



Salt Lake County

**CITIZEN PARTICIPATION PLAN**



**SALT LAKE  
COUNTY**

DIVISION OF COMMUNITY RESOURCES AND DEVELOPMENT  
2001 S. STATE ST. S2100, SALT LAKE CITY, UTAH 84190

# CITIZEN PARTICIPATION PLAN

## County of Salt Lake Consortium

### Community Development Block Grant HOME Investment Partnership Program Emergency Shelter 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 American Dream Downpayment Initiative (ADDI), the Emergency Shelter 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 December, 2007, 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, Salt Lake City, UT 84190, tel: (801) 468-3246, 8:00 a.m. to 5:00 p.m., Monday through Friday.

To review the Citizen Participation Plan’s schedule for the upcoming Program Year, see the “Stages in the Process” Section on page (7) or see the Appendix on page (14).

## **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 citizens participating in the Citizen Participation Plan.

ADDI – The American Dream Downpayment Initiative (ADDI) aims to increase the homeownership rate, especially among lower income and minority households, and to revitalize and stabilize communities. ADDI will help first-time homebuyers with the biggest hurdle to homeownership: downpayment and closing costs. The program was created to assist low-income first-time homebuyers in purchasing single-family homes by providing funds for downpayment, closing costs, and rehabilitation carried out in conjunction with the assisted home purchase.

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 areas in the eleven participating small cities, including Alta, Bluffdale, Cottonwood Heights, Draper, Herriman, Holladay, Midvale, Murray, Riverton, South Jordan, and South Salt Lake as well as unincorporated Salt Lake County.

CEDAC – The Community and Economic Development Advisory Council (CEDAC) is a ten-member council appointed by the County Mayor. The Council is charged with the responsibility of reviewing each program application for CDBG and ESG 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.

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 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 citizens to participate in the development of the Consolidated Plan, any substantial amendments to the Consolidated Plan, and the Annual Performance 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 Shelter Grants program (ESG) provides homeless persons with basic shelter and essential supportive services. It can assist with the operational costs of a shelter facility, and for the administration of the grant. ESG also provides short-term homeless prevention assistance to persons at imminent risk of losing their own housing due to eviction, foreclosure, or utility shutoffs.

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.

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, Taylorsville, and West Valley. The Consortium administers the HOME 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 unincorporated Salt Lake County and the cities of Alta, Bluffdale, Cottonwood Heights, Draper, Herriman, Holladay, Midvale, Murray, Riverton, South Jordan, 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 5 metropolitan 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, minority populations, non-English speaking persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons and agencies and residents of public and assisted housing developments.

### **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—all principally for 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 five stages of action referenced in laws and regulations. These include:

1. Identification of housing and community development needs;
2. Preparation of a Proposed Action Plan (and/or Five-Year Consolidated Plan) for the upcoming program year, outlining how expected funds will be allocated;
3. Approval of a Final Action Plan (and/or Five-Year Consolidated Plan) by the Mayor;
4. 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;
5. At one of the public hearings, the Consolidated Annual Performance Evaluation Report (CAPER) must be addressed. 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 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 Proposed Annual Action Plan or Five-Year Consolidated Plan, any proposed Substantial Amendment to the 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.crd.slco.org/>>.
2. Newspapers of General Circulation: Public notices will be published as notices in the legal section of *The Salt Lake Tribune* and *The Deseret Morning News* at least 15 days before the date of a hearing.
3. Press Releases will also be sent to the County's Public Information Officer for distribution to the local media.
4. Notice will also 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: 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 citizens in Salt Lake County; and other interested parties on the Salt Lake County CDBG mailing list.
5. Notice will be posted on the public bulletin board outside the County Council Chambers.
6. Notice will also be given to any person or group that requests information.

## **PUBLIC ACCESS TO DOCUMENTS**

Salt Lake County shall provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the 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 Annual Action Plans, the proposed and final Consolidated Plan, proposed and final substantial amendments, the Consolidated Annual Performance and Evaluation Report, 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), CDBG Program, 2001 S. State St. S2100, Salt Lake City, UT 84190, tel: (801) 468-3663, 8:00 a.m. to 5:00 p.m., Monday through Friday. Reasonable accommodation for persons with disabilities will be made upon request. Any interested party may receive copies of standard documents at no cost. This document may also be downloaded from the website of CRD.

## **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.

### **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. Upon reasonable request, Salt Lake County will provide translators at public hearings and meetings.

People requiring auxiliary aids or special arrangements in order to participate in hearings should call the Community Resources and Development at (801) 468-3246 at least two days prior to the scheduled hearing.

## **STAGES IN THE PROCESS**

### **A. Identifying Needs and 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 Fair Housing:** Salt Lake County is required by law to hold at least one public hearing during which a review of the needs, goals, and objectives of fair housing and the Five-Year Consolidated Plan or Annual Action Plan takes place, and potential changes may be proposed. The initial public hearing regarding needs, objectives, and fair housing will anticipate the application deadline by at least 15 days and a draft of the proposed Action Plan by approximately 120 days, so that the County may appropriately consider

and respond to the comments given during this period. The public may submit comments in writing at any time during this period.

2. **Public Notice – Hearing on Needs and Fair Housing:** In November or December, the County will give notice for the public hearing on needs and fair housing to be held in December, providing 15 days' advance notice. The County will also give notice of upcoming application training workshops to be held directly after the needs and fair housing hearing, described below. 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 Action Plan 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:** In October or November of each year Salt Lake County will give public notice of the estimated amount of 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 from potential projects.
2. **Participating Jurisdiction Notice – Estimated Funds:** At the same time the public is notified, Salt Lake County will give all participating cities and jurisdictions notice of the estimated amount of Federal assistance the County expects so they may begin their public process in like fashion.
3. **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.
4. **Application Training Workshops:** In November or December of 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 a proposal 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 Proposals, Proposal Forms and Instructions, and Salt Lake County Program Funding Policies. The HOME Program application workshop will take place directly before or after the public hearings on needs and fair housing, and will be held at a time and location posted in the public notice. All potential funding applicants are encouraged to contact County staff for technical assistance before completing a proposal form. Individual help is available as scheduling permits.

5. **Applications – Deadline:** The proposal applications deadline for the next Program Year will be included in the notice of funding availability, which will provide 30 days’ notice.
6. **Review of Eligibility:** From January through April of each year, the Salt Lake County Community & Economic Development Advisory Council (CEDAC) will review all CDBG and ESG applications for completeness and compliance with HUD regulation, eventually recommending a list of eligible activities and funding levels for the Mayor’s approval. During the same time period, the Salt Lake County HOME Consortium Housing Committee will review all HOME applications and recommend a list of eligible activities for the Mayor’s approval. The public is encouraged to give input during this process.
7. **Public Hearing and Comment Period on the Proposed Action Plan and the CAPER**
  - a. **Public Notice – Proposed Action Plan and CAPER Hearing:** In March, the County will give notice of a public hearing on the Proposed Action Plan and the most recent CAPER to be held in April, 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 CDBG Program Office in 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 citizens 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, Salt Lake City, UT 84190. 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 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 citizens 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:** In early September, 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, Salt Lake City, UT 84190. 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 in developing proposals for funding assistance under any of the programs covered by the consolidated plan. This assistance however, must be provided prior to the release of the “Request for Proposals” and does not include the provision of funds to these groups.

### **GRIEVANCES AND DISPLACEMENT**

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

Complaints, inquiries, and grievances shall be submitted in writing to Community Resources and Development, 2001 S. State St. S2100, Salt Lake City, UT 84190. 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.

# Appendix: Citizen Participation Program Year Timeline

