

INTRODUCED: January 23, 2017

A RESOLUTION No. 2017-R009

To adopt a Citizen Participation Plan for purposes of compliance with 24 C.F.R. § 91.105 and related laws and regulations.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: FEB 13 2017 AT 6 P.M.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RICHMOND:

That the Citizen Participation Plan attached to this resolution is hereby adopted as the Citizen Participation Plan of the City of Richmond, Virginia, for purposes of compliance with 24 C.F.R. § 91.105 and related laws and regulations.

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: FEB 13 2017 REJECTED: _____ STRICKEN: _____



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

O & R REQUEST

DEC 16 2016
4-6087
Chief Administration Office
City of Richmond

O&R REQUEST

DATE: December 15, 2016 **EDITION:** 1

TO: The Honorable Members of City Council

THROUGH: Levar M. Stoney, Mayor

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer

THROUGH: Peter L. Downey, Deputy Chief Administrative Officer

FROM: Douglas Dunlap, Interim Director, Department of Economic and Community Development

RE: TO ADOPT THE CITY'S CITIZEN PARTICIPATION PLAN

ORD. OR RES. No. _____

PURPOSE: This memorandum requests a resolution to adopt, for the City, the Citizen Participation Plan attached to this memorandum to comply with 24 C. F.R. § 91.105, a U. S. Department of Housing and Urban Development regulation applicable to federal community planning and development programs in which the City participates.

REASON: For compliance with 24 C. F.R. § 91.105, a U. S. Department of Housing and Urban Development regulation.

BACKGROUND: The Department of Economic and Community Development is responsible for assuring that all citizen participation requirements under the federal guidelines are met in the development of the Citizen Participation Plan, the Consolidated Plan and Substantial Amendments thereunto, and Performance Reports. The requirements are set forth in 24 CFR 91.105 and cover the following:

- Providing for and encouraging citizen participation, with particular emphasis on participation by persons of very low- and low- to moderate-income who are residents of slum and blighted areas and areas eligible for the use of Community Development Block Grant Funds, as well as minorities, non-English speakers, and persons with disabilities.
- Providing citizens with reasonable and timely notice of and access to local

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OFFICE OF CITY ATTORNEY

meetings, information, and records relating to the proposed and final use of funds.

- Providing technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals.
- Providing for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities and review of program performance. These hearings shall be held after adequate notice, time, and locations convenient to potential or actual beneficiaries and to persons with disabilities have been provided.

FISCAL IMPACT / COST: N/A

FISCAL IMPLICATIONS: N/A

BUDGET AMENDMENT NECESSARY: N/A

REVENUE TO CITY: N/A

DESIRED EFFECTIVE DATE: Upon Adoption

REQUESTED INTRODUCTION DATE: January 9, 2017

CITY COUNCIL PUBLIC HEARING DATE: January 23, 2017

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: N/A

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None

AFFECTED AGENCIES: Economic and Community Development

RELATIONSHIP TO EXISTING ORD. OR RES.: Ord. 2016-226, Ord. 2016-116

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: Citizens Participation Plan

STAFF: Denise Lawus, Deputy Director II - 646-3975, Daniel Mouer, Project Development Manager – 646-7025

2016-2020 CITIZEN PARTICIPATION PLAN

The Department of Economic and Community Development is responsible for assuring that all citizen participation requirements under the federal guidelines are met in the development of the Citizen Participation Plan, the Consolidated Plan and Substantial Amendments thereunto, and Performance Reports. The requirements are set forth in 24 CFR 91.105 and cover the following:

- Providing for and encouraging citizen participation, with particular emphasis on participation by persons of very low- and low- to moderate-income who are residents of slum and blighted areas and areas eligible for the use of Community Development Block Grant Funds, as well as minorities, non-English speakers, and persons with disabilities.
- Providing citizens with reasonable and timely notice of and access to local meetings, information, and records relating to the proposed and final use of funds.
- Providing technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals.
- Providing for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities and review of program performance. These hearings shall be held after adequate notice, time, and locations convenient to potential or actual beneficiaries and to persons with disabilities have been provided.

Consolidated Plan

In the development of the Consolidated Plan, the City of Richmond's Department of Economic and Community Development shall:

- Make available the amount of assistance, the range of proposed activities, and an estimate of the amount that will benefit low-mod persons, as well as a statement on anti-displacement policy for minimizing displacement and the types and levels of assistance to displaced persons. Information on the amount of assistance will be made available prior to the public comment period via public notice of a detailed summary in Richmond's daily newspaper and in a minority-owned weekly paper. All information will be available throughout the public comment period at advertised public hearings, at 1500 E. Main Street, Suite 400 and at the Main branch of the Richmond Public Library on Franklin Street.
- Publish the Consolidated Plan in a manner that affords interested persons a reasonable opportunity to examine it and comment upon it. Upon acceptance of the final document by U.S. Housing and Urban Development (HUD) the complete text will be posted on the City of Richmond's website, and complete copies will be available at 1500 E. Main Street, Suite 400 and at the Main branch of the Richmond Public Library on Franklin Street. The Department of Economic and Community Development will provide a reasonable number of free copies to citizens upon request.

- Provide for no less than two public hearings during the development of the Consolidated Plan—one prior to and one during the Public Comment Period.
- Provide for a period of not less than **30 days** to receive comments on the Consolidated Plan prior to its adoption by City Council.
- Consider any comments received in preparing the final Consolidated Plan. A summary of the comments, and any comments not accepted and the reasons therefore shall be attached to the final Consolidated Plan.

Anti-displacement and Relocation Plan

The City will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and implementing regulations at 49 CFR24. The City also has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Two methods are used to maximize citizen participation:

- Consultation/focus meetings
- Public hearings hosted by Economic and Community Development and City Council

Consultations/Focus Meetings

To develop the Consolidated Plan, City staff will hold consultations/focus meetings with individuals and organizations that are directly or indirectly providing housing and support services to low and moderate income residents of Richmond. Summaries of these meetings will be published in the Consolidated Plan and will be available for review before the final draft is submitted to HUD.

Consultations will be held with representatives for the following:

1. Special Needs

- Housing: Assisted Housing Services, Health Services, Social Services, Fair Housing Services.
- Chronic Homelessness and Special Needs: Homeward Partners Mental Health, HOPWA participating providers and jurisdictions, service providers to Elderly and Disabled Persons, ESG providers and COC.
- Lead Paint Based Hazards/Healthy Homes, Local Health and Child Welfare agencies.

2. Government

- Adjacent units of Local Government and Richmond Metropolitan Regional Planning District
- Government Housing Agencies (Virginia Housing Development Authority, Virginia Department Housing & Community Development, HUD)
- City Agencies (Social Services, Economic and Community

Development, Multicultural Affairs, Planning and Development Review, Minority Business Development, Police.)

3. Housing

- Local Public Housing Agency: RRHA for public housing needs, planned programs and activities
- Private Housing Professionals, Realtors & Developers, Contractors
- Foundations, Equity Corporations, and Lending Institutions
- Non Profit Housing Agencies

4. Finance

- Foundations, Equity Corporations, and Lending Institutions
- Government Agencies (Virginia Housing Development Authority , Virginia Department Housing & Community Development , HUD)
- City Agencies (Economic & Community Development, Minority Business Development, Police, etc.)
- Local Business Community
- Federal Reserve

5. *Limited English Proficiency*

- *Hispanic/Latino Organizations*
- *Asian Chamber of Commerce*
- *Hispanic Chamber of Commerce*
- *Government Housing Agencies (Virginia Department of Housing & Community Development, HUD, etc.)*
- *City Agencies (Social Services, Economic and Community Development, Multicultural Affairs, Planning and Development Review, Minority Business Development)*

Public Hearings

The Department of Economic and Community Development will convene no fewer than two Public Hearings. The first will be held prior to publishing the proposed Consolidated Plan in order to receive input from citizens on the housing and community development needs for low to moderate-income persons, including priority non-housing community development needs.

The final Public Hearing will be hosted by City Council during the public comment period for citizens to give input on the Consolidated Plan and the annual budget. This Plan will consist of the overall identified needs of housing and community development and strategies to address these needs over a five-year period; it will provide specific activities for the fiscal year. Adequate and timely notification to citizens about the public hearings will be made through public notices published in local newspapers: the daily newspaper and a minority-owned weekly paper. The facilities for the meetings and hearings will be accessible to persons with disabilities.

The Division of Neighborhood Revitalization shall make all arrangements for public hearings and shall be responsible for publishing public notices no less than two weeks in advance of the hearings. *The Division will ensure that one or more qualified interpreters are available upon*

request to translate at any public meetings or hearings upon request by any individual who is limited English proficient (LEP). Translation at such meetings and hearings shall be conducted in such manner to accommodate the number of people making the requests and ensure the smooth conduct of the meeting.

Additional Language Access Issues:

Any City resident needing language assistance for public meetings that is not otherwise provided for, or to have notices or other vital City documents related to this notice translated into Spanish, can contact the City's Interim Language Access Coordinator at 804-646-0145. This Plan has been translated into, and is available in, Spanish.

In addition to the specific interpretation, translation and language access provisions set forth above, the Department of Economic and Community Development will follow the requirements of the version of the City's Language Access Plan then in effect.

Substantial Amendments

A substantial amendment has been defined as follows:

- 1) Funding a new project in excess of ~~\$15,000~~ **\$30,000**
- 2) Adding more than ~~\$25,000~~ **\$50,000** to an existing project
- 3) Changing the purpose, scope, location or beneficiaries of an activity, including changes in the use of CDBG funds from one eligible activity to another.

When it has been determined that a substantial change must be made to the Consolidated Plan, it will be published for review in the local newspapers. Citizens will have a 30-day period for review and to submit written responses (time period to run concurrently). A summary of these comments and a summary of any comments or views not accepted will be attached to the substantial amendment. City Council will also review the changes and have a public hearing before amending the Consolidated Plan. The Division of Housing and Neighborhoods shall make all arrangements for public hearings and shall be responsible for handling all public notices.

Performance Reports

Citizens will be given an opportunity to review Annual Performance Reports before they are submitted to HUD by September 27th each year. There is a 15-day period allowed for this review. Copies of the report are available at 1500 E. Main Street, Suite 400 for persons to review. A notice of the availability and opportunity to comment is published in the local newspapers. Any comments written or orally provided shall be summarized and attached to the performance report for its submittal to HUD.

Availability to the Public

The adopted Consolidated Plan, Substantial Amendments and Performance Report will be made available to the public, and upon request, in a form accessible to persons with disabilities.

Access to Records

The proposed Consolidated Plan in its entirety shall be made available for public review/comments for 30 days in the Main branch of the Richmond Public Library on Franklin Street and at 1500 E. Main Street, Suite 400. Also, a summary of the proposed Consolidated Plan will be published in

the local newspaper. The final document will also be published so that a reasonable number of copies can be made available to citizens upon request. The final document is posted on the City of Richmond's website and copies made available at Main branch of the Richmond Public Library on Franklin Street. Citizen comments are compiled and added to the Consolidated Plan before it is submitted to HUD. Citizens will be provided reasonable and timely access to information and records relating to the Consolidated Plan and use of the assistance under the programs for the period of the prior five years.

Technical Assistance

Technical assistance will be provided to any groups or representative of persons who are very low- and low- to moderate-income and or Limited English Proficient or others requiring assistance in developing proposals for funding under any of the programs covered under the Consolidated Plan. The Division of Neighborhood Revitalization shall make arrangements for such assistance upon request. For each funding cycle, staff will hold at least one evening workshops covering the essentials of proper preparation of applications and offered in an accessible location free of charge. Staff will be available to answer questions and provide technical assistance during the application period.

Complaints

The City through the Department of Economic and Community Development will provide a written response to each complaint received from a citizen on the Consolidated Plan, an amendment, or performance report (within 15 days, where practicable).