

**City of Rocklin's Amendment to the Citizen Participation Plan (CPP)
for the release of CARES Act 2019 Supplemental Funding and Community,
Planning and Development (CPD) Entitlement Funds
Issued by the U.S. Department of Housing and
Urban Development (HUD)**

In response to the Coronavirus Pandemic (COVID-19), the U.S. Department of Housing and Urban Development Community Development Block Grant program has notified the City of Rocklin that it has received a formula allocation from the first round of CDBG-CV funding in the amount of \$164,189 to be used specifically for the prevention of, preparation for, and response to the Coronavirus. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed on March 27, 2020.

Proposed Changes to the Citizen Participation Plan:

- Provisions relative to Consolidated Plan, Citizen Participation and Community Development Block Grant waivers made available under the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law 116-136, signed into law March 27, 2020) as transmitted by HUD in the April 9, 2020 CARES Act Flexibilities for CDBG Funds Used to Support Coronavirus Response Guide:
 1. Update public comment period to five (5) calendar days during declared disasters or emergency events, such as the recent coronavirus (COVID-19) pandemic (Sections IIB(3), IIID, VII)
 2. Allow virtual public hearings during declared disasters or emergency events, such as the recent coronavirus (COVID-19) pandemic, as an allowed method for citizen participation (Sections IIB(3), IIID, IV, V, VIII).**
 3. The FY 2020 Consolidated Annual Performance and Evaluation Report (CAPER) is due to HUD no later than December 31, 2020 (Section IIC)

**If virtual hearings are used, real-time responses and accommodations for persons with disabilities and/or limited English proficiency will be made available to the greatest extent possible.

- Other permanent non-CARES Act modifications proposed to the Citizen Participation Plan at this time for clarification include:
 - A. Distinguish between Annual Action Plan and Consolidated Plan Substantial Amendments (Section IIB(3))
 - B. Add "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) to the definition of Substantial Amendments (Section IIB(3))

- C. Add “either paper or electronic format” to “In the spirit of encouraging public participation, copies of Consolidated Plan documents will be provided in to the public at no cost and within one week of a request.” (Section VB)
- D. Change “Funding of an activity type not described in the Annual Action Plan” to “Adding or cancelling an activity” to Annual Action Plan Substantial Amendments (Section IIB(3))
- E. Add Special Circumstance Non-Substantial Amendments as Defined by HUD Notice (Section IIB(3))
- F. Add Non-Substantial Amendments to the Annual Action Plan – Definition and Treatment Section (Section IIB(3))
- G. Add Homeless Resource Council of the Sierras (HRCS) email as an additional email address for noticing documents {Section IIA, IIB(2), IIIC}
- H. Add “4. Submit plan for HUD review” to the Consolidated Plan Process (Section IC)
- I. Specify public notices will be posted on the City's Community Development Block Grant's website and the website address (Section IIA, IIB(2), IIIC, VC)
- J. Add “Should the Public Library be closed for extended periods, the draft Consolidated Plan and/or draft Annual Action Plan may not be made available for review at the Public Library.” (Section IIA, IIB(2), IIIC, VC)
- K. Take “typically” out of “Public comment periods are typically 30 calendar days” to read “Public comment periods are 30 calendar days” and add “not including the date of publication notice” (Section IIA)
- L. Change “Publicly notice and conduct a public meeting to solicit input on needs and priorities.” To “Publicly notice and conduct a public meeting to solicit input on five-year priority needs and goals in the development of the five-year strategic plan.” (Section IIB(1))
- M. Change “public meeting” to “public hearing” and add “and/or the Action Plan” to “Publicly notice and conduct a public hearing to solicit input on needs and priorities for the Consolidated Plan.” (Section IIB(1))
- N. Delete “The City will issue a public hearing notice for the draft Annual Action Plan to solicit comments on the use of the CDBG funds.” (Section IIB(1))
- O. Change “Conduct a public hearing before the City Council” to “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 Action Plan.” (Section IIB(1))
- P. Delete “A public hearing before the Rocklin City Council prior to adoption of the Consolidated Plan and/or the Action Plan.” (Section IIB(2))

- Q. Add “or written” to accepted comments or testimonies accepted during public hearings (Section IIB(2))
- R. Add “Annual Action Plan” to “The City of Rocklin will provide a period of at least thirty (30) days to receive comments on the...” (Section VII)
- S. Add “Changes to Required Notice for ‘expedited Substantial Amendments’” Section (Section IIID)
- T. Add “Examples of Technical Assistance that may be provided includes:” and “at the City’s discretion” to “Conducting workshops to explain: 1) the process for submitting proposals and 2) federal and local requirements.” Delete “(beyond 40 hours)” out of “The City may provide additional (beyond 40 hours) technical assistance if, in the opinion of the City Manager, staff time is available.” (Section VI)
- U. Add “Annual Action Plan,” to “The City of Rocklin will provide a period of at least thirty (30) days to receive comments on the draft Consolidated Plan and on any Substantial Amendments.” (Section VII)
- V. Add “Rocklin Events Center, other Rocklin locations or virtually” to places in which public meetings can be held (Section IV)

Please visit <https://www.rocklin.ca.us> for future revisions to this plan.



City of Rocklin

Citizen Participation Plan CARES Act Amendment

Community Development Block Grant (CDBG) Program

ADOPTED: July 12, 2012
REVISED: July 14, 2020

EXHIBIT A



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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-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 genuinely involve 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.

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.
2. Preparation of a draft use of funds for the upcoming year called the proposed Annual Action Plan. Initially and every five years thereafter, there will also be the development of a proposed new Five-Year Strategic Plan.
3. Formal approval by elected officials of a final Annual Action Plan and/or Five-Year Strategic Plan.
4. Submit plan for HUD review
5. 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 Strategic Plan. See Section 3: Amendments for the types of changes that are considered to be Substantial Amendments.

6. After a program year is complete, a Consolidated Annual Performance and Evaluation Report (CAPER) must be drafted for public review and comment, and then sent 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 for improved accountability of jurisdictions to the public. Below are the procedures for the adoption and any subsequent changes to its Consolidated Plan:

- Public notice in *The Placer Herald* (local newspaper) and on the City's Community Development Block Grant's website;
- E-mail notification to the Placer Collaborative Network (PCN) ListServ, Homeless Resource Council of the Sierras (HRCS) and Placer Consortium on Homelessness (PCOH) ListServ, or other comparable, local non-- profit consortium;
- Public comment periods are 30 calendar days (with the exception of periodic annual review, which is 15 calendar days), not including 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's website (<https://www.rocklin.ca.us/community-development-block-grant>); 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 not be made available for review at the Public Library.

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

The 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-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-income persons and areas, including City staff, State and Federal agencies, 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.).
- Publicly notice and conduct a public hearing to solicit input on needs and priorities for the Consolidated Plan and/or the Action Plan.
- Publicly notice a 30-day review and comment period where a complete draft of the Consolidated Plan and/or 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 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* and on the City's Community Development Block Grant's website.
- E-mail notification to the Placer Collaborative Network (PCN) ListServ, Homeless Resource Council of the Sierras (HRCS) ListServ and Placer Consortium on Homelessness (PCOH) ListServ, , or other comparable, local non-- profit consortium.
- 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* (local newspaper), 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's website (<https://www.rocklin.ca.us/community-development-block-grant>); 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 not be made available for review at the Public Library.

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 anytime 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 Strategic Plan

Annual Action Plan Substantial Amendments:

- Adding or cancelling 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-income need identified in the Action Plan or the activity ceases to address the elimination of slums and blight as identified in the 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** (See footnote below)
- 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.

**** Footnote-** For CDBG funding under FY 2019-2020, FY 2020-2021, and the Coronavirus Aid, Relief, and Economic Security Act (CARES), participating jurisdictions may provide a 5 calendar day notice/comment period of a Substantial Amendment as allowed under Public Law 116-136, effective March 1, 2020, detailed in the April 9, 2020 CARES Act Flexibilities for CDBG Funds Used to Support Coronavirus Response Guide.

Expedited substantial amendments:

It may be necessary to expedite substantial amendments to the Consolidated Plan when permitted by HUD such as in the case of a declared disaster or emergency. These expedited substantial amendments may include funding new activities and/or the reprogramming of funds including canceling activities to meet needs resulting from a declared disaster or emergency. Therefore, the City of Rocklin 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, and the City will respond to any comments received during this period. A public hearing is required, although the waiver allows for virtual hearings if: national/local health authorities recommend limiting public gatherings for public health reasons and the hearings provide reasonable notification and access for citizens in accordance with the City's certifications, timely responses from local officials to all citizen questions and issues, and public access to ask questions and responses. The City will notify HUD using the Waiver Notification Template two calendar days before the City anticipates using the waiver flexibilities.

With respect to a declared disaster, the City of Rocklin may elect to use CDBG funds to address needs not provided for by the Federal Emergency Management Agency (FEMA), 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. (Section 312 of the federal Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121–5207, as amended) prohibits the “duplication of benefits” when providing assistance using federal disaster funds.) Potential eligible uses of funds are those that are included in 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 urgent need). The City may carryout eligible CDBG activities to meet needs resulting from declared disasters or emergencies under any one of the three national objectives.

Special Circumstance Non-Substantial Amendments as Defined by HUD Notice

On June 1, 2017, HUD issued CPD Notice 17-06, titled Using CPD funds for Disaster Response and Recovery. This notice directs entitlement communities to be prepared to respond quickly to a disaster by ensuring that the possible use of federal funding for disaster response is included in the Citizen Participation Plan, and the Annual Action Plan.

In the event of a presidentially declared disaster, any CDBG funds reallocated to address the disaster will be considered non-substantial amendments up to the threshold of \$300,000.

All of the requirements in the Citizen Participation Plan are subject to change 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. Copies shall be made available following the process described in Section III of this document.

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-income people. The following steps outline the opportunities for public involvement in the CAPER:

- Public notice will be made according to the procedures described later in this Citizen Participation Plan. 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 (<https://www.rocklin.ca.us/community-development-block-grantwww>); 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 not be made available for review at the Public Library.

- 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 adopted by a majority vote of the Rocklin City Council at a publicly noticed meeting.

**Per HUD Waiver dated May 4, 2020, the FY 2020 Consolidated Annual Performance and Evaluation Report (CAPER) is due to HUD no later than December 31, 2020. The typical due date for the CAPER is September 30th of each calendar year.

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 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 the Placer Collaborative Network (PCN) ListServ, Homeless Resource Council of the Sierras (HRCS) and Placer Consortium on Homelessness (PCOH) ListServ, or other comparable, local non-profit consortium.

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 Listservs previously listed throughout the document. The City will not publish notices in The Placer Herald 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 requires public hearings at all stages of the process, including at least a hearing about community needs, a public hearing to review proposed uses of funds, and a public hearing to assess how funds were spent during the previous program year.

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* (local newspaper). 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. Public meetings may be held at these locations; however, the final approval and adoption of the Annual Action Plan, Five-Year Strategic Plan, and CAPER will be conducted at the Rocklin City Council Chambers in the Administration Building, Rocklin Events Center, other Rocklin locations, or virtually. 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.

Virtual hearings will only be used in lieu of in-person hearing if national or local health authorities recommend social distancing and limit public gatherings for public health reasons. If virtual hearings are used, real-time responses and accommodation for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible.

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. Consolidate Plans Documents

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

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 (<https://www.rocklin.ca.us/community-development-block-grantwww>); 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 not be made available for review at the Public Library.

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

VI. 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.

VII. 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 to five (5) days during declared disasters or emergency events, such as the coronavirus 19 (COVID19) pandemic as permitted under HUD waiver authority;

For performance reports, 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 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.

VIII. 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.

IX. ANTI-DISPLACEMENT

If, as a result of a program activity, and 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 1974, an amended and implementing regulations of 24CFR Part 42.

X. GLOSSARY

Action Plan: This document allocates one year's funding (entitlement and program income) to specific projects and activities for the CDBG program. 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 serves as the City's application for CDBG funds and sets forth the priorities 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 percent of the area median income. These CDBG definitions should not be confused with those used in the federal Section 8 program or those used by state of California. They are broken down into the following categories.

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

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

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

Low and Moderate-Income Area: In general, a census tract(s) or block group(s) where a 51% or more of the residents have low or moderate-incomes (i.e., not exceeding 80 percent of the area median family income).

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