

City of Lincoln, California Citizen Participation Plan – DRAFT

Introduction

The City of Lincoln (City), as an entitlement community, is eligible to receive Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). This Citizen Participation Plan (CPP) provides for and encourages citizen participation in the CDBG program process and has been developed to comply with the regulations of the CDBG program as administered by HUD.

The Consolidated Plan is a HUD requirement for a city to receive federal housing and community development funding. The Consolidated Plan report examines the housing and community development needs of a city, sets priorities for HUD resources to which a city is entitled, identifies the city's performance in meeting its goals, and establishes a strategic plan for meeting current and future needs. Each Consolidated Plan is also required to have a strategy for citizen participation in the Consolidated Planning process.

This document constitutes the Citizen Participation Plan for the City of Lincoln Consolidated Plan. The CPP describes how citizens will participate in four programmatic areas for the 2026 to 2030 program years:

- Development of the Consolidated Plan,
- Substantial amendments made to the Consolidated Plan,
- Development of the Annual Action Plan, and
- Development of the Consolidated Annual Performance and Evaluation Report (CAPER).

As required by [24 CFR 91.100](#) and [91.105](#), the City of Lincoln, California, is required by the U.S. Department of Housing and Urban Development (HUD) to develop and follow its Citizen Participation Plan, which sets forth the City's policies and procedures for public involvement in the Consolidated Plan process and the use of the Community Development Block Grant (CDBG) program. This Citizen Participation Plan is adopted in compliance with Section 104(a)(3) of the Housing and Community Development Act of 1974 and Title 24 of the CFR, Subtitle A, Part 91.

Primary Objectives

The primary objectives of the City's Citizen Participation Plan are to:

- Encourage citizen participation in the development of the Five-Year Consolidated Plan, the Annual Action Plan, the Consolidated Annual Performance Evaluation Report, and substantial amendments with emphasis on participation from individuals and households identified as low to moderate income, at-risk of or experiencing homelessness, those residing in areas where funding will be utilized, and residents with special needs. The City will also consult stakeholders and partner organizations, especially those in the fields of community and economic development, affordable housing, natural hazards risk, and digital/broadband.
- Provide citizens with reasonable and timely access to meetings, information and records relating to the City's plan for utilizing funding in addition to allowing reasonable opportunity to comment on the Five-Year Consolidated Plan, the Action Plan, the Citizen Participation Plan, the Consolidated Annual Performance and Evaluation Report, and substantial amendments.
- As requested, provide technical assistance to groups representative of persons of low to moderate income populations who plan to apply for block grant funding.
- Provide public hearings to obtain citizen and stakeholder views and to provide an opportunity to comment on the proposed draft plans and funding allocations.
- Provide substantive written response to every written citizen complaint within fifteen (15) working days of receiving statement (where practicable).
- Endeavor to meet the needs of non-English speaking and Limited Language Proficiency (LEP) residents in the case of public hearings where a significant number of non-English speaking and/or LEP residents can be reasonably expected to participate. When requested no later than five days prior to a public hearing, appropriate provisions will be determined and made to accommodate language needs.
- Provide public hearings at locations accessible to persons with disabilities and make provisions for persons with disabilities when requests are made at least five days prior to the hearing.
- Provide options for virtual, as well as in-person hearings, to allow for convenient and inclusive participation by residents and stakeholders and in the event of a national, state or local declared emergency that limits the ability for in-person meetings.

Glossary

CAPER: The Consolidated Annual Performance and Evaluation Report, as required by HUD regulations, reports the City's completion of projects and activities as outlined within the Action and Consolidated Plans and the expenditure of Community Development Block Grant (CDBG) funds at the end of the program year.

Consolidated Plan: A five-year plan of the City's Housing and Community Development needs, resources, priorities, and proposed activities to be undertaken for the CDBG program.

Action Plan: The yearly portion of the Consolidated Plan that identifies the specific activities and projects to be undertaken with CDBG resources during that funding/program year by the City.

CDBG: The Community Development Block Grant Program, as established under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, and the funding received under such program assists communities to address housing and community development needs, primarily for low- and moderate-income residents.

Median Family Income (MFI): HUD surveys major metropolitan areas annually to develop an index of median family income by household size.

Low- and Moderate-Income Households: Pursuant to HUD regulations, the primary beneficiaries of the CDBG program should be low- and moderate-income households, defined by HUD as follows:

- **Extremely Low-Income:** 0-30% Sacramento-Roseville-Arden-Arcade Metropolitan Statistical Area (MSA) Median family income (MFI) adjusted for household size.
- **Low-Income:** 31-50% Sacramento-Roseville-Arden-Arcade MSA MFI adjusted for household size.
- **Moderate-Income:** 51-80% Sacramento-Roseville-Arden-Arcade MSA MFI adjusted for household size.

Low- and Moderate-Income Neighborhood: Generally defined as a census tract(s) or block group(s) in which a minimum of 51 percent of the residents have an income not exceeding 80 percent of the area median family income.

Encouragement of Community Participation

The City of Lincoln encourages all residents to participate in the development of its Consolidated Plan, any substantial amendments to the Consolidated Plan, Annual Action Plan, and the Comprehensive Annual Performance and Evaluation Reports (CAPER). The City especially encourages participation by low- and moderate-income residents, particularly persons living in areas designated as a revitalization area, slum, or blighted area by the City, as well as living in areas where CDBG funds are proposed to be used and by residents of predominantly low- and moderate-income neighborhoods. Additionally, populations who have historically experienced exclusion, including racial and ethnic minorities, limited English proficient individuals, and individuals with disabilities are encouraged to participate in the development of the Consolidated Plan.

During the development of the Consolidated Plan, the City will encourage the participation of:

- Local and regional institutions;
- Placer County Housing Authority;
- Low-income residents;
- Public and private agencies (including businesses, developers, non-profit organizations, philanthropic organizations, and community and faith-based organizations) that provide housing, health, and social services including those that provide services to children, the elderly, people living with disabilities, people living with HIV/AIDS, people experiencing substance abuse/chemical dependency issues, survivors of domestic violence, and people experiencing homelessness;
- State and local health and child welfare agencies (regarding lead-based paint);
- Units of local government in Placer County, including City and County planning agencies;
- Appropriate offices of state government; and
- Local neighborhood and resident groups.

The City may use the following general strategies and techniques to reach target populations to encourage the development of the Consolidated Plan:

- Promote resident input opportunities through various sources, such as social media, web links, local public access channels, emails, or postings.
- Use the Internet to access those residents least likely or unable to participate in public hearings. The Internet will provide convenient access for all residents to participate in the development of the Consolidated Plan.
- Solicit views of nonprofit and service agencies.

- Hold public meetings at fully accessible locations.
- Encourage residents of publicly supported and subsidized housing developments to participate in the development and implementation of the Consolidated Plan. The City may provide information to relevant parties about Consolidated Plan activities so that this information can be shared with tenants.

Resident Comment on the Citizen Participation Plan and Amendments

The City of Lincoln will provide residents with a reasonable opportunity to comment on the original Citizen Participation Plan (CPP) and on substantial amendments to the CPP and will make the CPP public. The comment period will be no less than 15 days following a public notice advertised in the publication designated by the City of Lincoln for legal notices. The CPP will be provided, upon request, in a format accessible to persons living with disabilities.

Assessing the City of Lincoln's Language Needs

In determining the need for translation notices and other vital documents, the City will evaluate the impact of translation for people with limited English proficiency (LEP) in the city of Lincoln. Throughout the development of the Consolidated Plan, particular attention will be paid to reaching LEP residents by conducting surveys and focus group meetings. Further, all public hearings will include the availability of an interpreter if notified at least five days in advance of the hearing or if a significant number of non-English speaking residents are expected to participate at the hearing.

Development of the Consolidated Plan and Annual Action Plan

This document outlines how members of the Lincoln community may participate in the development and review of the City's Five-Year Consolidated Plan; each annual Action Plan; each Annual Performance Report; and any substantial amendments to a Consolidated Plan and/or Action Plan. The City of Lincoln's program/fiscal year begins on July 1 and ends June 30. The City is responsible for implementing and reporting on all aspects of the Consolidated Plan process.

The annual timeline to develop the Consolidated Plan and/or Action Plan and the CAPER schedule is highly dependent upon the federal government's budget cycle, and specifically the allocations to HUD as approved by the U.S. Congress and the President. The following schedule provides a sample timeline for the development of the City's plans if Congress allocates a budget in September preceding the start of the program year.

City of Lincoln Citizen Participation Plan Annual Schedule

July	Begin Annual Action Plan year
	Begin Consolidated Annual Performance and Evaluation Report (CAPER) process
August	At the end of the month, publish CAPER Public Notice of draft availability for public comment
September	Beginning in the middle of the month, begin 15-day Public Comment period for CAPER
	CAPER submitted to HUD by September 30
Oct - Jan	Hold public meetings for Consolidated Plan and Annual Action Plan
March	Publish Public Notice informing public the draft Consolidated Plan/Annual Action Plan are available for public comment
	Contact all public meeting participants about the availability of the draft plan(s)
Apri	Begin 30-day Public Comment period for draft Consolidated Plan and draft Annual Action Plan
May	Consolidated Plan and Action Plan submitted to HUD by May 15
June	End of Annual Action Plan year

As soon as feasible after the start of the public participation process, the City of Lincoln will make the HUD-provided data and any other supplemental information that the City plans to incorporate into the Plan available to its residents, public agencies, and other interested parties.

Before adopting a Consolidated Plan, the City will make available to residents, public agencies, and other interested parties, information that includes the amount of assistance the City expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income persons. This information will be provided early in the planning process through public notices, posting to the City's website, and public hearings/meetings.

A notice will be advertised in the publication designated by the City of Lincoln for legal notices to inform the public that a draft Consolidated Plan is available for review and is subject to public comment. The notification will provide a summary of the documents and will describe the content and purpose of the particular plan(s). The notice will also be posted on the City's website and emailed to a list of community organizations, agencies, and other groups. The public notice will state that copies of the proposed Plan(s), in its(their) entirety, will be available for review on the City's website and that free copies will be provided to residents and groups, as requested, at:

City Manager's Office

City of Lincoln
600 6th Street
Lincoln, CA 95648

All comments or views of residents received in writing or orally at public hearings shall be considered in the preparation of the final Consolidated Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore shall be attached to the final Consolidated Plan.

Consolidated Plan Amendments

Criteria for Amendments to the Consolidated Plan. The City of Lincoln defines a substantial amendment to the Consolidated Plan/Annual Action Plan whenever one or more of the following criteria has been met:

- Changes its allocation priorities of funds;
- Carrying out an activity, using CDBG funds not previously described in the action plan; or
- Changes the purpose, scope, location, or beneficiaries of an activity.

A public comment period will be provided before any substantial amendment is implemented. Notice of the public comment period will be published in the Lincoln News Messenger and posted on the City of Lincoln website. The comment period will be no less than 30 days following publication of the legal ad. All comments or views of residents received in writing or orally at public hearings shall be considered in the preparation of substantial amendments. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore shall be attached to the substantial amendment for submission.

Comprehensive Annual Performance and Evaluation Report (CAPER)

At the end of each program year, a Comprehensive Annual Performance and Evaluation Report (CAPER) must be submitted to HUD. The CAPER gives an actual account of activities and details how the City of Lincoln maintained and expended funds for that program year.

A 15-day public comment period will be held to receive comments on the CAPER draft before it is submitted to HUD. Notice of the public comment period will be published in the Lincoln News Messenger and posted on the City of Lincoln's website two weeks prior to the start of the comment period. All comments or views of residents received in writing or orally at public hearings shall be considered in the preparation of the CAPER. A summary of these comments or views shall be attached to the CAPER for submission to HUD.

Standards for Public Notice

Notice shall be provided to the public via city website and will also be published twice in the Lincoln News Messenger at least two consecutive weeks prior to any hearing date. Notice of hearings must be sufficiently detailed to allow for residents to identify the content of the hearing with recognized programs or services and must also provide information listing the locations at which complete copies of any plans or reports can be found (library, city or county website, other public locations, etc.). A reasonable number of free copies will be provided and in a format accessible to persons living with disabilities and in non-English translations, upon request. The time required for public notification is listed below.

- **Citizen Participation Plan.** Public comment period of 15 days for the original Citizen Participation Plan, commencing on the date that the first public notice appears.
- **Consolidated Plan.** Public hearing before City Council, minimum of 30 days to receive comments, concluding no later than the date the Consolidated Plan is to be submitted to HUD.
- **Amendments and Revisions.** Public comment period of 30 days, commencing on the date that the first notice appears.
- **CAPER.** Public hearing before City Council, minimum of 15 days to receive comments, concluding no later than the date the CAPER is to be submitted to HUD.

Public Hearings and Public Comment Period

At least two public hearings will be held each year to provide opportunities for public participation at different stages of the program year. Public hearings are held to obtain the views of residents of the community on housing and community development needs, including priority non-housing community development needs; development of proposed activities; and review of program performance.

One public hearing shall be held before the proposed Consolidated Plan or Annual Action Plan is finalized and submitted to HUD. In years where the City is submitting its Consolidated Plan, the second public hearing will take place during the 30-day comment period in anticipation of submitting the Consolidated Plan to HUD. In all other years of the five-year cycle, the second public hearing shall be held when the draft of the Consolidated Annual Performance and Evaluation Report (CAPER) is prepared.

All public hearings will be advertised in the Lincoln News Messenger for legal notices and posted on the City's website two weeks prior to the public hearing. Each hearing will include the availability of an interpreter when a significant number of non-English speaking persons are expected to participate in the hearing. If notified at least five days in advance of the public hearing, the City will provide translation, vision, or hearing-impaired services, as needed. A summary of the oral comments and those received in writing shall be

included in any plan or report produced after any hearing, as well as a summary of any comments or views not accepted and the reasons therefore.

Accessibility

All Lincoln residents, especially persons of low- and moderate-income, residents of low- and moderate-income neighborhoods, persons living with disabilities, and persons with limited English-speaking ability are encouraged to contribute input regarding federally-funded activities. No person shall be excluded from participation in the City of Lincoln programs on the grounds of race, color, sex, religion, national origin, familial status, or disability. To encourage equal access in participation for people living with disabilities, all hearings and meetings are held at accessible sites.

Furthermore, materials will be provided in accessible formats—including translation into other languages, if necessary—on the City of Lincoln website. An interpreter may be requested if a significant number of non-English-speaking residents are expected to participate. In addition, if a resident is unable to attend a public hearing due to scheduling conflicts, the resident will be asked to provide a written comment that will then be shared with the City Manager’s Office. The adopted Consolidated Plan, CAPER, and substantial amendments/revisions, will be available on the City of Lincoln’s website at all times and the public will have access to a printed copy, as requested. Reasonable and timely access to information and records relating to the Consolidated Plan and use of assistance under federal programs during the preceding five years will be provided to residents, public agencies, and other interested parties.

Complaints

Residents may provide critical input regarding the City of Lincoln’s Consolidated Plan, Annual Action Plan, CAPER, and proposed substantial amendments at any time. Critical input must include identification of unmet requirements and relevant supporting data and will be considered on the following grounds:

- Stated needs and objectives are inconsistent with available and reliable data;
- Stated projects are inappropriate for meeting needs and approved objectives; and/or
- Consolidated Plan elements do not comply with federal regulations for the Federal Program.

This critical input must be submitted in written form to:

City Manager’s Office

City of Lincoln
600 6th Street
Lincoln, CA 95648

Upon receipt, all said written forms of critical input shall receive a written response within 15 days, where practicable.

Technical Assistance

Where appropriate, City staff shall provide technical assistance to groups representative of persons of low- and moderate-income that request such assistance to comment on the Consolidated Plan and in development proposals for funding assistance under any of the programs covered by the Consolidated Plan. The assistance does not include the provision of funds to the groups. Furthermore, all residents and/or local agency representatives are encouraged to contact City staff with questions about both program guidelines and general community development needs in the city of Lincoln.

Anti-Displacement

Due to the potential liability for longer-term assistance and burdens placed on affected tenants, the City of Lincoln will generally avoid funding projects that involve permanent residential or business displacement. In cases where displacement is absolutely necessary, relocation benefits will be paid in accordance with the Uniform Relocation Act and other applicable federal regulations.