



Amendment to FY 2012 – 2016 Citizen Participation Plan

Citizen Participation Plan

Revised

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CITIZEN PARTICIPATION PLAN

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CITIZEN PARTICIPATION PLAN

SECTION 1: INTRODUCTION

The Citizen Participation Plan sets forth the jurisdiction's policies and procedures for participation by the citizens of the City of Norfolk ("City") in activities funded by three federal programs: the Community Development Block Grant ("CDBG"), the Home Investment Partnership ("HOME"), and the Emergency Solutions Grant ("ESG") Program and **Section 108 Loan Guarantee Program**.

SECTION 2: ENCOURAGEMENT OF CITIZEN PARTICIPATION

The City of Norfolk's Department of Neighborhood Development (DND) 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 or Annual Plan, Substantial Amendments thereunto, and Performance Reports. The requirements are set forth in Title 24, Part 91.105, Citizen Participation Plan – Local Governments.

The City of Norfolk will:

- Provide for and encourage citizens to participate in the development of any consolidated or annual plan, any substantial amendment to the consolidated or annual plan, and the performance report.
- The city will especially encourage participation by low-to-moderate income persons, particularly those living in areas where CDBG funds are proposed to be used and residents of predominately low-to-moderate income neighborhoods.
- Take appropriate action to encourage participation of minorities, non-English speaking persons, and persons with disabilities.
- Encourage the participation of local and regional institutions including Norfolk Redevelopment and Housing Authority (NRHA), businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith based organizations.
- Encourage, in conjunction with NRHA, the participation of residents of public and assisted housing developments.
- Explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation.

SECTION 3: DEVELOPMENT OF THE CONSOLIDATED PLAN AND ANNUAL PLAN

At least 30 days prior to adoption of the Consolidated Plan or Annual Plan the city will make available to citizens, public agencies, and other interested parties a draft of these documents. The draft plan(s) will include:

- The anticipated amount of assistance the city expects to receive from the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grants (ESG) including program income.
- The range of activities that may be undertaken, including the estimated amount that will benefit persons of low- to-moderate income.

The city will provide the opportunity for citizens, public agencies, and other interested parties to review and comment on the Draft Consolidated or Annual Plan by taking the following steps:

1. The city will publish a summary of the draft consolidated plan or annual plan in one or more newspapers of general circulation. This summary will describe the contents and purpose of the draft consolidated or annual plan and will include a list of the locations where copies of the entire draft plan(s) may be examined.
2. The city will make copies of the draft consolidated or annual plan available for examination at all Norfolk Library branches, at the Department of Neighborhood Development (DND), and on the City of Norfolk's DND webpage.
3. The city will consider all comments or views of citizens received in writing, or orally at the public hearings, in preparing the final Consolidated or Annual plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reason therefore, shall be attached to the final Consolidated or Annual Plan.
4. After HUD approves the Consolidated or Annual Plan the city will make the document available to the public by posting the final plan on the city's website: www.norfolk.gov.

SECTION 4: 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 implement regulations at 49 CFR 24. All of the City of Norfolk's Consolidated Plan activities are designed to eliminate (or minimize) the occurrence of displacement. Program guidelines and limitations are structured so that temporary displacement is unlikely.

If an involuntary displacement should occur, it is the City of Norfolk's policy to provide housing referral assistance and, if required, make relocation payments in accordance with local, state and federal law.

SECTION 5: PUBLIC HEARINGS AND NOTICES

The City will conduct at least two public hearings per year to obtain citizen's views and to respond to proposals and questions.

The first scheduled hearing shall occur at least 30 days prior to the issuance of the draft Consolidated or Annual Plan. The purpose of this hearing is to obtain the views of citizens on housing and community development needs (including priority non-housing community development needs) as well as the development of proposed activities and to discuss program performance.

The second public hearing will occur at least 30 days prior to adoption of the Consolidated or Annual Plan. This meeting will allow citizens, public agencies, and other interested parties to comment on the draft consolidated or annual plan.

Notice of the public hearings will be published in one or more newspapers of general circulation and on the city's website. The city will seek to accommodate non-English speaking or hearing impaired citizens to the best of its ability upon advanced request of at least 10 days.

Public Hearings shall be held in the City Hall Building, City Council Chambers, and/or other facilities that are handicapped accessible and are centrally located.

SECTION 6: ASSESSMENT OF PERFORMANCE

At least 15-days prior to submitting the Consolidated Annual Performance Evaluation Report (CAPER) to HUD, the City of Norfolk will publish a notice of availability and opportunity to comment in a newspaper of general circulation.

The draft CAPER will be made available to citizens, public agencies, and other interested parties on the city's website.

The city will consider all comments or views of citizens received in writing by the specified deadline in preparing the CAPER. A summary of these comments or views shall be attached to the final CAPER submitted to HUD. It is anticipated that the notice of availability and opportunity to comment will be published in the first or second week of September and the CAPER will be submitted to HUD not later than September 28th each year.

SECTION 7: AMENDMENTS TO THE CONSOLIDATED OR ANNUAL PLANS

A. Amendments in General

The city shall amend its approved Consolidated Plan or Annual Plan whenever it makes one of the following decisions as referenced in 24 CFR, Part 91.505, the city will officially amend its approved Consolidated Plan whenever it decides to pursue any of the following:

- (1) To make a change in its allocation priorities or a change in the method of distribution of funds;
- (2) To carry out an activity, using funds from any program covered by the Consolidated Plan (including program income), not previously described in the action plan portion of the Consolidated Plan; and
- (3) To change the purpose, scope, location, or beneficiaries of an activity included in the annual action plan.

All amendments are limited to changes from one eligible activity to another and all proposed amendments must be reviewed and approved by an official representative of the city. All amendments will be made public and the city will notify HUD when an amendment has been made. Comments or views of citizens received in writing shall be considered during the amendment process and shall be attached to the amendment.

B. Substantial Amendment

A substantial amendment is any change 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 at least one newspaper of general circulation. Citizens will have a 30-day period to submit written responses. A summary of these comments and a summary of any comments or views not accepted will be attached to the substantial amendment.

Upon completion of the substantial amendment process, the city shall notify HUD that an amendment has been made. A copy of the amendment will be provided to the HUD office for the jurisdiction and shall include a transmittal letter signed by an official representative of the city.

SECTION 8: TECHNICAL ASSISTANCE

The city shall provide technical assistance to 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. The technical assistance shall consist of the provision of available and relevant information. Technical assistance will be provided for and arranged by the Department of Neighborhood Development, HUD Entitlement Unit, 810 Union Street, 401 Monticello Avenue, 1st Floor, Norfolk, VA 23510.

SECTION 9: COMMENTS AND COMPLAINTS

The City of Norfolk will consider any comments or views of citizens received in writing, or orally at public hearings, on the preparation of the Consolidated Plan, amendments to the Plan, and performance reports. A summary of all comments or views, as well as how they were addressed in the relevant document (or, if applicable, why they could not be accommodated), will be included in the final Consolidated Plan, amendments to the Plan, or performance reports.

With regard to citizen complaints, the city will make every reasonable effort to issue a written response to every written complaint or grievance within 15 working days of receipt. When this is not possible, the city shall, within 15 working days of receipt of a complaint, issue a letter indicating the status of the complaint review and the approximate anticipated date of a complete response.

SECTION 10: RECORD AVAILABILITY AND ACCESSIBILITY TO THE PUBLIC

Availability of Records

The adopted Consolidated Plans, Annual Action Plans, Substantial Amendments, and Performance Reports will be made available to the public, and upon request, in a form accessible to persons with disabilities and in a language, that can be understood by non-English speaking persons, when requested.

The translation and/or modification of these documents will occur in as timely a manner as possible.

SECTION 11: RECORD for Section 108 Loan CCP

The City must develop and follow a detailed citizen participation plan for Section 108. The plan may be the citizen plan needed for the consolidated plan, modified to include guaranteed loan funds. This section highlights the requirements under Section 570.705 of Code of Federal Regulations.

- A.** Provide timely notice of local meetings and reasonable access to meetings, information, and records relating to public entity's proposed and actual use of guaranteed loan funds; the amount to be made available for each year, including program income. **(See Section 3 of this Plan)**

- B.** The range of activities that may be undertaken with guaranteed loan funds. *(See Section 3 of this Plan)*
- C.** Provide Technical Assistance. *(See Section 8 of this Plan)*
- D.** Hold a minimum of two public hearing *(See Section 5 of this Plan)*
- E.** Meet the needs of non-English speaking residents in the case of public hearings where a significant number of non-English speaking residents can be expected to participate. *(See Section 10 of this Plan)*
- F.** Respond to Citizens' complaints and grievances. *(See Section 9 of this Plan)*
- G.** Encourage Citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and other areas in which guaranteed loan funds are proposed or used. *(See Section 2 of the Plan)*



PROPOSED AMENDMENTS TO CITY OF NORFOLK'S SECTION 108 LOAN GUARANTEE PROGRAM

In accordance with U.S. Department of Housing and Urban Development (HUD) regulations and the City of Norfolk's approved Citizen Participation Plan (CPP), the city is amending its previously approved Section 108 Loan Guarantee Program Application. The City is amending the following:

- Request to extend the City of Norfolk's deadline to submit notes or other obligations for inspection and guarantee which has been submitted to the Secretary of HUD. The city has requested a 12-month extension through December 31, 2018.
- Propose changes to its' 2012-2016 Citizens Participation Plan to include language consistent with requirements under 570.703 of the Code of Regulations for Section 108 Loan Guarantee Program.
- Amend the range of activities previously submitted to HUD to include the physical and/or infrastructure improvements to public building within the City of Norfolk.

The 30-day comment period for these substantial amendments begins on February 21, 2018 through March 23, 2018 for public review and comments. This amendment will be made available at <https://www.norfolkdevelopment.com/>. Comments may be submitted to Sean Washington, Business Development Manager, Department of Development, 999 Waterside Drive, Suite 2430 by phone to 757-664-4333-and/or email to sean.washington@norfolk.gov.

The City of Norfolk does not discriminate on the basis of race, color, religion, sex, handicap, familial status, or national origin in admission, access to, treatment or employment in its federally assisted programs or activities.