



**Citizen Participation Plan
For
Cumberland County, Pennsylvania**

**For the Grants Administered by
The Redevelopment Authority of the County of
Cumberland**

Date of Plan:

July 2026

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Introduction

Cumberland County has prepared this Participation Plan to provide for and encourage participation in the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME). This Plan was prepared in accordance with Section 104(a) of the Housing and Community Development Act of 1974, as amended and implementing regulations at Title 24 CFR Part 91.105. This Plan supersedes all other Citizen Participation Plans which may have been previously adopted by the County of Cumberland.

The primary goal of this Citizen Participation Plan is to provide all citizens of the community with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of the CDBG and HOME programs. 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.

Citizens are encouraged to participate in all phases of the CDBG and HOME programs and will be provided full access to program information. However, final responsibility and authority for the development and implementation of CDBG and HOME programs lie with Cumberland County.

Cumberland County is a federal entitlement community with the classification of urban county, or Participating Jurisdiction (PJ) under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME).

The purpose for the combined Citizen Participation Plan is that The Redevelopment Authority of the County of Cumberland (RACC) administers all the above-mentioned grant programs.

Encouragement of Citizen Participation

Cumberland County is certifying to HUD that the County is following an approved Citizen Participation Plan, which:

- a) Provides for and encourages citizen participation with particular emphasis on participation by persons who are residents of slum and blighted areas, by residents in the low to moderate income neighborhoods or targeted revitalization areas as defined by the County.
- b) Provides for and encourages citizen participation of residents of public and assisted housing developments, as well as providing information to RACC about Consolidated Plan activities related to its development.
- c) Provides for and encourages citizen participation of persons with disabilities as well as provides a copy of the participation plan in a format accessible to persons with disabilities, upon request.
- d) Provides for and encourages citizen participation of all the County's citizens, including minorities and non-English speaking persons, and identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

- e) Provides citizens with reasonable and timely notifications and access to local meetings, information, and records relating to the County's proposed and actual use of federal CDBG and HOME funds.
- f) Provides technical assistance to groups / organizations representative of persons of low to moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the County.
- g) Provides for public hearings to obtain citizens' view: to respond to proposals and questions at all stages of the community development program, including at least the development of needs: and the review of proposed activities, and the review of programs' annual performance. The hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the disabled.
- h) Provides timely responses to written complaints and grievances where applicable.

Development of Consolidated Plan/Annual Action Plan

The Consolidated Plan, or its annual update known as the Action Plan, is submitted to HUD each year no later than 60 days after receiving its entitlement allocations from HUD. The consolidated planning process is used to identify the housing, homeless, and community development needs throughout the County. These needs and strategies to address them are outlined in the Consolidated Plan.

Cumberland County will carry out at least one public hearing during the development of the Consolidated Plan/Annual Action Plan to obtain citizen's views and to respond to proposals, questions, and concerns. The hearing will be held after the plan is finalized, prior to the submission to HUD, immediately prior to the presentation to the County Commissioners.

Once drafted and before the Five-Year Consolidation Plan/Annual Action Plan is adopted, the document(s) will be made available to interested parties for a public comment period of no less than 30 days. A public meeting will be conducted during the 30-day comment period to gather input on the proposed plan and/or proposed activities. A summary of these comments and/or views shall be attached to the final Consolidated Plan/Annual Action Plan. The rationale for not implementing any proposed changes must also be included in the submission to HUD.

A summary of the Consolidated Plan will be published in the Sentinel, a newspaper of general circulation in the service area, a minimum of 30 days prior to action being taken on the plan. The document will be made available for public review during those 30 days. The public hearing and the summary may be advertised concurrently.

The advertisement shall specify where the plan can be reviewed by the public, which is on site at RACC, 114 North Hanover Street, Carlisle PA 17013 and on RACC website: cchra.com. The plan will be made available in accessible formats to non-English speaking persons and / or persons with disabilities upon request.

Amendments

RACC will consider the following criteria as constituting a substantial change or substantial amendment to the Consolidated Plan and Action Plan thereby requiring an amendment:

- 1) An activity added to or deleted from the Consolidated Plan or Annual Action Plan.
- 2) A change in purpose, scope, location, or beneficiaries of an activity previously described.
- 3) A fifty percent change in **federal funding** where the project is \$25,000 or less
- 4) A twenty-five percent change in **federal funding** where the project is more than \$25,000.

Changes that do not meet the above criteria for a substantial change or amendment are considered minor.

In the event of an amendment to the Consolidated Plan or Annual Action Plan, the proposed amendment would be made available to interested parties for a comment period of no less than 30 days. Citizens will be notified of the amendment availability through the Sentinel, a newspaper of general circulation in the service area. The notification will be published the day the amendment comment period begins.

This Citizen Participation Plan can be amended only after the public has been notified of the intent to modify it, the public has 30 days to review and comment on proposed changes, and the proposed changes comply with all federal regulations at 24 CFR 91.105. RACC, on behalf of Cumberland County, will document and report all public comments from citizens, public agencies, and other interested parties in preparing for its final submission. Public comment will be considered, when feasible and beneficial, prior to final approval by the Cumberland County Commissioners, respectively. Before adopting, amendments will go before the Cumberland County Commissioners for final approval.

After approval, submission to HUD can occur on a case-by-case basis or at the end of the program year.

Consolidated Annual Performance and Evaluation Report (CAPER)

Cumberland County is required to report on the use of grant funds and on the accomplishments achieved using these funds. This reporting is done through the submission of a Consolidated Annual Performance and Evaluation Report (CAPER). This reporting is due annually no later than 90 days after the close of the program year, unless an extension is requested and approved.

RACC will hold a public hearing regarding its performance in carrying out the objectives of the Consolidated Plan for the previous program year. The hearing will be held after the plan is finalized, prior to the submission to HUD, immediately prior to the presentation to the County Commissioners. The public hearing shall be advertised in the Sentinel, a newspaper of general circulation in the service area, and on the RACC website, no less than 15 days prior to the hearing. The advertisement shall state that special accommodation will be made for persons with disabilities or non-English speaking persons upon request. The CAPER will be made available for public review for at least 15 days prior to the action by RACC. In addition, a copy will be made available for public review at RACC, 114 North Hanover Street, Carlisle, PA 17013 and on RACC website, cchra.com.

Cumberland County must consider all comments received and list a summary of the comments in the CAPER submission to HUD, in addition to explaining the rationale for not adopting any proposed changes.

Citizen Access to Records

Cumberland County will provide public access to program information and will make adequate information available to citizens. Program records are available for citizens review, upon written request, to RACC, 114 North Hanover Street, Carlisle, PA 17013.

Such documents include the following:

- Records of Public Hearings / Meetings
- All key public documents, including prior applications, notice of awards, grant agreements, environmental reviews, notice to proceed, the citizen participation plan, annual performance reports, and other reports required by HUD.
- Copies of the regulations and issuances governing the program
- Documents regarding other aspects of the program such as contracting requirements, environmental procedures, fair housing and other equal opportunity requirements and relocation policies.

Technical Assistance

Technical assistance to interested persons and agencies with regards to the Consolidated Plan, CDBG and/or HOME programs, and the CAPER shall be made available to the public upon request to the extent feasible. This will include agencies which wish to undertake activities using funds from RACC.

Complaints

All complaints relating to the Consolidated Plan, or its components, shall be responded to in a timely manner. Where practicable, this means within 15 working days of receipt of the complaint.

Section 108 Loan Program

If the County determines that a Section 108 Loan Program is needed, the following will be required:

- Applications for assistance filed by RACC for Section 108 loan guarantee assistance authorized under HUD regulation 24 CFR Part 570, subpart M, are subject to all provisions set forth within this Citizen Participation Plan.
- Such applications for Section 108 loan guarantees may be included as part of the process for obtaining CDBG Entitlement funds or may be undertaken separately anytime during the program year.
- The required public hearing to inform citizens of program requirements will be carried out by RACC, 114 North Hanover Street, Carlisle, PA 17013.