



*Certified City of Diversity, Equity, Inclusion, and Belonging*

## **Guidance for the 5-Year Rule on Major Projects, Assessments, Reports**

*According to the guidelines set by the Equity and Inclusion Advisory Council, cities can include master plans, strategic plans, major projects, and assessments adopted up to five years before the application date to fulfill certification requirements. The five-year period is determined by the date of adoption.*

**If the 5-year anniversary has already occurred before a city's application for certification is submitted, a 6-month grace period is allowed beyond the anniversary date to demonstrate that the plans/projects/assessments are being updated. Cities must provide the following documentation.**

- The original date of adoption,
- Documentation of a plan to update the project, plan, assessment, or report. Examples of documentation include:
  - City council meeting minutes where the update was discussed, planned, or approved,
  - Documentation from existing and active workgroups working towards the update,
  - Work session agendas, meeting minutes, etc., where the update is discussed,
  - Line items in the approved budget for the update.
- A timeline of the updates to the plan, project, assessment, or report showing its completion by the time of recertification (3 years after initial certification is granted).
  - You will be required to submit the new or updated plan, project, assessment, or report at the time of recertification.

### **Recertification Grace Period**

Likewise, if the plan, project, assessment, or report reaches the five-year mark within six months of submitting the city's recertification application, the city must furnish the same documentation mentioned above to demonstrate that an update is underway.

In the event that the plan, project, assessment, or report reaches the five-year mark after the initial certification or submission, the city is required to present the fully updated or new version of the plan, project, assessment, or report at the time of recertification.

### **Major plan, project, assessment, or report by category:**

Workforce Housing	Measure A – Community Housing Assessment Measure H – Housing Affordability Action Plan Measure I – Workforce Housing Action Plan
Health and Wellbeing	Measure B – Community-Wide Health and Wellbeing Needs Assessment
Public Safety and Restorative Justice	Measure L – Public Safety Strategic Plan
Community Dialogue and Stakeholder Engagement	Measure C – City Communications Plan