



# Citizen Participation Plan

# CITIZEN PARTICIPATION PLAN

## County of Salt Lake Consortium

### Community Development Block Grant HOME Investment Partnership Program Emergency Solutions Grant Section 108 Loan Guarantees

#### **INTRODUCTION**

In accordance with the County of Salt Lake’s mission, the Division of Community Resources and Development (CRD) is committed to providing “honest, open, efficient and ethical government that is fiscally responsible, accessible and responsive to Salt Lake County’s needs.” The Division of Community Resources and Development follows the Citizen Participation Plan detailed in this document in order to: better determine and prioritize the needs of communities in its jurisdiction; administer programs intended to address those needs; and to involve the public in the Consolidated Plan process.

As required by law, the Citizen Participation Plan adheres to guidelines provided by the U.S. Department of Housing and Urban Development (HUD), 24 CFR Part 91.105, in order to qualify for participation in the Community Development Block Grant Program (CDBG), the HOME investment Partnership Program (HOME), the Emergency Solutions Grant Program (ESG), and the Section 108 Loan Guarantees Program (Section 108).

#### **About this Citizen Participation Plan**

This Citizen Participation Plan was made available for public review and comment in November 2012, published on Salt Lake County’s Division of Community Resources and Development website, and available in hard copy upon request from the County CRD office. The final Citizen Participation Plan was approved after a comment and review period of 15 days.

This Citizen Participation Plan has been approved by Salt Lake County’s Division of Community Resources and Development, and is available at 2001 S. State St. S2100, PO Box 144575, Salt Lake City, UT 84114-4575, tel: (385) 468-4880, 8:00 a.m. to 5:00 p.m., Monday through Friday. Reasonable accommodations for individuals with Disabilities or those in need of language interpretation services can be provided if five days’ notice is given by calling 385-468-4880. TTY/TDD users should call 7-1-1.

To review the Citizen Participation Plan's schedule for the upcoming Program Year, see the "Stages in the Process" Section on page (7). A specific timeline will be set each year by Community Resources and Development.

## **Definitions**

Action Plan – The Action Plan is the one-year portion of a participating jurisdiction's Consolidated Plan. It includes the participating jurisdiction's annual application for all HUD entitlement funds. Development of the Action Plan and the five-year Consolidated Plan is the primary focus of residents participating in the Citizen Participation Plan.

Assessment of Fair Housing (AFH) - a streamlined process to analyze the local fair housing landscape and set fair housing priorities and goals. The rule identifies four fair housing issues that program participants will assess: Patterns of integration and segregation; racially or ethnically concentrated areas of poverty; Disparities in access to opportunity; and Disproportionate housing needs. The AFH process begins with the provision of data, guidance, and an assessment tool that will help program participants identify fair housing issues and related contributing factors in their jurisdiction and region. Program participants are required to set goals to overcome fair housing issues and related contributing factors. Those goals must inform subsequent housing and community development planning processes.

Assessment of Fair Housing Tool – Tool developed by HUD for use by local governments that receive Community Development Block Grants (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grants (ESG), or Housing for Persons with AIDS (HOPWA) formula funding from HUD when conducting and submitting their own Assessment of Fair Housing (AFH).

CAPER – The Consolidated Annual Performance Evaluation Report (CAPER) is the document used to evaluate the performance of programs like HOME, CDBG, ESG, and Section 108 Loan Guarantees. It reports on the progress made on the five-year Consolidated Plan through the actions identified in the annual Action Plan.

CDBG – The Community Development Block Grant (CDBG) Program is a Federal program created under the Housing and Community Development Act of 1974. This program provides grant funds to local and state governments to be used to develop viable urban communities by providing decent housing with a suitable living environment and expanding economic opportunities to assist low and moderate income residents. Grant funds are awarded to programs that offer "brick & mortar" improvements to public facilities and public services, including the acquisition, planning, and redevelopment of real property, and other hard costs. A small amount of grant funds are also available for program administration, operations, staffing, equipment, and other soft costs.

Salt Lake County's annual CDBG appropriation is allocated to programs that benefit the Urban County which includes the ten participating non-entitlement cities, including Alta, Bluffdale, Cottonwood Heights, Draper, Herriman, Holladay, Midvale, Murray, Riverton,

and South Salt Lake as well as the Townships of Copperton, Emigration, Kearns, Magna, Millcreek and White City, and the balance of Unincorporated Salt Lake County.

CEDAC – The Community and Economic Development Advisory Council (CEDAC) is a twelve to fourteen-member council appointed by the County Mayor. Each Mayor of a Participating City selects a representative for this Council and the balance of the members are selected to represent the unincorporated areas. This council acts in an advisory capacity to the collective group of Mayors, and is charged with the responsibility of reviewing each program application for the CDBG hard cost funding from both the Nonprofit Agencies as well as the Participating Urban Cities and delivering its recommendations as to which programs ought to be included in the Proposed Action Plan and/or the Proposed Five-Year Consolidated Plan for the year.

CSSAC – The Community & Support Services Advisory Council (CSSAC) is an eight to twelve-member council appointed by the County Mayor. This council acts in an advisory capacity to the County Mayor and the Mayors of the Urban County, as it relates to specific Community & Support Service Programs which may include General Funds monies appropriated for grant purposes, the Social Services Block Grant (SSBG) Program, the Emergency Solutions Grant (ESG) Program and up to 15% of the Community Development Block Grant (CDBG) Program and any other matters as deemed germane and appropriate by the Mayor. The committee makes funding recommendations to the collective groups of Mayors for programs that ought to be included in the Proposed Action Plan and/or the Proposed Five-Year Consolidated Plan for the year.

Consolidated Plan – The Consolidated Plan is a document written by any jurisdiction participating in the aforementioned HUD programs that describes the housing needs of low and moderate income residents, the homeless, and community development needs among others. The Consolidated Plan also outlines strategies to meet the needs and lists the resources available for implementation. This document is required to receive HUD Community Planning and Development funds, and exists in forms that detail housing and community development needs and strategies over five-year and one-year periods.

CPP – The Citizen Participation Plan (CPP) is a plan that must be developed by all participating jurisdictions to describe and document efforts that will be undertaken to provide for and encourage residents to participate in the development of the Assessment of Fair Housing (AFH), any revisions of the AFH, Consolidated Plan, any substantial amendments to the Consolidated Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER).

CRD – Community Resources and Development (CRD) is the division of Salt Lake County Government responsible for administering any and all programs outlined in this document for its jurisdiction. In addition to carrying out the County's Mission Statement, the Division of Community Resources and Development strives to make a positive difference in people's lives by developing and implementing strategies and services to increase the quality of life and living in Salt Lake County neighborhoods.

ESG – The Emergency Solutions Grants program (ESG) provides funding for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance.

HOME – The HOME Investment Partnership Program: HOME consists of a Federal block grant which provides formula grants to States and localities that communities use—often in partnership with local nonprofit groups—to fund a wide range of activities. These activities include building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low to moderate income people.

Salt Lake County’s annual HOME appropriation is allocated to programs that benefit the Salt Lake County Consortium which is made up of the Urban County, and the Entitlement Cities of Sandy, South Jordan, Taylorsville, West Jordan and West Valley City.

HOME Consortium Housing Committee – The HOME Consortium Housing Committee is a ten-member council consisting of a representative from each of the Consortium Cities. The Committee is charged with the responsibility of reviewing each program application for HOME funds and delivering its recommendations to the Mayor as to which programs ought to be included in the Proposed Action Plan and/or the Proposed Five-Year Consolidated Plan.

HUD – The U.S. Department of Housing and Urban Development is a Cabinet Department in the executive branch of the U.S. Federal Government, founded to develop and execute policy related to housing and urban areas. It is the governing body responsible for the oversight and implementation of housing programs as well as calculating and distributing funds to entitled jurisdictions like Salt Lake County. HUD's mission is “to increase homeownership, support community development and increase access to affordable housing free from discrimination. To fulfill this mission, HUD will embrace high standards of ethics, management and accountability and forge new partnerships—particularly with faith-based and community organizations—that leverage resources and improve HUD's ability to be effective on the community level.”

Low and Moderate Income - A family, household or individual whose annual income does not exceed 80 percent of the median income for the area, as determined by the US Department of Housing and Urban Development, with adjustments for smaller and larger families, households or individuals.

Plan to Minimize Displacement – The Plan to Minimize Displacement is a set of guidelines the County follows when persons of low and moderate income are forced to relocate or move as a direct result of housing and development activities which are federally funded.

Salt Lake County Consortium – The Salt Lake County Consortium includes the Urban County along with the entitlement cities of West Jordan, Sandy, South Jordan, Taylorsville, and West Valley. The Consortium administers the HOME Investment Partnership Grant.

Section 108 – The Section 108 Loan Guarantee program is the loan guarantee provision of the Community Development Block Grant (CDBG) Program. Section 108 provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. It allows local governments to transform a small portion of their CDBG funds into federally guaranteed loans large enough to pursue physical and economic revitalization projects that can renew entire neighborhoods. Such public investment is often needed to encourage private economic activity, providing the initial resources or simply the confidence that private firms and individuals may need to invest in distressed areas. Section 108 loans are not risk-free, however; local governments borrowing funds guaranteed by Section 108 must pledge their current and future CDBG allocations to cover the loan amount as security for the loan.

Urban County – The Salt Lake Urban County includes the Townships of Copperton, Emigration, Kearns, Magna, Millcreek and White City, the balance of unincorporated Salt Lake County and the non-entitlement cities of Alta, Bluffdale, Cottonwood Heights, Draper, Herriman, Holladay, Midvale, Murray, Riverton, and South Salt Lake. Salt Lake County qualifies as an urban county because it (1) is authorized under State law to undertake essential community development and housing assistance activities in its unincorporated areas which are not units of general local government; and (2) has a population of more than 200,000 (excluding the population of the 6 entitlement cities therein).

### **Encouraging Citizen Participation**

As required by law, the Citizen Participation Plan should both provide for and encourage public participation. It should emphasize involvement by low- and moderate-income people—especially those living in low and moderate income neighborhoods including low-income residents of any targeted revitalization areas, areas designated by either a local jurisdiction or a state as a slum and blighted area, areas where CDBG funds are proposed to be used, minority populations, non-English speaking persons and limited English proficiency residents, persons with disabilities, persons with HIV/AIDS and their families, homeless persons and agencies, residents of public and assisted housing developments including any resident advisory boards, resident councils and resident management corporations. Participation by businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith based organizations are encouraged to be involved in the process of developing and implementing the Assessment of Fair Housing and the Consolidated Plan.

Coordination, collaboration, and consultation with the Continuum of Care (CoC) agencies and other ESG Grantees will be a priority to analyze patterns of use and to

evaluate the outcomes and effectiveness for both ESG and CoC projects. The County will consult with public housing authorities (PHAs) operating with the County and will continue to consider public housing needs, planned programs and activities under the consolidated plan. It will also consult on strategies for affirmatively furthering fair housing and on proposed actions to affirmatively further fair housing in the consolidated plan. Information will be provided to the public housing agencies (PHA's) about the Assessment of Fair Housing, the Affirmatively Furthering Fair Housing Strategy, and consolidated plan activities related to the developments and surrounding communities so that the PHA's can make this information available at the annual public hearing required for the PHA Plan.

### **Citizen Engagement**

Salt Lake County CRD will actively solicit participation from public and private agencies that provide assisted housing, health services, and social services, including those focusing on services to children, elderly, persons with disabilities, persons living with HIV/AIDS and their families, and the homeless. Participation will be sought from public and private agencies that represent minority groups living in Salt Lake County; and organizations representing non-English speaking residents and limited English proficiency residents in Salt Lake County to promote dialogue on needs and program performance. The County will also consult with community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws when preparing both the AFH and the consolidated plan. The consultation process will include contacting regional government agencies, adjacent units of general local government and local government agencies. This includes local government agencies with metropolitan-wide planning and transportation responsibilities, particularly for problems and solutions that go beyond a single jurisdiction.

### **Role of Low- and Moderate-Income People**

Because 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 for all principally low- and moderate-income people; it is important to include potential and actual program beneficiaries in all stages of the process, including:

- Needs identification;
- Priority setting among these needs, deciding how much money should be allocated to each high-priority need, and suggesting the types of programs to meet high-priority needs;
- Overseeing the way in which programs are carried out; and
- Evaluating the efficacy of program performance.

## **Various Stages of the Consolidated Plan Process**

The policies and procedures outlined in this Citizen Participation Plan conform to six stages of action referenced in laws and regulations. These include:

1. Preparation or update the Assessment of Fair Housing
2. Identification of housing and community development needs;
3. Preparation of a Proposed Action Plan (and/or Five-Year Consolidated Plan) for the upcoming program year, outlining how expected funds will be allocated;
4. Approval of a Final Action Plan (and/or Five-Year Consolidated Plan) by the Mayor;
5. If necessary, Action Plans may have to be amended in order to reallocate funding or modify program language. If the amendment is considered substantial (the criteria are outlined later in this document), a formal amendment will be proposed, considered, and acted upon;
6. At one of the public hearings, the Consolidated Annual Performance Evaluation Report (CAPER) must be available for public review and comment. After the completion of the program year, a new CAPER must be drafted and submitted to HUD.

## **Final Implementation Authority**

The Citizen Participation Plan recognizes that as the elected officer of Salt Lake County, the Mayor has the ultimate responsibility and authority for the implementation of the Assessment of Fair Housing, the Consolidated Plan and CDBG, ESG, HOME and Section 108 activities.

## **PUBLIC NOTICE**

### **Items Covered by the Public Notice Requirement**

There shall be advanced public notice once a federally required document is available, such as the Assessment of Fair Housing, Proposed Annual Action Plan or Five-Year Consolidated Plan, any proposed Substantial Amendment to the Assessment of Fair Housing, Action Plan or Consolidated Plan, the Consolidated Annual Performance Evaluation Report (CAPER), and the Section 108 Guaranteed Loan Fund availability and the 108's final application.

In addition, there shall be advanced public notice of all public hearings relating to the funds or planning processes covered by this Citizen Participation Plan.

### **Forms of Public Notice**

1. Any activity requiring public notice will be placed on the Division of Community Resources and Development's web page at <<http://www.slco.org/crd>>.

2. Newspapers of General Circulation: Public notices will be published as notices in the legal section of *The Salt Lake Tribune* and *The Deseret News* at least 15 days before the date of a hearing.
3. Press Releases will be sent to the County's Public Information Officer for distribution to the local media.
4. Notice will be given to organizations that have received funds or collaborated with CRD in the past, neighborhood organizations, community councils, and any other parties on our mailing list. The list includes, but is not limited to: units of local government, public and private agencies that provide housing, health, and social services including those that provide services to children, elderly, disabled, persons living with HIV/AIDS, and the homeless; public and private agencies that represent minority groups living in Salt Lake County; organizations representing non-English speaking and limited English proficiency residents in Salt Lake County; and other interested parties on the Salt Lake County CDBG mailing list.
5. Notice will be sent out through the County Mayor's Diversity Website email listing.
6. Notice will be posted on the Utah Public Notice website.
7. Notice will be posted on the public bulletin board outside the County Council Chambers.
8. Notice will also be given to any person or group that requests information.
9. Notice through social media is currently being explored.

## **PUBLIC ACCESS TO DOCUMENTS**

Salt Lake County shall provide residents, public agencies and other interested parties with reasonable and timely access to information and records relating to the Assessment of Fair Housing, Consolidated Plan and the County's use of resources under Federal programs during the preceding five years.

### **Standard Documents**

Standard documents include: copies of the proposed and final Assessment of Fair Housing (AFH), copies of the proposed and final Annual Action Plans, the proposed and final Consolidated Plan, proposed and final substantial amendments, the proposed and final Consolidated Annual Performance and Evaluation Report (CAPER), the Citizen Participation Plan, and the Plan to Minimize Displacement, as well as information regarding use of funds and other program information will be maintained by Salt Lake County Community Resources and Development staff.

### **Availability of Standard Documents**

The public may access standard documents by contacting the Division of Community Resources and Development (CRD), 2001 S. State St. S2100, PO Box 144575, Salt Lake City, UT 84114-4575, tel: (385) 468-4880, 8:00 a.m. to 5:00 p.m., Monday through Friday. Reasonable accommodations for individuals with disabilities or those in need of

language interpretation services can be provided if five days' notice is given by calling 385-468-4880. TTY/TDD users should call 7-1-1.

## **PUBLIC MEETINGS AND HEARINGS**

Salt Lake County is required by law to host two public hearings at two different stages of the program year to obtain the public's views and to provide the public with the County's responses to public questions and proposals.

### **Access to Public Meetings**

The County will provide timely notice of public meetings to be posted in public areas and will provide timely access to information and records relating to the County's proposed and actual use of Federal assistance, grant funds, loan funds, and program income. The County will follow the requirements of the Open and Public Meetings Act as required by UC 52-4-102.

### **Access to Public Hearings**

The County will provide 15 or 30 days' (as per regulation) adequate advance notice prior to any public hearing. The Hearings will be held at times and locations convenient to potential or actual beneficiaries. Notices are described more fully in the "Public Notice" section of this Citizen Participation Plan. The schedule of Public Hearings is described more fully in the "Stages in the Process" section.

### **Public Meetings and Hearings and Populations with Unique Needs**

All public meetings, workshops, and hearings are held in facilities that are accessible to people with disabilities and meet ADA requirements. Salt Lake County will take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English-speaking and limited English proficiency residents of the community. Upon reasonable request, Salt Lake County will provide translators at public hearings and meetings.

Reasonable accommodations for individuals with disabilities or those in need of language interpretation services can be provided if five days' notice is given by calling 385-468-4880. TTY/TDD users should call 7-1-1.

## **STAGES IN THE PROCESS**

### **A. Identifying Needs and conducting the Assessment of Fair Housing**

The critical first step in a collaborative effort to address the County's housing and community development programs and goals is to reach an agreement on the County's priority needs and fair housing policies.

1. **About the Hearing on Needs and the Assessment of Fair Housing:** Salt Lake County is required by law to hold at least one public hearing during the development of the AFH and development of the consolidated plan and must provide a period, not less than 30 calendar days, to receive comments from residents of the community on the consolidated plan or the AFH. This is the time where review of the needs, goals, and objectives of the Assessment of Fair Housing and the Five-Year Consolidated Plan or Annual Action Plan takes place, and potential changes may be proposed. The required public hearing must occur before the proposed consolidated plan is published for comment.

The initial public hearing regarding needs, objectives, and the Assessment of Fair Housing will be held at least 15 days prior to the application deadline and at least 120 days prior to a draft of the proposed Action Plan, so that the County may appropriately consider and respond to the comments given during this period. Comments may be received either in writing or orally at the public hearing, in preparing the final AFH or the final consolidated plan. A summary of any comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the final AFH or the final consolidated plan.

2. **Public Notice – Hearing on Needs and Assessment of Fair Housing:** The County will give notice for the public hearing on needs and Assessment of Fair Housing, providing 15 days’ advance notice. The County will also give notice of upcoming application training workshops to be held. The notice will follow the guidelines set out in the “Public Notice” section of this Citizen Participation Plan. Copies of the Consolidated Plan, as well as the previous year’s Performance Report will be available where standard documents are distributed, and may be delivered upon request. Public hearings on needs will be held at a time and location posted in the public notice.

## **B. The Proposed Action Plan (and/or Five-Year Consolidated Plan)**

In order to promote increased public accountability in the County’s development of the Annual Action Plan and/or the Five-Year Consolidated Plan, the following steps will be taken:

1. **Public Notice – Estimated Funds:** Each year Salt Lake County will give public notice of the estimated amount of all Federal assistance, grant funds, loan funds, and program income anticipated to be generated by the activities carried out for the upcoming year, along with a description of the range of activities that may be funded with each resource. The County will also provide an estimate of the amount of funding that can be expected to benefit low- and moderate-income people. The notice of available funds will coincide with a call for funding applications for potential projects.
2. **Plan to Minimize Displacement:** Along with the notice of estimated funds, a summary of the County’s Plan to minimize displacement of persons as a result of

the County's proposed activities, and any activities likely to result in displacement, will be posted. This Plan will describe how Salt Lake County will compensate people who are actually displaced as a result for the use of these funds, specifying the type and amount of compensation. A summary of Salt Lake County's Plan to Minimize Displacement can be found at the end of this Citizen Participation Plan.

3. **Application Training Workshops:** Each year the County will conduct application training workshops for organizations and individuals representative of low- and moderate-income people who are interested in submitting an application to obtain funding for an activity. Program objectives, eligible activities, eligible applicants, funding policies, application forms and the proposed evaluation and selection process will be among the topics discussed during the workshops. Each workshop participant receives a copy of the annual Request for Applications, Application Forms and Instructions, and Salt Lake County Program Funding Policies. All potential funding applicants are encouraged to contact County staff for technical assistance before completing an application form. Individual help is available as scheduling permits.
4. **Application – Deadline:** The application deadline for the next Program Year will be included in the notice of funding availability, which will provide 30 days' notice.
5. **Review of Eligibility:** Each year, the HOME Consortium Housing Committee, the Community & Economic Development Advisory Council (CEDAC), the Community & Support Services Advisory Council (CSSAC) or other citizen committees will review all HOME, CDBG and ESG proposals for completeness and compliance with HUD regulations, eventually recommending a list of eligible activities and funding levels for the Mayor's approval. The public is encouraged to give input during this process.
6. **Public Hearing and Comment Period on the Proposed Action Plan and the CAPER**
  - a. **Public Notice – Proposed Action Plan and CAPER Hearing:** The County will give notice of a public hearing on the Proposed Action Plan and the most recent CAPER, providing 15 days' advance notice. The notice will follow the guidelines set out in the "Public Notice" section of this Citizen Participation Plan. The public hearing notice shall include a summary of the contents and purpose of the Action and/or Consolidated Plan and the most recent CAPER, and shall include a list of the locations where copies of the entire proposed plan and entire CAPER may be examined.
  - b. **Public Review – Proposed Action Plan and CAPER:** During the 30-day public comment period, copies of the proposed Action Plan and/or Consolidated Plan and the most recent CAPER will be made available for

public review at the Division of Community Resources and Development. Reasonable accommodations will be made for non-English speaking persons and for people with disabilities. Salt Lake County shall provide a reasonable number of free copies of the Action and/or Consolidated Plan and the CAPER to residents and groups upon request.

- c. **Public Comments – Proposed Action Plan and CAPER:** The public may comment on the Action Plan and/or Consolidated Plan and the most recent CAPER in writing or at the public hearing. Written comments must be directed to Community Resources and Development, 2001 S. State St. S2100, PO Box 144575, Salt Lake City, UT 84114-4575. Salt Lake County shall consider any comments or views received during the 30-day public comment period in preparing the final Action and/or Consolidated Plan and the upcoming CAPER. A summary of all comments or views, and a summary of any comments or views not accepted (that is, comments or views that do not result in changes) and the reasons thereof, shall be attached to the final Action Plan and/or Consolidated Plan and the next CAPER.

### **C. The Final Action Plan (and/or Five-Year Consolidated Plan)**

Copies of the final Action Plan and/or Consolidated Plan and the Executive Summary will be made available to the public for free upon request. The Executive Summary will also be posted on the County’s Division of Community Resources and Development’s website. In addition, copies will be available at the locations specified above in the section, “Public Access to Documents.”

### **D. Amendments to the Action Plan (and/or Five-Year Consolidated Plan)**

1. **Amendments:** The Annual Action Plan and/or the Five-Year Consolidate Plan may be amended at any time during the program year. Changes in the plan(s) will require amendments any time there is: a change in the use of money between activities or to an activity not mentioned in the Final Annual Action Plan; or a change in the purpose, location, scope, or beneficiaries of an activity.
2. **Comment Period for Substantial Amendments:** A “substantial amendment” is an amendment to the Consolidated Plan or Annual Action Plan that requires 30 days of public comment. Prior to submitting substantial amendments to HUD, Salt Lake County will provide residents with 30 days’ advance notice – advertised in the publications listed in the public notice section – of an opportunity to comment whenever a substantial amendment is being proposed for the Salt Lake County CDBG program. Salt Lake County shall consider any comments received in preparing substantial amendments. A summary of all comments received shall be attached to any substantial amendment of the plan. Any comments that are not accepted (that is, comments that do not result in changes to the amendment) and the reasons thereof shall be included in this summary.

3. **Substantial Amendments:** The following criteria shall be used to define which Amendments are substantial:
  - a. Changes in the use of Federal program money from one activity to another;
  - b. Changes to the Federal program budget for a project by an amount in excess of twenty percent or \$10,000, whichever is greater;
  - c. Changes to any of the goals, policies, or procedures identified in the Consolidated Plan;
  - d. Changes in the purpose, scope, beneficiaries, or location of the project;
  - e. A change in allocation priorities or method of distribution of funds;
  - f. A change in the source of funding, from one source to any other source (including program income) covered by the consolidated plan; or
  - g. Cancellation of an existing project or addition of a new project.
  
4. **Not Substantial Amendments:** And the following criteria shall be used to define which Amendments are not substantial:
  - a. Changes to the Federal program budget for a project by an amount that is less than twenty percent or \$10,000, whichever is greater;
  - b. Consolidate Plan data updates: Consolidated Plan data updates such as census data, income limits, and fair market rents, and similar types of data shall not be considered a substantial amendment;
  - c. Minor change in project location: a minor change in location on a specific property is not considered a substantial change as long as the purpose, scope, and intended beneficiaries remain essentially the same;
  - d. Project Budget Line Item change: the transfer of some (but not all) funds within a project from one approved budget line item to another approved budget line item (e.g., construction rather than engineering) does not constitute a substantial change.

## **E. Development of Performance Reports**

A public hearing is held by Salt Lake County to gather public input on the County's annual performance and evaluation report for the last program year. The report analyzes progress toward the goals established in previous plans with regard to the unit of measure for the project, as well as timely completion. This report also provides information on the performance of funded projects in relationship to the program objectives.

1. **Public Notice Requirement & Comment Period:** Salt Lake County will make available a proposed Consolidated Annual Performance Evaluation Report (CAPER) in order to gather public comments before submitting a final version of the CAPER to HUD. Notification of the report's availability and comment period will be made in accordance with the "Forms of Public Notice" section of this Citizen Participation Plan. Submission of the CAPER to HUD will not be less than 15 days from the notification of the proposed Report's availability for comment, and will be approximately September 30.
2. **Public Review:** During the 15 day public comment period, copies of the CAPER will be made available for public review at the office of the Division of Community Resources and Development. Reasonable accommodations will be made for non-English speakers and for people with disabilities.
3. **Public Comments:** The public may comment on the CAPER in writing. Written comments must be directed to Community Resources and Development, 2001 S. State St. S2100, PO Box 144575, Salt Lake City, UT 84114-4575. Salt Lake County shall consider any comments or views received in preparing the CAPER. A summary of all comments or views, and a summary of any comments or views not accepted – that is, comments or views that did not result in changes – and the reasons thereof shall be attached to the final CAPER.

## **F. Technical Assistance**

The Division of Community Resources and Development will provide technical assistance to groups' representative of persons of low- and moderate-income that request such assistance to comment on the AFH, or in developing applications for funding assistance under any of the programs covered by the consolidated plan, with the level and type of assistance determined by the County. This assistance does not include the provision of funds to these groups.

## **GRIEVANCES AND DISPLACEMENT**

### **Procedure for Complaints and Grievances**

Complaints, inquiries, and grievances related to the consolidated plan, consolidated plan amendments, the AFH, and revisions to the AFH, and the performance report shall be submitted in writing to Community Resources and Development, 2001 S. State St. S2100, PO Box 144575, Salt Lake City, UT 84114-4575. A written response shall be provided to the complaining or aggrieved party within 15 working days of the date of receipt of the written complaint or grievance.

### **Plan to Minimize Displacement**

Consistent with the goals and objectives of activities assisted under the Program, Salt Lake County's Community Development Block Grant Program will take the following steps to minimize the displacement of people, businesses, nonprofits, and/or farms.

1. Discourage projects involving displacement/relocation through a grant application scoring system that reduces the total score of projects that anticipate displacement/relocation;
2. Encourage project sponsors to plan or stage projects to minimize and/or prevent the adverse impacts of displacement;
3. Provide for the establishment of temporary relocation facilities in order to provide housing to households whose displacement will be temporary;
4. Provide advisory services which will include such measures, facilities, and services as may be necessary to determine relocation needs, or other assistance for which displaced persons may be eligible;
5. Coordinate code enforcement with rehabilitation and housing assistance programs; and
6. Stage the rehabilitation of apartment units to allow tenants to remain in the building/complex during and after rehabilitation by working with empty units or buildings first.

Any residential tenant who will be permanently and involuntarily displaced shall be entitled to the following services and benefits:

1. Timely information. The tenant will be contacted and provided timely information that fully explains the reason for the displacement and the relocation assistance available;
2. Advisory services. The tenant will be provided appropriate advisory services necessary to minimize hardships in adjusting to the relocation;
3. Advance notice. Unless there is an urgent need for the property (e.g., substantial danger to a person's health or safety) or the tenant is evicted for cause, the tenant shall be given at least 90 days' advance notice of the earliest possible date which they must vacate the property;
4. Replacement Housing Assistance. Replacement housing assistance is available to both renters and owners in the form of rental assistance or purchase assistance. The replacement assistance is based on a number of factors as provided in the Uniform Relocation Act and its regulations at 49 CFR Part 24; and
5. Moving Expenses. The tenant will be reimbursed for reasonable, documented costs of his/her moving and related expenses; or the tenant may elect to receive a fixed payment for moving and related expenses.