

*a fresh take.*  
**RANCHO CORDOVA**  
CALIFORNIA



## CITIZEN PARTICIPATION PLAN



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## **I. INTRODUCTION**

Public participation is a critical component of effective municipal planning and budgeting. Local governments rely on feedback from their communities and citizens to identify key priorities and projects. The law further supports this by empowering cities “to take whatever actions are appropriate” to encourage citizen participation in the development of documents; and to provide citizens with “a reasonable opportunity” to review and comment on documents (24 CFR §§ 91.105(a)(1)(i), 91.105(b)(2)). In recognition of this, the City of Rancho Cordova is providing this plan which outlines activities and processes to try to effectively gather the input of the community.

According to 24 Code of Federal Regulations (CFR) § 91.105, the City is required 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 also be available to the public (24 CFR § 91.105(3)). A printed copy of the City's Citizen Participation Plan will be available at City Hall, 2729 Prospect Park Drive, Rancho Cordova, CA 95670, and electronically on the City's website at [www.cityofranhocordova.org](http://www.cityofranhocordova.org)

### **A. Purpose**

In recognition of the importance and need for input from all segments of the local population, a Citizen Participation Plan must provide for and encourage public participation (24 CFR § 91.105(2)). The plan should especially encourage and facilitate public participation from residents who live in low- and moderate-income neighborhoods, who live in socioeconomically challenged areas (including blighted neighborhoods), and who live in the areas where CDBG or other federal housing funds are proposed to be used (24 CFR § 91.105(2)(i)). The US Department of Housing and 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 (24 CFR § 91.105(2)(i)). This plan outlines the City's intent to meet and, when possible, exceed HUD's requirements, in order to engage in best community engagement practice.

While the primary focus of this plan is for citizen involvement, it is a best practice as well as a legal obligation to also encourage the participation of local and regional agencies, service providers, and other interested entities in the development and implementation of the Consolidated Plan (24 CFR §§ 91.105(2)(ii)-(iii)), as well as to consult with public and private organizations to inform parts of the Consolidated Plan (24 CFR § 91.100).

### **B. Priority Outreach to Persons Most Impacted by Funds**

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, households, and neighborhoods.

Since the amount of federal CDBG funds that the City receives each year from HUD is based upon a federal formula that takes into consideration both the level of poverty and substandard housing conditions in Rancho Cordova, it is necessary that public participation genuinely engage lower-income residents who experience these conditions. While public participations is encouraged of all residents, involvement by low- and moderate-income residents is highly encouraged and prioritized at all stages of the process, including needs and activities determinations 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. In general, the stages of the Consolidated Plan process include the following:

1. Identification of housing and community development needs from citizens and local and regional/public and private stakeholders.
2. Development of a Five-Year Strategic Plan that is created as part of the Consolidated Plan and updated every five-years.
3. Preparation of a draft use of funds for the upcoming year called the proposed Annual Action Plan, which is based on the findings and priorities identified in the Five-Year Strategic Plan.
4. Formal approval by elected officials of a final Annual Action Plan, Five-Year Strategic Plan, and Consolidated Plan.
5. Mid-year plan amendments, if necessary, to reprioritize the use of funding already budgeted in an Annual Action Plan in order to change the priorities established in the Consolidated Plan or Five-Year Strategic Plan to better align with evolving community needs and priorities. In that case, a formal Substantial Amendment would be proposed, considered, and acted upon.
6. Following the conclusion of a program year, preparation of a Consolidated Annual Performance and Evaluation Report (CAPER), drafted for public review and comment and then sent to HUD.
7. Draft or update and approve an Assessment of Fair Housing (previously called an Analysis of Impediments to Fair Housing Choice) in alignment with the consolidated planning process.

8. Potential identification of designated areas as permitted by law, such as a Neighborhood Revitalization Strategy Area. Planning and designation of these areas must also follow the policies and procedures of this Citizen Participation Plan.

## II. CITIZEN PARTICIPATION

### A. Citizen Participation Overview

The Citizen Participation Plan is designed to facilitate and encourage public participation through the consolidated planning process. The table below outlines the required steps to prepare the consolidated planning documents: a) Consolidated Plan/Annual Action Plan/Assessment of Fair Housing/Special Designated Area; b) Substantial Amendments; and c) CAPER.

Action <sup>1</sup>	Number	Days/Meetings/He aring	Point of Measure / Timing
<b>Consolidated Plan/Annual Action Plan/Assessment of Fair Housing/Special Designated Area</b>			
Public Meeting #1	1	meeting	Prior to “public hearing to approve” (see “public hearing to approve” mentioned below)
Public Noticing of Public Meeting	14	days	Prior to public meeting
Public Meeting #2 <sup>2</sup>	1	meeting	Prior to public hearing to approve
Public Noticing of Public Meeting	14	days	Prior to public meeting
30-Day Public Review and Comment Period	30	days	Prior to public hearing to approve
Public Noticing of 30-day Public Review and Comment Period	14	days	Prior to first day of the 30-day review period
Document Available at Various Sites	30	days	Prior to public hearing to approve
Public Hearing to Approve	1	hearing	After 30-day review period

Action <sup>1</sup>	Number	Days/Meetings/Hearing	Point of Measure / Timing
Public Noticing of Public Hearing to Approve	14	days	Prior to public hearing
Additional Outreach (see section below)	multi	days	Various
Submittal to HUD	45	days	Prior to program year start
<b>Substantial Amendments</b>			
30-Day Public Review and Comment Period	30	days	Prior to public hearing to approve
Public Noticing of 30-day Public Review and Comment Period	14	days	Prior to first day of the 30-day review period
Public Hearing to Approve	1	hearing	After 30-day review period
Public Noticing of Public Hearing to Approve	14	days	Prior to public hearing
<b>CAPER</b>			
15-Day Public Review and Comment Period	15	days	Prior to public hearing to approve
Public Noticing of 15-day Public Review and Comment Period	14	days	Prior to first day of the 30-day review period
Public Hearing to Approve	1	hearing	After 30-day review period
Public Noticing of Public Hearing to Approve	14	days	Prior to public hearing
Submittal to HUD	90	days	After program year end

<sup>1</sup>The 30-day public review and comment period and public meetings can be conducted in any order, but all must occur prior to the adoption of a document at the public hearing.



<sup>2</sup> This second public meeting is optional for all documents except the Consolidated Plan.

## **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 includes a Five-Year Strategic Plan to address those needs. The Annual Action Plan identifies the specific needs to be addressed each year based on the priorities established in the Five-Year Strategic Plan. An additional component of the consolidated planning process is the Assessment of Fair Housing (AFH), which must clearly identify how the City is affirmatively furthering fair housing. The AFH should inform the preparation and implementation of the consolidated planning process and regional efforts are encouraged by HUD. The City may also, from time to time, develop a plan for a special designated areas, such as a Neighborhood Revitalization Strategy Area. These areas provide additional focused planning and opportunities for additional implementation funding to address specific revitalization needs. The following steps outline the opportunities for public involvement for each of these documents.

### *Consultation*

The law requires that the City consult with certain entities to collect information for the development of the Consolidated Plan.

- The City will encourage participation of local and regional organizations in the development and implementation of the Consolidated Plan, and the Annual Action Plan, and as appropriate, other consolidated planning documents. Organizations to be reached include institutions, continuums of care, businesses, developers, nonprofits, community-based organizations, and faith-based organizations. The City will reach these agencies using various formal and informal methods as appropriate to gather information; best practices include combined efforts through a survey, phone calls, meetings, and email to gather needed information. The City will also work with the local Housing Authority agency (i.e. Sacramento Housing and Redevelopment Agency) to encourage the participation of residents of public housing and of low-income residents in targeted revitalization areas. The City will provide sufficient information of its CDBG activities and plans to the local Housing Authority so the authority can in turn make this information available at a public meeting (24 CFR § 91.105(a)(2)(ii)-(iii)).
- The Consolidated Plan involves planning for the next five years. Because it is for a longer duration and acts as the strategic document for the subsequent action plans, then the City will

conduct additional public outreach above and beyond what is needed for the annual action planning process. During preparation of the Consolidated Plan, the City will consult with various private and public agencies. The City will reach these agencies using various formal and informal methods to gather information, so long as the City is obtaining adequate input. Best practices include a survey, phone calls, meetings, email, and/or other means of communication.

- The City will consult with individuals and agencies that assist low- and moderate-income persons and areas, including City staff, state and federal agencies, neighboring local governments, regional agencies, and nonprofit service providers (24 CFR § 91.100(1)). The City will consult with private agencies, including local nonprofit service providers, and advocates such as the local public housing authority, health agencies, homeless service providers, nonprofit housing developers, and social service agencies (including those focusing on services to children, the elderly, persons with disabilities, persons with HIV/AIDS, persons with substance abuse problems, etc.) (24 CFR § 91.100(1)).
- When preparing portions of the plan related to homelessness, the City will consult with: a) the continuum of care, b) public and private agencies that address housing, health, social services, victim services, employment, or educational needs of low-income individuals and families; c) homeless individuals and families, including homeless veterans and youth; and/or persons with special needs; d) publicly funded institutions and systems of care that may discharge persons into homelessness; and e) business and civic leaders (24 CFR § 91.100(2)).
- When preparing portions of the plan related to lead-based paint hazards, the City will consult with entities and data as outlined in 24 CFR § 91.100(3).
- When preparing portions of the plan related to non-housing community development needs, the City is required to notify adjacent local government to the extent practicable. The City must also submit its plan

to the state and to Sacramento County (24 CFR § 91.100(4)).

- When preparing the plan, the City may consult with adjacent local governments, particularly when addressing problems and solutions that go beyond a single jurisdiction (24 CFR § 91.100(5)).

### *Public Participation*

The City will engage in the following activities in order to solicit community input essential to determining needs and priorities:

- The City will publicly notice and conduct two public meetings to solicit input on needs and priorities for the Consolidated Plan. During the annual action planning process, only one public meeting is required. The term public *meeting* used herein meets the definition of a publicly noticed hearing as described in 24 CFR § 91.105(e); and is distinct from the City's public hearings which require City Council hearing formalities and other agenda-action formalities. Public meetings may be held at City Hall, senior centers, schools, community centers, parks, or any other venue accessible to the public and suitable for a public gathering. For all other documents under this section, only one public meeting is required. These meetings are intended to gather information and feedback from the public and must take place prior to the City Council public hearing in which documents are presented for City Council approval and submittal to HUD:
  - The City will publish notice of the public meeting in the local newspaper, the Rancho Cordova *Grapevine*, at City Hall, and on the City's website at least 14 days in advance of the meeting.
  - Each year, in preparation of the Annual Action Plan, the City will issue a Notice of Funding Availability (NOFA) as part of the notice for a public meeting for the Annual Action Plan. The notice will identify the amount of CDBG funds available for local agencies with CDBG-eligible activities (if applicable), the amount of assistance that the City anticipates to receive, and the range of activities that may be undertaken (24 CFR § 91.105(b)(1)).

- The City will solicit and publicly notice one technical assistance workshop for any organizations interested in applying for CDBG funds. Attendance at the technical workshop is not required to apply for funding; however, it is strongly recommended.
- Once a draft of the Consolidated Plan and/or Annual Action Plan is ready for review, the City will publicly notice a 30-day review and comment period when a complete draft of the Consolidated Plan/Annual Action Plan or other document will be made available to the public. A public notice announcing the 30-day review and comment period shall be published at least 14 days in advance of this review period in the local newspaper, in the Rancho Cordova *Grapevine*, at City Hall, and on the City's website. The notice will list the locations where the document(s) will be available for review.
  - A paper copy of the draft Consolidated Plan/draft Annual Action Plan or other document will be available at City Hall for public review. The draft Consolidated Plan/draft Annual Action Plan or other document 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 testimony at a public meeting or submitted in writing during the review and comment period. Each final document will have a section that presents all comments, and explains why any comments were not accepted.
- Only after the 30-day comment period can the City Council consider adoption of the Consolidated Plan/Annual Action Plan or other document. The documents will be adopted by a majority vote of the Rancho Cordova City Council at a publicly noticed hearing of the Council.
  - The City will publish notice of the public hearing to adopt the Consolidated Plan/Annual Action Plan or other document in the local newspaper, the Rancho Cordova *Grapevine*, at City Hall, and on the City's

website at least 14 days in advance of the public hearing.

### *Additional Outreach*

In addition to the above processes, the City may perform other outreach activities to further the City's intent to hear the voices of low-income persons, and to gather input from persons with a disability, minorities, and those living in areas where program funds will likely be spent. These actions align with regulations stating that the City is "expected to take whatever actions are appropriate" and "should explore alternative public involvement techniques" to encourage citizen participation in the development of these documents; and should provide citizens with "a reasonable opportunity" to review and comment on documents. The City continually looks for creative and new ways to positively effect change for circumstances and community (24 CFR §§ 91.105(a)(1)(i), 91.105(a)(1)(iv), 91.105(b)(2)). The City may use the following outreach methods:

- Post notices regarding meetings/hearings/information/document on popular social media websites and online communities, such as NextDoor, Twitter, and Facebook.
- Hold public meetings in areas where funds are proposed.
- Hold public meetings in low-income and minority-concentrated neighborhoods.
- Announce meetings/hearings/information/documents through direct mailings, such as postcards or flyers.
- Publish a press release.
- Encourage media coverage (e.g., television interviews, newspaper articles, press coverage of meetings/hearings).
- Conduct a paper or online survey.
- Provide translation services and translated materials as needed at public meetings and in outreach materials.

### **C. Substantial Amendment**

The Consolidated Plan or Annual Action Plan can be amended any time there is a change in a priority presented on the HUD-required priority table; a change in the use of money for an activity not mentioned in the adopted Annual Action Plan; or a change in the purpose,

location, scope, or beneficiaries of an activity (described more fully later). These amendments are prepared and approved by appropriate City staff without public notice, unless the amendment is considered a “substantial” amendment (24 CFR § 91.105(c)(3)). A change is not considered a substantial amendment if it merely edits, adds, or subtracts for clarity, confirmation, or detail purposes that is within the original text’s intent and scope and does not significantly alter approved activities.

A substantial amendment occurs under the following circumstances:

- A change in the use of CDBG funding, of more than 15 percent of the total grant amount, from one activity to another (i.e., “reprogramming” of CDBG funds).
- Funding of an activity type not described in the Annual Action Plan.
- Changing the priorities contained in the Five-Year Strategic Plan of the Consolidated Plan.
- Increasing or reducing the amount allocated to an activity by more than 25 percent, except when the activity must be dropped due to circumstances beyond the City’s control (e.g., a subrecipient elects to not do 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 Annual Action Plan (e.g., senior citizens in certain areas, low- and moderate-income homeowners, residents of a specific neighborhood instead of another 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 Annual 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.

There must be reasonable notice of a proposed substantial amendment so that residents will have an opportunity to review and comment on it. The City will perform the following procedures and activities, at a minimum, to encourage participation and provide adequate information:

- The City will publicly notice a 30-day review and comment period where a draft of the substantial amendment will be made available to the public. A public notice announcing the 30-day review and comment period for the draft Substantial Amendment will be provided at least 14 days in advance of this review period and will be published in the local newspaper, *Rancho Cordova Grapevine*, at City Hall, and on the City's website. The notice will list the locations where the document(s) will be available for review and the notice will be posted prior to the start of the comment period.
  - A paper copy of the draft substantial amendment will be available at City Hall. The draft substantial amendment 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 the document(s).
- 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 have a section that presents all comments, plus explanations why any comments were not accepted.
- The City will publish notice of a public hearing in the local newspaper, the *Rancho Cordova Grapevine*, at City Hall, and on the City's website at least 14 days in advance of the hearing.

- At the end of the 30-day comment period, the City will present the substantial amendment at an appropriately noticed City Council public hearing for adoption and approval to submit to HUD.

An amendment to all other documents, including this Citizen Participation Plan, AFH, Neighborhood Revitalization Strategy Area, and others, will be considered an administrative amendment if the change is an addition or subtraction for clarity, confirmation, or detail purposes that is within the original text's intent and scope and does not alter minimum required activities. If the amendment does not meet this, then public involvement is required as described in the paragraphs above.

#### **D. Consolidated Annual Performance Report**

Every year, the City of Rancho Cordova must submit a CAPER to HUD 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:

- In preparing a CAPER, 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 CAPER will have a section that presents all comments, plus explanations why any comments were not accepted.
- In preparing a CAPER, the City will take into consideration all feedback from local and regional entities and organizations, including the local Housing Authority (24 CFR § 91.105(2)(ii)-(iii)).
- The City will publicly notice a 15-day review and comment period where a draft of the CAPER will be made available to the public. The public notice will be provided at least 14 days in advance of the 15-day review period and will be published in the local newspaper, Rancho Cordova *Grapevine*, at City Hall, and on the City's website. The notice will list the locations where the document(s) will be available for review.
  - A draft CAPER will be available at Rancho Cordova City Hall. The draft CAPER 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 the document(s).



- The City will publish notice of a public hearing in the local newspaper, the Rancho Cordova *Grapevine*, and on the City's website at least 14 days in advance of the hearing.
- The City will hold an appropriately noticed City Council public hearing regarding the proposed CAPER. This public hearing will not take place until the public has had 15 days to review the proposed CAPER. The CAPER will be presented for adoption and approval for submittal to HUD.

### **III. PUBLIC ACCESS TO INFORMATION**

As required by law, the City of Rancho Cordova will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, Annual Action Plan, substantial amendment, CAPER, and other documents, as well as the proposed, actual, and past use of funds, if relevant. The City will also provide reasonable public access to records about any uses of these funds during the previous five years.

Also, the City will provide the public with reasonable and timely access to City Council meetings relating to the proposed or actual use of funds. In the spirit of encouraging public participation, copies of Consolidated Plan documents will be provided to the public at no cost and within one week of a request, so long as a reasonable number of copies are request. These materials will be available in a form accessible to persons with disabilities, when requested.

Copies of the final and draft versions of the documents are available at City Hall, located at 2729 Prospect Park Drive.

### **IV. TECHNICAL ASSISTANCE**

City staff will work with organizations and individuals representative of low- and moderate-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 before completing a proposal form.

Specifically, the City of Rancho Cordova will provide up to 40 hours per year of technical assistance to organizations that represent low- and moderate-income persons. This technical assistance may include:

- Publishing instructions on how to fill out forms and applications.
- Conducting workshops to explain: (1) the process for submitting proposals and (2) federal and local requirements.

- Providing comments and advice on the telephone or in meetings.
- Reviewing and commenting on draft proposals.

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 (beyond 40 hours) technical assistance if, in the opinion of the City Manager, staff time is available.

## **V. COMMENT AND COMPLAINT PROCEDURES**

The City of Rancho Cordova will provide a period of at least 30 days to receive comments on the draft Consolidated Plan and on any substantial amendments. The 30-day period starts on the date the document is available to the public. The City must also provide public notice regarding the availability of documents and the dates of the 30-day comment period.

For performance reports, the City will provide at least 15 days to receive public comments.

The City will consider all comments received. All comments and responses will be attached to each document.

The City will respond to all complaints related to the consolidated planning process documents, in writing, within 15 days when practicable (24 CFR §§ 91.105(j)).

## **VI. 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 hearings and the review of documents will be held at the City Council chambers or other City Hall locations, the Rancho Cordova Neighborhood Center, and the Rancho Cordova Community Library, all of which are accessible to people with disabilities. Public meetings and the review of documents may also be held at alternative locations where reasonable accommodations will be made. 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, any residential displacement and relocation must occur, the City of Rancho Cordova ensures that it will develop an Anti-Displacement and Relocation Plan in connection with that project in accordance with federal regulations, and to ensure minimal displacement and to assist persons that are displaced (24 CFR § 91.105(b)(1)). 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, as amended, and implementing regulations of 24 CFR Part 42.

## **X. DECLARED EMERGENCY - EXPEDITED PROCESS**

In the event of a declared city-wide, state-wide or national emergency (as proclaimed by the Mayor, Governor, or President of the United States), it may be necessary for the City to amend its Consolidated Plan or Annual Action Plan to allocate emergency grant funding to provide an urgent response to emergency needs. The City may reduce its document review and comment period to no less than 5 days and would hold all public meetings or hearings virtually to provide opportunity for public comment on the amendments. The City may also reduce the noticing period for a public hearing or public document release to no less than 48 hours and would limit notice to no less than one medium, such as the City's website, social media, or newspaper, depending on what communication method is available and likely to have the broadest reach to residents. The City may also reduce the number of public hearings and public meetings, to just one public hearing in order to expeditiously move forward with funding that would provide relief to urgent community needs.

None of the above expedited process are intended to violate any local, state, or national laws that could come about during or after the emergency. In which case, the City would amend the above expedited processes to be consistent with any local, state, or national laws.

Additionally, on March 31, 2020, HUD issued a memo regarding Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19. Waivers 8, Citizen Participation Public Comment Period for Consolidated Plan Amendment, allows for a no less than 5-day review and comment period for substantial amendments and Waiver 9, Citizen Participation Reasonable Notice and Opportunity to Comment, allows a grantee to determine what constitutes reasonable notice and opportunity to comment given the circumstances. The City sent HUD requests for these waivers on May 14, 2020.

## **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. It is submitted to HUD 45 days prior to the start of the City's fiscal year (approximately mid-May) and is developed in accordance with federal regulations (24 CFR Part 91).

**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) Program:** This is a federal grants program administered by the US Department of Housing and Urban Development (HUD). The program allocates money to eligible cities and counties 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 (approximately end of September).

**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 either a three- or five-year time period. It is submitted to HUD 45 days prior to the start of the City's fiscal year (approximately mid-May) and is developed in accordance with federal regulations (24 CFR Part 91).

**Consolidated Plan Documents:** These include the Consolidated Plan, Five-Year Strategic 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. They are broken down into the following income designations:

- **Extremely Low-Income:** households with incomes at or less than 30 percent of the area median family income, adjusted for household size.
- **Low-Income:** households with incomes between 31 and 50 percent of the area median family income, adjusted for household size.

- **Moderate-Income:** households with incomes between 51 and 80 percent of the area median family income, adjusted for household size.

**Low- and Moderate-Income Neighborhood:** In general, this is defined as a census tract(s) or block group(s) where a minimum of 51 percent of the residents have low or moderate incomes (i.e., not exceeding 80 percent of the area median family income).

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

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