete draft of the Consolidated Plan and/or Annual Action Plan will be made available to the public.
- Publicly notice and conduct a public hearing before the City Council, following the review and comment period and prior to the adoption of the Consolidated Plan and/or the Annual Action Plan.

2. Adoption

As noted above, the City will provide several opportunities for citizen involvement in the Consolidated Plan prior to adoption. These include:

- Published notice of a public meeting in the local newspaper, *The Placer Herald* (or other newspaper of general local circulation) and on the City's Community Development Block Grant's website.
- E-mail notification to the local Continuum of Care or other comparable, local non- profit consortium; faith-based organizations and other community-based organizations; and other local non-profit and government organizations serving low- and moderate income persons..

- A public notice announcing the 30-day review and comment period and public hearing date for the draft Consolidated Plan and/or draft Annual Action Plan in *The Placer Herald* (or other newspaper of general local circulation), at the City's Administration Building and on the City's website. The notice will list the locations where the document(s) will be available for review. The notice will be posted prior to the start of the comment period.

The draft Consolidated Plan and/or draft Annual Action Plan will be available at the following locations:

- The City of Rocklin Administration Building,(3970 Rocklin Road);
- The City of Rocklin's Community Development Block Grant website and
- The Rocklin Public Library (4890 Granite Drive).

Should the Rocklin Public Library be closed for extended periods, the draft Consolidated Plan and/or draft Annual Action Plan may be posted in an alternative accessible location.

The draft Consolidated Plan and/or draft Annual Action Plan will be made accessible to persons with disabilities upon request. In addition, a reasonable number of free copies will be provided to citizens or groups requesting copies of the document(s).

- In preparing the final Consolidated Plan and Annual Action Plan, careful consideration will be given to all comments and views expressed by the public, whether given as verbal or written testimony at the public hearing or submitted in writing during the review and comment period. The final documents will have a section that presents all comments and explains why any comments were not accepted.
- At the end of the 30-day comment period, the Rocklin City Council will consider adoption of the Consolidated Plan and Annual Action Plan. The documents will be adopted by the majority vote of the Rocklin City Council at a publicly noticed meeting.

3. Amendments

The Consolidated Plan or 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; the addition of funds from any program covered by the Consolidated Plan not previously described in the Action Plan (including program income, reimbursements, repayment, recaptures, or reallocations from HUD) or a change in the purpose, location, scope, or beneficiaries of an activity (described more fully below). The public will be notified whenever there is a "Substantial Amendment" as defined below:

Consolidated Plan Substantial Amendments:

- Changing the priorities contained in the five-Year Consolidated Plan; or the addition of a new project

Annual Action Plan Substantial Amendments:

- Adding an activity

- A change in the purpose, location, scope or beneficiaries of an activity:
 - The Activity will no longer principally benefit the targeted population as identified in the Action Plan (e.g. residents of X neighborhood instead of Y neighborhood).
 - The activity will no longer address the low- and moderate-income need identified in the Annual Action Plan or the activity ceases to address the elimination of slums and blight as identified in the Action Action Plan.
 - The activity location of an area-benefiting activity changes so that the completed activity will principally serve beneficiaries other than those originally intended.
 - The scope of the activity has increased to the point where its completion with project funds would result in the inability to carry out another approved activity, or would necessitate reducing the scope of another activity to a point where it would not accomplish its intended purpose.
- A change in the use of CDBG funding, of more than 15 percent of the total annual grant amount, from one activity to another (i.e.: "reprogramming" of CDBG funds).
- Increasing or reducing the amount allocated to an activity by more than 50 percent.

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:

- There will be notification of and availability of a proposed Substantial Amendment before there is a public hearing to act on the Amendment.
- A written description of the proposed Substantial Amendment will be made available to the public at no cost within five working days of a request. Also, copies will be available at the locations indicated in this Citizen Participation Plan under "Public Access to Information".
- There will be a public hearing regarding the proposed Substantial Amendment. This public hearing will not take place until the public has had 30 days to review the proposed Substantial Amendment.
- In preparing a 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 provide a comment section which will include all comments, as well as responses.

Special Circumstance Amendments

The City reserves the authority to request a waiver of Citizen Participation Plan requirements in the event of guidance or waivers issued by HUD. In the event that HUD issues guidance or waivers that affect citizen participation in the planning process, City Staff will attempt to provide as much notice as possible while still complying with the guidance or waiver received from HUD.

Non-Substantial Amendments to the Annual Action Plan - Definition and Treatment

Minor edits to the plan, such as updating contact information or proportional changes to estimated allocations in an Annual Action Plan based on actual allocations, will not constitute a "Substantial Amendment", and therefore, will not be released for public review and comment

C. Consolidated Annual Performance Report

Every year, the City of Rocklin must submit to 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 actually used and the extent to which these funds were used for activities that benefited low- and moderate-income people. The following steps outline the opportunities for public involvement in the CAPER:

- Public notice will be made according to the procedures described in section III. Public Notice. The public notice will identify a 15-day review and comment period for the CAPER.
- During the 15-day public review period, the document will be available for review at the following locations in Rocklin:
 - The City of Rocklin Administration Building, (3970 Rocklin Road);
 - The City of Rocklin's Community Development Block Grant's website Housing Division's website; and
 - Rocklin Public Library (4890 Granite Drive).

Should the Public Library be closed for extended periods, the draft Consolidated Plan and/or draft Annual Action Plan may be posted in an alternative accessible location.

- Careful consideration will be given to all written comments submitted by the public. These comments will be addressed in the CAPER.
- The CAPER will be presented to the Rocklin City Council for review.

III. PUBLIC NOTICE

A. Public Notice Requirements

There shall be advanced public notice once a federally required document is available, such as the Proposed Annual Action Plan, Five-Year Consolidated Plan, any proposed Substantial Amendment to the Action Plan or Consolidated Plan and the Consolidated Annual Performance and Evaluation Report (CAPER).

In addition, there shall be advanced public notice of all public hearings and all public meetings such as the City Council and other City committee and commission meetings relating to the funds or planning process covered by this Citizen Participation Plan.

B. "Adequate" Public Notice

Adequate advance notice is considered "timely" if given with enough "lead-time" for the public to take informed action. The amount of lead-time can vary, depending on the event. The content of notices will give residents a clear understanding of the announced issue.

C. Forms of Public Notice

The City of Rocklin will ensure adequate advance notice of all public meetings and hearings. Adequate noticing includes doing all of the following:

- Publishing notices in *The Placer Herald* (or other newspaper of general local circulation) at least 14 days prior to the public meetings and hearings;
- Posting notices in a conspicuous location where public notices are regularly and routinely posted;
- Posting notices on the City of Rocklin's website; and
- E-mail notification to local Continuum of Care or other comparable, local non-profit consortium; ,faith-based organizations and other community-based organizations; and other local non-profit and government organizations.

D. Changes to Required Notice for "expedited Substantial Amendments."

The 30-day minimum for the required public comment period is waived for "expedited Substantial Amendments" as described in Section 3 above and as allowed under HUD waiver, provided that no less than 5 days are provided for public comments on each expedited Substantial Amendment. The City will publish the notices in conspicuous locations, the City website and send the notices to the three email ListServes previously listed throughout the document. The City will not publish notices in *The Placer Herald* or other newspaper of general circulation for expedited Substantial Amendments. The waiver authority is only available through the end of FY 2020. Further amendments to prior year plans following the 2020 program year can be done during the development of the FY 2021 Annual Action Plan.

IV. PUBLIC HEARINGS

Public hearings are required by federal regulation in order to obtain the public's views, and to provide the public with the City's responses to public questions and proposals.

Federal regulations require the City to conduct a minimum of two public meetings at different stages of the grant process, including at least one public meeting during development of the Consolidated Plan and/or the Annual Action Plan. Public meetings must address housing and community development needs, actions for affirmatively furthering fair housing, and review program performance. The Consolidated Plan and Annual Action Plan will be presented for public comment at a public hearing before the City of Rocklin City Council prior to adoption and submission to HUD.

Public hearings will be held only after there has been adequate notice as described in the Public Notice section of this Citizen Participation Plan, including a legal notice in *The Placer Herald* (or another newspaper of general local circulation). Public hearings will usually be held in the evening at a time convenient to most residents, especially those who might benefit from the use of funds.

Public meetings may be held at the Rocklin City Council Chambers, other City locations, or virtually, all of which are accessible by public transportation. During the Public Hearing process, all of these locations are accessible to people with disabilities, and provisions will be made for people with disabilities when requests are made at least five working days prior to a hearing.

V. PUBLIC ACCESS INFORMATION

As required by federal regulation, the City of Rocklin 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 this Citizen Participation Plan. The City will also provide reasonable public access to records about any uses of these funds during the previous five years.

Also, as required by federal regulation, the City will provide the public with reasonable and timely access to local meetings, as well as virtual meetings, relating to the proposed or actual use of funds (such as City Council meetings, Planning Commission meetings, and other City committee and commission meetings, etc.).

A. Consolidated Plans Documents

Consolidated Plan documents include the Annual Action Plan, the Five-Year Consolidated Plan and Consolidated Annual Performance Evaluation Report (CAPER) and the Citizen Participation Plan; as well as Substantial Amendments to these documents.

B. Availability of Consolidated Plan Documents

In the spirit of encouraging public participation, copies of Consolidated Plan documents will be provided in either paper or electronic format to the public at no cost and within one week of a request. These materials will be available in a form accessible to persons with disabilities, when requested.

C. Location of Documents

Consolidated Plan documents will also be available at the following locations during their respective review periods:

- City of Rocklin Administration Building,(3970 Rocklin Road);
- City of Rocklin's Community Development Block Grant's website Housing Division's website; and
- Rocklin Public Library (4890 Granite Drive).

Should the Public Library be closed for extended periods, the draft Consolidated Plan and/or draft Annual Action Plan may be posted in an alternative accessible location.

Copies of the final and draft versions of documents will also be available to download from the City's website.

VI. HUD WAIVERS IN RESPONSE TO AN IMMINENT EMERGENCY

HUD regulations at 24 CFR 5.110 and 24 CFR 91.600 give HUD the authority to, upon determination of good cause and subject to statutory limitations, waive any provision of HUD regulations. In the event that HUD offers waivers of any requirements of the Citizen Participation Plan applicable to the City's CDBG funding, the City may request to implement the waiver if it is to the benefit of low- and moderate-income residents or neighborhood.

VII. TECHNICAL ASSISTANCE

City staff will work with organizations and individuals who represent low-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. Examples of Technical Assistance that may be provided includes:

- Publishing instructions on how to fill out forms/applications;
- Providing comments and advice on the telephone or in meetings;
- Reviewing and commenting on draft proposals; and
- Conducting workshops at the City's discretion to explain: 1) the process for submitting proposals and 2) federal and local requirements.

The City will also provide ongoing assistance to CDBG-funded agencies as needed to help them maintain their eligibility for full funding. The City may provide additional technical assistance if, in the opinion of the City Manager, staff time is available.

VIII. COMMENT AND COMPLAINT PROCEDURES

The City of Rocklin will provide a period of at least thirty (30) days to receive comments on the draft Consolidated Plan, Annual Action Plan and on any Substantial Amendments. The 30-day period may start on the date the document is available to the public. The City must also provide public notice regarding the availability of documents and dates of the 30-day comment period. The public comment period may be adjusted during emergencies such as declared disasters or emergency events when permitted under HUD waiver authority;

For the CAPER report, the City will provide at least fifteen (15) days to receive public comments.

The City will consider all comments and complaints received regarding the City's plans for the use of funds, the City's performance, and the City's implementation of the program in general.

The City will respond to all written comments and complaints, in writing, within fifteen (15) days. All comments related to a prepared document and the City's responses will be attached to the document in question when adopted in its final form.

IX. ACCOMMODATION OF PERSONS WITH SPECIAL NEEDS

The City complies with the Americans with Disabilities Act and will make accommodations for persons with special needs. Public meetings and the review of Consolidated Plan documents will be held at the City Council chambers, other City locations, the Public Library or virtually, all of which are accessible to people with disabilities. Additional provisions will be made for people with disabilities when requests are made at least five working days prior to a hearing. Translators will also be provided for people who do not speak English when requests are made at least five working days prior to a hearing.

X. ANTI-DISPLACEMENT

If, as a result of a program activity, residential displacement and relocation must occur, the City of Rocklin ensures that it will develop an Anti-Displacement and Relocation Plan in connection with that project in accordance with federal regulations. Specifically, the City will comply with the anti displacement and relocation requirements of the Uniform Relocation Act and the Housing and Community Development Act of B74, an amended and implementing regulations of 24 CFR Part 42.

XI. GLOSSARY

Annual Action Plan: This document allocates one year's funding (entitlement and program income) to specific projects and activities for the CDBG program and serves as the City's application for CDBG funds. It is submitted to HUD 45 days prior to the start of the City's fiscal (24 CFR Part 91).

Program Year: The "program year" chosen by the City of Rocklin is July 1st through June 30th, which is the same as the City's fiscal year.

Citizen Participation Plan: This plan is prepared to facilitate and encourage public participation and involvement in the Consolidated Plan process and the City's CDBG program, especially by low and moderate-income persons. The plan identifies the public participation requirements as identified by federal regulations (24 CFR Part 91).

Community Development Block Grant (CDBG) Entitlement Program: This is a federal entitlement grant program administered by the U.S. Department of Housing and Urban Development (HUD). The program awards money directly to eligible localities throughout the nation to assist low and moderate-income households and neighborhoods. The grant program may be used for such activities as housing rehabilitation, affordable housing assistance, community services, and community development activities such as the construction or rehabilitation of community facilities and economic development.

Consolidated Annual Performance Evaluation Report (CAPER): This document reports on the progress in carrying out the Consolidated Plan and Annual Action Plan. The report is prepared annually by the City in accordance with federal regulations (24 CFR Part 91). It is due to HUD no later than 90 days after the end of the City's fiscal year (September 30th).

Consolidated Plan: This document sets forth the priorities, goals and strategies to address the needs of primarily low and moderate-income persons and areas in the City. It typically covers a five or three-year time period. It is submitted to HUD 45 days prior to the start of the City's fiscal year or no later than May 17th and is developed in accordance with federal regulations (24 CFR Part 91).

Consolidated Plan Documents: These include the Consolidated Plan, the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER).

Low and Moderate-Income Households: These are households earning less than 80% of the area median income, adjusted for household size. These CDBG definitions should not be confused with those used in the federal Section 8 program or those used by the State of California.

Extremely Low-Income: Households with incomes less than or equal to 30% of the area median income, adjusted for household size.

Low-Income: Households with incomes above 30% and less than or equal to 50% of the area median income, adjusted for household size.

Moderate-Income: Households with incomes above 50% and less than or equal to 80% of the area median income, adjusted for household size.

Low and Moderate-Income Area: In general, a census tract(s) or block group(s) where 51% or more of the residents are low- or moderate-income household (incomes not exceeding 80 percent of the area median income adjusted by household size). If a CDBG grantee jurisdiction has no or very few areas in which 51% of residents are low- and moderate-income, HUD may allow an exception criterion when the area served is within the highest quartile of all areas within the jurisdiction of such city or county in terms of the degree of concentration of persons of low and moderate income. The City of Rocklin has received exception grantee status. However, this can change from year to year.

Median Family Income (MFI): HUD surveys major metropolitan areas annually to develop an index of median family income by household size. Most CDBG-funded activities and programs must primarily benefit low and moderate-income households.