

**City of Jurupa Valley  
Citizen Participation Plan**



*City of*  
**JURUPA VALLEY**  
*California*

**City Manager's Department  
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(951) 332-6464**

**November 9, 2020**

# City of Jurupa Valley Citizen Participation Plan

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## Introduction

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The U.S. Department of Housing and Urban Development (HUD) requires entitlement communities (jurisdictions with populations above 50,000) under the federal Housing and Community Development Act of 1974, as amended, to develop a citizen participation plan. This Citizen Participation Plan describes how the City of Jurupa Valley (hereafter “the City”) will involve residents in the planning, implementation and assessment of how Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Shelter Grant (ESG) funds will be used. Presently, the City of Jurupa Valley only receives CDBG funding directly from HUD. HOME and ESG resources are potentially available through the County of Riverside and/or the State of California.

Regulations governing the preparation and content of the Citizen Participation Plan can be found in the Code of Federal Regulations (24 CFR 91.105). The primary goal of this Citizen Participation Plan is to “set forth the jurisdiction’s policies and procedures for citizen participation.” Specifically, the plan must provide and encourage all citizens of the community to participate in development of:

- The Assessment to Fair Housing (AFH) and any revisions to the AFH
- The Consolidated Plan and subsequent Annual Action Plans, and any substantial amendment to the Consolidated Plan and/or Annual Action Plans
- The year-end performance report also known as the Consolidated Annual Performance and Evaluation Report (CAPER)

The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community development process. Special emphasis has been placed on encouraging participation by persons of low- and moderate-incomes<sup>1</sup>, residents of predominantly low income areas<sup>2</sup>, and residents of areas where community development funds are utilized.

The Citizen Participation Plan must outline actions to be taken by the City to encourage the participation of all its citizens, including minorities and non-English speaking persons and persons with disabilities. Additionally, the plan should encourage the participation of local and regional institutions including the following:

- The Riverside County Continuum of Care
- Businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations

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<sup>1</sup> Low- and moderate-income means household with an annual income less than 80 percent of the area median income, as established by HUD.

<sup>2</sup> A predominately low income area is an area where 51% or more of the residents are low- and-moderate income, as described above.

- Broadband internet service providers and/or other organizations engaged in narrowing the digital divide
- Agencies whose primary responsibilities include the management of flood prone areas, public land or water resources
- Emergency management agencies
- Public housing agencies, including residents of public and assisted housing developments (e.g., resident advisory boards, resident councils, and resident management corporations)

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## Background

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The Consolidated Plan (ConPlan) is a five-year plan required by HUD that outlines how the City intends to meet identified local housing and community development needs over the five-year period. It is a plan and a process for defining and carrying out a unified vision for housing, homelessness, special needs populations and community economic development needs. The main components of the ConPlan include a housing and community development needs assessment; a housing market analysis; a strategy that reflects general goals (priorities) and performance outcome measurements for allocating HUD funds to address the housing and community development needs; a list of specific objectives for each priority (including proposed accomplishments); and an annual action plan (one-year funding) describing how federal and local resources will be used to address the needs and objectives identified in the ConPlan.

The City's ConPlan identifies unmet priorities in the community that generally deal with a suitable living environment, affordable housing, economic opportunities and homelessness. All future requests for HUD funding through the City of Jurupa Valley beginning in 2018 must be identified by the ConPlan as a need and be part of the strategic objectives for each goal/priority in order to be considered for funding from the City. This includes requests from outside agencies that are directly applying to the City for funding of their activities.

The ConPlan planning and approval process can be broken down into the following stages:

- Needs assessment
- Plan development
- Approval
- Amendments (if necessary)
- Performance review

The City of Jurupa Valley will make reasonable efforts to provide for citizen participation during the community development process and throughout the planning, implementation and assessment of all HUD programs undertaken by the City. City staff will make every effort to involve citizens in all phases of the development, implementation and assessment of community development programs including, but not limited to, the following phases:

- a. Identification and assessment of housing and community development needs; determination of CDBG project(s) (ConPlan and Annual Action Plan);
- b. Changes and/or amendments to approved CDBG projects; and
- c. Assessment of CDBG program performance (CAPER).

All phases of the community development process will be conducted by City staff in an open manner. Citizens of Jurupa Valley are encouraged to participate at all levels and will be given access to program information during each phase of any HUD program as outlined herein.

This citizen participation process generally includes a series of well-publicized annual community/neighborhood meetings and public hearings to review the ConPlan, the Annual Action Plan and the CAPER. All meetings and hearings are publicized in accordance with applicable HUD, state and local regulations. Public notices for environmental procedures and project-related policies are also part of the citizen participation process.

In addition to hosting community meetings and public hearings, and conducted a web-based community needs assessment survey. Pursuant to HUD regulations, the City will also explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation *e.g.*, use of focus groups and the Internet.

Per direction from HUD, provided to CDBG grant recipients on March 16, 2020, during their “National Briefing on Community Development Block Grant Support for Infectious Disease Response” – the City of Jurupa Valley will consider undertaking “virtual” public hearings (alone, or in concert with an in-person hearing) allowing questions in real time, with answers coming directly from the elected representatives to all “attendees” during times of emergencies, such as the coronavirus or COVID-19 pandemic. Jurupa Valley will select a virtual hearing method or platform that will provide for accessibility for persons with disabilities and LEP to participate. Jurupa Valley will document these efforts and provide descriptions to HUD in the subject documents. The Citizen Participation Plan was amended to include these new outreach procedures, recommended by HUD.

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## Overview

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**GOAL:** To generate significant public participation in the consolidated planning process, including any amendments to the ConPlan, the Annual Action Plan, the AFH, and the CAPER. Input will be sought particularly from low- and moderate-income persons and groups residing within various areas of the City where program funds will be used.

**Objective A:** *All persons, including those of low- and moderate-income, shall have the opportunity to take part in the consolidated planning process and any amendments to the ConPlan, the Annual Action Plan, the AFH, and the CAPER.*

**Policies:**

- 1) The consolidated planning process and any amendments to the ConPlan, Annual Action Plan, AFH, and CAPER are designed to promote participation by low- and moderate-income citizens, as well as residents of CDBG project areas. Jurupa Valley staff may take additional steps to further promote participation by such groups, or to target program information to these persons should staff feel that such persons may otherwise be excluded or should additional action be deemed necessary. Activities to promote additional participation may include: posting of notices in neighborhoods and in places frequented by low- and moderate-income persons, and holding community meetings in low- and moderate-income neighborhoods or areas of existing or proposed CDBG project activities.
- 2) Regarding non-English speaking persons, City will provide translation services and materials on an as needed basis.
- 3) The locations of all community meetings as described in this Citizen Participation Plan shall be made accessible to persons with disabilities. The City of Jurupa Valley shall provide a sign language interpreter whenever City staff is notified five days in advance that one or more deaf persons will be in attendance. The City of Jurupa Valley shall provide a qualified reader whenever City staff is notified five days in advance that one or more visually impaired persons will be in attendance. Additionally, the City of Jurupa Valley shall provide reasonable accommodations whenever City staff is notified five days in advance that one or more persons with mobility or developmental disabilities will be in attendance.
- 4) One public input meeting will be held prior to those years when a ConPlan is being prepared. At those meetings, members of the public will be asked to identify community needs and priorities prior to the drafting of the ConPlan.
- 5) Upon completion of the draft ConPlan, the plan will be available for public review and comment for 30 days. Copies of said plan shall be made available to the public at the City offices, at the Jurupa Valley Libraries (Louis Rubidoux and Glen Avon) and on the City's

Web site (see Addendum). The ConPlan will also be made available in a format accessible to persons with disabilities upon request.

- 6) Upon completion of the draft Annual Action Plan, the plan shall be made available for public review and comment for 30 days. Copies of said plan shall be made available to the public at the City offices, at the Jurupa Valley Libraries (Louis Rubidoux and Glen Avon) and on the City's Web site (see Addendum). The draft Annual Action plan will also be made available in a format accessible to persons with disabilities upon request.
- 7) Upon completion of the draft AFH, the plan shall be made available for public review and comment for 30 days. Copies of said plan shall be made available to the public at the City offices, at the Jurupa Valley Libraries (Louis Rubidoux and Glen Avon) and on the City's Web site (see Addendum). The draft AFH will also be made available in a format accessible to persons with disabilities upon request.
- 8) Upon any substantial changes requiring an amendment to the ConPlan, Annual Action Plan, and/or AFH, the amendment shall be made available for public review and comment for 30 days. Copies of said amendment shall be made available to the public at the City offices, at the Jurupa Valley Libraries (Louis Rubidoux and Glen Avon) and on the City's Web site (see Addendum). Any amendments to said plans will also be made available in a format accessible to persons with disabilities upon request.
- 9) Upon completion of the draft CAPER, the report will be available for public review and comment for 15 days. Copies of said report shall be made available to the public at the City offices, at the Jurupa Valley Libraries (Louis Rubidoux and Glen Avon) and on the City's Web site (see Addendum), and will also be made available in a format accessible to persons with disabilities upon request.
- 10) Two separate public meetings at different times in each program year shall be conducted by the City to obtain community views and to respond to proposals and questions. The primary purpose of this first public meeting shall be to assess community needs and problems in an effort to determine the most critical needs to be addressed by the ConPlan and/or the Annual Action Plan; and also to present for public comment and review the program activities which have been selected by the City of Jurupa Valley to resolve the identified needs.

The second public meeting will be held prior to the submission of the Consolidated Annual Performance and Evaluation Report (CAPER). The purpose of this public meeting is to assess how funds were spent during the previous program year and assess the performance of the City of Jurupa Valley in resolving identified community development and housing needs, and in achieving its community development goals and objectives.

- 11) Public hearings and/or meetings shall be conducted at times and locations which will be convenient and accessible to all citizens, especially persons of low- and moderate-income, residents of areas where CDBG projects are proposed or on-going. Virtual public hearings may be undertaken during emergencies, as recommended by HUD.



- 12) The City shall provide interpreters for non-English-speaking persons and/or the hearing impaired when such requests are made at least five working days prior to the meeting.

**Objective B:** *Adequate program information shall be provided to all interested persons and groups upon request.*

**Policies:**

- 1) Prior to adoption of the ConPlan, AFH, or Annual Action Plan, the City shall make available to all interested persons and groups the amount of assistance the City expects to receive in CDBG funding. With respect to the ConPlan and the Annual Action Plan, the City shall identify the range of activities that must be undertaken with these funds, plans to minimize the displacement of persons and plans to assist displaced persons, even if no displacement is expected to occur.
- 2) The City shall provide all interested persons and groups with reasonable and timely access to all information relating to the City's proposed ConPlan and the City's use of assistance under the relevant programs during the previous five years.
- 3) The City will provide reasonable and timely access to information and records to members of the community, public agencies, and other interested parties relating to the City's AFH, ConPlan, and use of assistance under the CDBG program during the preceding 5 years. Records and materials to be made available include, but are not necessarily limited to: the records of public hearings (if meetings are recorded); mailings and promotional materials; prior CDBG program applications; letters of approval; grant agreements; the environmental review record; financial and procurement records; project design and construction specifications; labor standards materials; performance and evaluation reports; other reports required by HUD; proposed and approved CDBG program application(s) for the current year or project; written comments or complaints received concerning the community development program, and written responses from the City of Jurupa Valley; and, copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG program. Requests for information and records must comply with the City's established request for public records process, which may include a fee for copies. Reasonable accommodations for information in oral, Braille, electronic, or large print (for the visually impaired) for disabled persons, or hand delivered copies to persons that are homebound will be considered.
- 4) In no case shall the City of Jurupa Valley disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefit. Furthermore, the City of Jurupa Valley shall not disclose any information which may, in the opinion of the Community Development Director, be deemed of a confidential nature.

**Objective C:** *The City shall provide adequate advance public notice of all associated meetings and hearings.*

**Policies:**

- 1) The City shall provide adequate advance notice of all public hearings and meetings to all interested persons and groups. Sufficient information shall be published about the subject of the hearing or meeting, including but not limited to, the time, date, place and topics and procedures to be discussed to permit public input. Such notice shall take the form of a public notice in the Press Enterprise newspaper, standard City posting places, such as: online outreach via the City’s Web site; message boards around City Hall, and/or individual letters, notices or flyers mailed to interested persons and groups. Although HUD does not specify the length of notice required, a minimum of two weeks is considered adequate.
- 2) Public hearings will be held during all phases of the community development process, as outlined herein, to allow citizens to voice opinions and offer proposals concerning the development and performance of the CDBG program. City staff will respond to questions and proposals from citizens at each public hearing. Any questions that citizens may have concerning a program will be answered and their comments, suggestions, and/or proposals will be received. Citizens may also express comments and views concerning the community development process or any specific project to the governing body at any regularly scheduled meeting. A summary of comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the ConPlan, AFH, Annual Action Plan, substantial amendment, or CAPER (as applicable).

**Objective D:**        *The City shall furnish technical assistance to all interested persons and groups requesting such assistance.*

**Policies:**

- 1) The City shall provide technical assistance upon request, particularly to groups or individuals representing persons with low- and moderate-income. The City shall determine the necessary level and degree of assistance. Such technical assistance might include the following:
  - Assisting low- and moderate-persons to develop statements of view, identify their needs, and to develop activities and proposals for projects, which when implemented, will resolve those needs.
  - Explaining the process for submitting proposals.
  - Interpreting program rules, regulations, and procedures and/or federal and local requirements.
  - Providing comments and advice on the telephone or in meetings.
  - Reviewing and commenting on draft proposals.

It is important to note that the provision of technical assistance does not guarantee or include the provision of funds.

**Objective E:** *All comments, objections, and complaints submitted by interested persons or groups shall be adequately considered and addressed.*

**Policies:**

- 1) The City shall consider any comments or complaints from interested persons or groups received in writing or orally at public hearings or meetings in preparing the ConPlan, the Annual Action Plan, the AFH, any amendments to the former plans, and/or the CAPER.
- 2) A summary of public comments or complaints and a summary of any comments or complaints not accepted and the reasons thereto shall be attached to the respective final ConPlan, any amendments to the plan, the Annual Action Plan and/or the CAPER.
- 3) The City shall provide a substantive written response to every comment or complaint received within 15 working days when possible.

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## Public Participation

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### 1. Citizen Participation Plan and Amendments

The Citizen Participation Plan is designed to facilitate and encourage residents to participate in the ConPlan process. In particular, the Citizen Participation Plan seeks to encourage the involvement of low- and moderate-income persons.

The City will use the following process to adopt and make any subsequent changes to its Citizen Participation Plan:

- The City will place its public notices in Press Enterprise newspaper, at the Community Development office and the Jurupa Valley Libraries (Louis Rubidoux and Glen Avon) and on the City's Web site (see Addendum) in advance of a 30-day public review and comment period.
- Residents have 30 days to review the Citizen Participation Plan from the date of the notice.
- During the 30-day public review and comment period, the document will be available for review at the City's Community Development Department office. Copies of the document will be available to the public.
- Residents may file comments in writing at the City offices during the 30-day period from the date of the notice.
- The City Council will adopt the Citizen Participation Plan as part of the Consolidated Plan.

Any change in the public participation process as outlined in this document will require an amendment to the Citizen Participation Plan.

### 2. Consolidated Plan and the Annual Action Plan

The steps outlined below provide opportunities for public involvement in the ConPlan and the Annual Action Plan:

- The City will consult with local public agencies that assist low- and moderate-income persons and areas, including City staff, state and federal agencies, neighboring local governments and regional agencies.
- The City will consult with private agencies, including local nonprofit service providers and advocates such as the local public housing agency, 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.).

- The City will place public notices in the Press Enterprise newspaper, at City offices and the Jurupa Valley Libraries (Louis Rubidoux and Glen Avon) and on the City’s Web site (see Addendum) 15 days in advance of a meeting. The notice will include the amount of funds available, the range of activities that could be undertaken and the amount that would benefit low- to moderate-income persons.
- A public hearing will be held before the City Council to solicit input on needs and priorities for the ConPlan and the Annual Action Plan. Virtual public hearings will be allowed, as recommended by HUD.
- Residents have 30 days to review the draft ConPlan and/or the draft Annual Action Plan from the date of the notice.
- Residents may file comments at the City offices during a 30-day period from the date of the notice.
- A public hearing will be held before the City Council to receive comments and approve the ConPlan and the Annual Action Plan. Virtual public hearings will be allowed, as recommended by HUD.
- The City Council will adopt the ConPlan and/or Annual Action Plan.
- In preparing the final ConPlan and/or Annual Action Plan, 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 or during a virtual public hearing, per HUD’s recommendation. The final documents will have a section that includes all comments, plus explanations as to why any comments were not accepted.

### **3. Substantial Amendments to the ConPlan and the Annual Action Plan**

Amendments to the ConPlan or the Annual Action Plan will be necessary whenever one of the following is proposed:

- To make a substantial change in the allocation priorities or a substantial change in the method by which funds are distributed
  - For the purpose of the Consolidated Plan, a “substantial change” involves a cumulative change in the program budget of 40 percent or more of the City’s total federal entitlement for the current program year
  - If an amendment does not qualify as a substantial change (cumulative change of under 40 percent of the City’s total federal entitlement), it will be considered administrative in nature and documentation of the administrative amendment will be made to the current Consolidated Plan or Annual Action Plan, and notification of the amendment will be provided to HUD via HUD’s electronic eConPlan suite.

- To use CDBG funds (including program income) to carry out an activity not previously described in the Annual Action Plan or ConPlan; or
- To allow a substantial change in the purpose, scope, location or beneficiaries of a specific activity.

The following procedures apply to amendments:

- The City will place public notices in Press Enterprise newspaper, at the City offices and the Jurupa Valley Libraries (Louis Rubidoux and Glen Avon) and on the City's Web site (see Addendum) in advance of a 30-day public review and comment period.
- Residents have 30 days to review the proposed amendment from the date of the notice.
- During the 30-day public review and comment period, the document will be available for review at the City's Community Development Department and City Clerk's office. Copies of the document will be available to the public.
- Residents may file comments at the City offices during the 30-day period from the date of the notice.
- The City Council will adopt the amendment.
- In preparing a final amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal or virtual testimony at the public hearing or submitted in writing during the review and comment period. The final amendment will have a section that includes all comments, plus explanations as to why any comments were not accepted.
- Substantial amendments are submitted to HUD as it occurs via HUD's electronic eConPlan suite.

#### **4. Consolidated Annual Performance Evaluation Report (CAPER)**

Every year, the City must submit to HUD a Consolidated Annual Performance Evaluation Report (CAPER). 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:

- The City will place public notices in the Press Enterprise newspaper, at the City offices and the Jurupa Valley branches of the Jurupa Valley Libraries (Louis Rubidoux and Glen Avon) and on the City's Web site (see Addendum) in advance of a 15-day public review and comment period.
- Residents have 15 days to review the CAPER from the date of the notice.

- During the 15-day public review and comment period, the document will be available for review at the City's Community Development Department office. Copies of the document will be available to the public.
- Residents may file comments at the City offices during the 15-day period from the date of the notice.
- In preparing the CAPER, careful consideration will be given to all comments and views expressed by the public, whether given as verbal or virtual testimony at the public hearing or submitted in writing during the review and comment period. The final report will have a section that includes all comments, plus explanations as to why any comments were not accepted. The CAPER will be submitted to HUD via the electronic eConPlan suite.

## **5. Analysis of Impediments to Fair Housing Choice (AI) and Amendments**

As an entitlement jurisdiction receiving CDBG funds, Jurupa Valley is required to certify that it will affirmatively further fair housing and undertake fair housing planning in conjunction with its Consolidated Plan/Annual Action Plan. Fair housing planning consists of the following: (1) an Analysis of Impediments to fair housing choice; (2) actions to cover the effects of the identified impediments; and (3) maintenance of records to support the affirmatively furthering fair housing certification.

The Analysis of Impediments to Fair Housing Choice (AI) document referenced above is defined as a comprehensive review of a state's, region's, or jurisdiction's laws, regulations, and administrative policies, procedures, and practices as they relate to compliance with fair housing laws. The AI involves an assessment of how these laws, regulations, policies, and procedures affect the location, availability, and accessibility of housing, and how conditions, both private and public, affect fair housing choice.

Once the City completes the AI, it must report on its implementation by summarizing the impediments identified in the analysis and describing the actions taken to overcome the effects of the impediments identified through the analysis in its CAPER. Each jurisdiction is required to maintain an AI and update the AI as necessary. Jurisdictions may also include the actions it plans to take to overcome the effects of impediments to fair housing choice during the coming year in the Annual Plan that is submitted as part of the Consolidated Plan submission.

HUD requires that the Citizen Participation Plan delineate the process the City will utilize to adopt, amend, and to report accomplishments. Public review and City Council adoption procedures mirror that of the Consolidated Plan. The following procedures will ensure that the public will have a chance to review and comment on the City's Analysis of Impediments to Fair Housing Choice:

- The City will place public notices in the Press Enterprise newspaper, at the City offices and the Jurupa Valley branches of the Jurupa Valley Libraries (Louis Rubidoux and Glen Avon) and on the City's Web site (see Addendum) in advance of a 15-day public review and comment period.

The draft AI will be available for public review at the following locations:

- City Hall public counter
- Jurupa Valley Libraries (Louis Rubidoux and Glen Avon)
- The City's Website

Upon request, reasonable accommodation will be made to make sure the AI will be available for review and comment by persons with disabilities.

At the end of the 30-day review period, the City Council will consider the adoption of the AI (or a substantial amendment to the AI) at a designated and publicly noticed City Council meeting. Approval of the AI or amendment of the AI requires a majority vote of the Jurupa Valley City Council. Annual accomplishments related to the AI will be reported in the yearly CAPER.

A substantial amendment to the AI will entail a material change in circumstances that affects the information on which the AI is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AI no longer reflect actual circumstances. Examples include:

- Presidential declared disasters in the program participant's area that are of such a nature as to significantly impact the steps a program participant may need to take to affirmatively further fair housing
- Significant demographic changes
- New significant contributing factors in the participant's jurisdiction
- Civil rights findings, determinations, settlements, or court orders
- HUD's written notification specifying a material change that requires revision.

When a revision is required as a result of a material change, such a revision will be submitted within 12 months of the onset of the material change, or at such later date as HUD may provide. Where the material change is the result of a Presidential declared disaster, such time shall be automatically extended to the date that is two years after the date upon which the disaster declaration is made, and HUD may extend such deadline, upon request, for a good cause.



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## Funding of Public Services

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The City will issue a Notice of Funding Availability (NOFA) to the community for the Annual Action Plan, beginning with the 2018–2019 program year. The notice will identify the amount of CDBG funds available to public service agencies and a list of eligible activities. An application form will be developed and used by the City for funding requests. The agencies may apply to the City at the following address:

City of Jurupa Valley  
City Manager's Department  
8930 Limonite Ave  
Jurupa Valley, CA 92509

Applications will require the following information:

- Name of the organization, the contact person(s) and a brief history of the organization
- Name of the project and a detailed description of project
- Documentation identifying the need for such a project
- Financial summary, including the amount of CDBG funds requested and other resources to leverage CDBG funds, as well as the potential uses of the funds
- Objectives of the project and the intended beneficiaries
- If the organization is requesting CDBG funds from other jurisdictions for the same project, information included on the amount requested and the potential benefits for each jurisdiction

City staff will review the applications to determine the eligibility of the projects. The City's committee will evaluate the funding request based on the benefits to low- and moderate-income residents and areas, on the projects' feasibility, and if the proposed activity addresses a priority need identified in the Consolidated Plan. The selected activities will be recommended to the City Council for approval.

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## **Plans to Minimize Displacement of Persons and Assist any Persons Displaced**

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If applicable, the City of Jurupa Valley, in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, the 1988 Common Rule, and the 1989 Barney Frank Act, will provide relocation assistance, as described in 24 CFR 570.606(b)(2), to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the City of Jurupa Valley will include, but not be limited to, the following steps to minimize the displacement of persons from their homes:

- A. Avoid, as much as possible, CDBG-funded projects which permanently displace persons from their homes.
- B. Fully advise any residents who may be displaced of their rights and options for relocation benefits as required by federal regulations.
- C. Assist displaced residents in filling out any required forms for assistance or to appeal City decisions regarding displacement or the level of relocation benefits.

A copy of the City's Anti-Displacement and Relocation Plan is also available to interested residents upon request.

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## Citizen Participation Summary

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DOCUMENT	PUBLIC PARTICIPATION	REQUIRED TIME FOR PUBLIC REVIEW	REQUIRED APPROVAL	DEADLINE
<b>Citizen Participation Plan</b>	Public Hearing 15-Day Notice	30-Day Public Review	City Council	N/A
<b>ConPlan and/or Annual Action Plan</b>	Public Hearing 15-Day Notice	30-Day Public Review	City Council	Submit to HUD 45-days prior to start of new program year
<b>Substantial Amendments</b>	Public Hearing 15-Day Notice	30-Day Public Review	City Council	Submit to HUD when complete
<b>Administrative Amendments</b>	No Public Hearing	None	City Manager	Submit to HUD when complete
<b>CAPER</b>	Public Hearing 15-Day Notice	15-Day Public Review	City Council	Submit to HUD within 90-days of end of program year
<b>Analysis of Impediments to Fair Housing Choice</b>	Public Hearing 15-Day Notice	30-Day Public Review	City Council	45-days prior to start of new program year

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## Addendum

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The City of Jurupa Valley City Manager’s Department is located at 8930 Limonite Avenue, Jurupa Valley, California.

The City Clerks Office located at: 8930 Limonite Ave. Jurupa Valley, California.

The Jurupa Valley Libraries (Louis Rubidoux and Glen Avon) are as follows:

- Louis Rubidoux: 5840 Mission Blvd.; (951) 682-5485
- Glen Avon: 9244 Galena St.; (951) 685-8121

The City’s Web site address is <http://www.jurupavalley.org>

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## Citizen Participation Plan Amendments For Disasters and Emergencies

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In the event of a local, state, or national disaster, it may be necessary to rapidly deploy existing or new funding resources allocated to the City by HUD. During emergency situations, the Citizen Participation process may be streamlined to reduce delays in accessing grant funds pursuant to notices, waivers, award letters, or other HUD directives. Rapid deployment of HUD resources may require the substantial amendment to the Consolidated Plan and/or Annual Action Plan(s).

### **Coronavirus Aid, Relief, and Economic Security Act of 2020**

Pursuant the Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act), and regulatory waivers authorized by the U.S. Assistant Secretary of Housing and Urban Development for Community Planning and Development, on March 31, 2020, the City of Jurupa Valley will implement the following regulatory relief waivers related to Citizen Participation:

1. Citizen Participation Public Comment Period for Consolidated Plan Amendment: The 30-day public comment period is waived for substantial amendments to no fewer than five (5) days. This waiver will apply to Consolidated Plans, Annual Action Plans, and other CARES Act related funding or program modifications.
2. Reasonable Notice and Opportunity to Comment: The Citizen Participation Plan sets forth the requirements for reasonable notice and opportunity for public to comment. In an effort to contain COVID-19 by limiting public gatherings, and to respond quickly to the growing spread and effects of the coronavirus, reasonable notice and opportunities to comment are amended as follows:
  - Reasonable Notice: Related notice(s) will be posted on the City's website – [www.jurupavalley.org](http://www.jurupavalley.org), social media, and in the Public Notice display case located at the entrance of City of Jurupa Valley City Hall. The notice will be prominent and will provide a summary of the proposed amendment, information regarding the opportunity to provide comment, and information on how to view or obtain a copy of the draft amendment.
  - Opportunity to Comment: Members of the public are invited to review the draft amendment and provide written comments. The specific process to participate in the public hearing and to provide public comments will be delineated in the subject public notice. City staff will provide a written response to public comments received during the comment period. A summary of written comments received during the comment period, and staff responses will be incorporated into the amendment that is submitted to HUD at the conclusion of the comment period.

City staff will submit the subject amendment(s) to the HUD in a timely manner. This waiver will apply to Consolidated Plans, Annual Action Plans, and other CARES Act related funding or program modifications. This waiver will be applicable through June 30, 2021, or as otherwise directed by HUD.