

CITY OF FLAGSTAFF

CITIZEN PARTICIPATION PLAN

PURPOSE

This document has been prepared concerning the citizen participation planning regulations applicable under Consolidated Plan submittal requirements at 24CFR 91.105. This Citizen Participation Plan applies to the City of Flagstaff HUD 5-year Consolidated Plan, Annual Action Plans, and Annual Reports.

The City receives a direct allocation of Community Development Block Grant (CDBG) funds from the US Department of Housing and Urban Development.

PUBLIC OUTREACH

In preparing the 5-year Consolidated Plan or Annual Action Plan, the City will encourage public input through contacting public and private agencies that provide housing or human services, neighborhood organizations and citizens. The City will hold at least three meetings and/or workshops to solicit public input on the past year's project performance and recommendations for new project allocations for the upcoming program year. Public meetings will include:

1. Discussion of the amount of CDBG funds expected to be available including program income and prior year's funds not yet allocated to project use;
2. The full range of HUD activities that may be undertaken with the funding being discussed;
3. The amount of resources that will be directed to low- and moderate-income households; and
4. The uses of funds in the prior year.

The meetings will be advertised through public notices and published in the non-legal section of the local newspaper at least five days before the scheduled meeting. Public notices indicate the date, time and location of the scheduled meetings and list the topics to be considered. Notices are also mailed directly to City residents when feasible. These announcements provided information about the topic of the forum, location, and how comments could be submitted if the person(s) was unable to attend. The forums are held in handicap accessible locations convenient to actual and potential beneficiaries.

Upon receiving notice of special accommodations or requirements 24 hours in advance of any meeting, the City will make translators and special disability access available. In addition, minutes and other materials from the meeting will be translated into Spanish, Braille (#2) or enlarged print to further communications and community outreach. The City will also make meeting materials available for download and will take questions and suggestions through e-mail.

As applicable, the City will also hold public meetings in identified CDBG target areas to discuss target area needs and eligible uses of CDBG funds relative to the identified needs. One of the above public meetings will be held specifically for the neighborhood associations and residents in target areas. The City will provide technical assistance to non-profits interested in applying for CDBG funds.

Citizens are encouraged to submit their questions, comments and criticisms regarding the City CDBG process or program. These comments may be presented at public meetings, through the mail, in person at the City of Flagstaff Housing Division, or via e-mail through the City's website.

Where any public meeting is held as part of preparation of the Consolidated Plan or Annual Action Plan, the City will consider any comments and views expressed as information that may modify or adjust the proposed documents as considered necessary. This information does not have to be submitted in writing. Public input is used to draft a list of projects to be recommended for funding for the upcoming program year.

Technical Assistance

The City of Flagstaff conducts an open request for proposals process, allowing the community to formally submit projects for funding consideration. The proposal format is designed to relay basic Federal, State

CITY OF FLAGSTAFF

CITIZEN PARTICIPATION PLAN

and local eligibility criteria pertaining to various funding sources. Technical assistance is provided by City staff to any person or entity that requests assistance in submitting a proposal, learning more about the program or local needs and understanding the strategies listed in the Consolidated Plan.

PUBLIC HEARINGS

In preparing the 5-year Consolidated Plan or Annual Action Plan, the City will hold at least two public hearings. The hearings will review the past year's performance of HUD funded activities and a draft statement that provides information on the amount of funds that will be used in the coming year for low- and moderate-income benefit. At a minimum, the hearings will be announced in a format that includes posting of the meeting in public locations, **virtual web meeting, or teleconference meeting** as defined by the City Clerk and advertisement in the local newspaper. The City Council will hold at least one public hearing in the City Hall Council Chambers, **virtual web meeting, or teleconference meeting**.

In preparing the Consolidated Annual Performance Evaluation Report (CAPER), the City will hold at least one public hearing. The hearing will review the past year's performance of HUD funded activities. At a minimum, the hearing will be announced in a format that includes posting of the meeting in public locations as defined by the City Clerk and advertisement in the local newspaper. The City Council will hold at least one public hearing in the City Hall Council Chambers, **virtual web meeting, or teleconference meeting**.

Prior to transmitting any Consolidated Plan, Annual Action Plan, any substantial amendment, Performance Report or other activity mandating a public hearing, **virtual web meeting, or teleconference meeting**, the City shall convey any comments or views of citizens received in writing or orally at public hearings, **virtual web meeting, or teleconference meeting**. 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 final submissions conveyed to HUD.

A summary of comments received during the public comment period and at any public hearing for the 5-year Consolidated Plan, Annual Action Plan, any substantial amendment, Performance Report or other activity mandating a public hearing shall be recorded, considered and summarized in an appendix with the final Council-approved documents submitted to HUD. The City's response to public comments and an explanation of where the comments are addressed in the document or if not, the reasons why they were not, shall also be summarized in the attachment.

ACCESS TO RECORDS AND INFORMATION AVAILABILITY

The City of Flagstaff will provide citizens, public agencies and other interested parties with reasonable access to records relating to the City's Consolidated Plan and the City's use of all Federal, State and local funds in the conduct of strategies outlined in the Consolidated Plan during the previous five years. Access to these records can be obtained by contacting the Housing & Grants Administrator.

The Consolidated Plan, amendments to the Consolidated Plan, the Annual Action Plan and the CAPER are available at the following locations:

Local Government Documents Section
300 W. Aspen Avenue
Flagstaff, Arizona 86001
(928) 779-7674
TDD or TTY Qwest Relay Service at 1-800-223-3131
City of Flagstaff

Community Development Department
211 W. Aspen Avenue
Flagstaff, Arizona 86001

CITY OF FLAGSTAFF

CITIZEN PARTICIPATION PLAN

(928) 779-7632
TDD or TTY QWest Relay Service 1-800-223-3131

In addition, these documents are made available on the City of Flagstaff's website: www.flagstaff.az.gov. All notifications of publications and public forums are published in the local newspaper, The Arizona Daily Sun and, at a minimum, on the Resource Action Network of Northern Arizona (RANNA) listserv.

ADOPTION OF CITIZEN PARTICIPATION PLAN

Prior to the adoption of the Citizen Participation Plan notices will be placed in local newspapers stating that the Plan is available for public review and comment.

CRITERIA AND PROCESS FOR AMENDMENTS TO THE CONSOLIDATED PLAN

Should the City cause one of the following to occur, it would be construed as an amendment to the Consolidated Plan:

To make a substantial change in the allocation priorities or methods of distribution delineated in the plans. "Substantial" in this context is defined as:

1. Changes in the funding process, when not undertaken as part of the Annual Action Plan, that will alter the manner in which funds are allocated to individual projects or entities identified in the Annual Plan by at least 20% of any annual allocation, subject to other program requirements in the CFR as applicable.
2. Changes that are made to funding priorities in the Consolidated Plan when not undertaken through annual submission requirements stipulated by HUD.
3. Project deletions or changes made in allocation priorities or methods of distribution that have the effect of changing the funding level of individual CDBG projects identified in its Annual Plan by more than 10% of the annual funding level, subject to other program requirements in CFR as applicable. Any new project funded with CDBG resources must be noticed to the public prior to funding, as well as significant changes in the use of CDBG funds from one eligible activity to another.
4. 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.
5. To substantially change the purpose, scope, location, or beneficiaries of an activity. This refers to changes that are made to projects to be funded in the Consolidated Plan when not undertaken through annual submission requirements stipulated by HUD.

Should "substantial" amendments be made to any aspect of the Consolidated Plan, after its formal adoption, the City will undertake the following:

1. Provide reasonable notice of the proposed amendment/s in the local newspaper to enable review and comment by the public for at least 30 days.
2. Submit the amendment(s) to the City Council for approval.
3. Upon termination of the 30-day comment period, notify HUD of any amendments executed, citizen comments received, and the response(s) by the City.
- 4. Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID -19". This 30-day minimum for the required public comment period is waived for substantial amendments, provided that no fewer than 5 days are provided for public comments on each substantial amendment.**

Complaint Procedures

CITY OF FLAGSTAFF

CITIZEN PARTICIPATION PLAN

Any person or entity wishing to express dissatisfaction, make suggestions or otherwise comment on the public participation process, the Consolidated Plan or amendments to the Consolidated Plan may use the following complaint procedures:

1. Submit dissatisfaction, suggestion or comment in writing to the following entity. A written response will be returned within 15 calendar days. These comments shall be made available in the Appendix section of the Consolidated Plan and/or the Annual Action Plan.
Community Development Department
Housing and Grants Administrator
211 W. Aspen Avenue
Flagstaff, Arizona 86001
2. If not satisfied with the response from the entity listed above, submit dissatisfaction, suggestion or comment in writing along with the initial response received to the following entity. A written response will be returned within 15 calendar days.
City of Flagstaff
City Manager
211 W. Aspen Avenue
Flagstaff, Arizona 86001

CITY OF FLAGSTAFF ANTI-DISPLACEMENT PLAN

The City will minimize the displacement of persons assisted through the use of CDBG resources. Public Hearings will specifically discuss activities likely to result in displacement and the methods being used by the City to minimize displacement of persons because of activities. The City will utilize the following displacement policies for the CDBG program.

The City of Flagstaff, in accordance with Federal Regulations for Displacement, 24 C.F.R. 570.606(b), hereby issues this Statement of Policy regarding the displacement of persons by CDBG funded activities. Any entity receiving City of Flagstaff CDBG funds will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- and moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, described in 24 C.F.R 570.606(b)(1). All replacement housing will be provided within three years of commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the entity will make public, and submit to the HUD Field Office, the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than for low- and moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least 10 years from the date of initial occupancy.

The entity will provide relocation assistance, as described in C.F.R. 570.606(b)(2), to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Permanent Displacement is defined as follows: "involuntary permanent movement of person(s) or other entities from a dwelling unit or business location resulting from CDBG funded code inspection, rehabilitation, demolition or acquisition". In order to minimize displacement and mitigate adverse effects,

CITY OF FLAGSTAFF

CITIZEN PARTICIPATION PLAN

the policy shall consist of the following steps, in the event displacement is caused by current or future CDBG funded projects:

1. The City of Flagstaff will avoid or minimize permanent displacement whenever possible and only take such action when no other viable alternative exists.
1. The impact on existing persons and properties will be considered in the development of CDBG-funded projects.
2. Citizens shall be informed of CDBG project area(s) through information made available as part of the annual proposed and final statements on use of CDBG funds.
3. Current regulations, HUD notices and policies will be followed when preparing informational statements and notices.
4. Written notification of intent will be given to eligible property owners who may be displaced and/or relocated due to an approved project activity.
5. The City of Flagstaff will assist displaced persons in locating affordable, safe, decent and comparable replacement housing.
6. The City of Flagstaff will ensure that "just compensation" for CDBG acquired property (as determined by appraised fair market value) is paid with relocation benefits, if applicable.
7. The City of Flagstaff will provide for reasonable benefits to any person who is involuntarily and permanently displaced as a result of the use of CDBG funds to acquire or substantially rehabilitate property.
8. Reasonable benefits will follow established policies set forth in applicable Federal, State and local regulations.
9. Provision of information about equal opportunity and fair housing laws in order to ensure that the relocation process does not result in different or separate treatment due to race, color, religion, national origin, sex, or source of income.

Temporary Displacement

The above activities relate to permanent displacement of persons or entities; yet, certain CDBG funded activities may involve only temporary displacement. While strict adherence to provisions of the Uniform Relocation Act is not specified, it is the policy of the City of Flagstaff that all sub-recipients shall take steps to mitigate the impact of CDBG funded code inspections, rehabilitation, demolition or acquisition that results only in temporary movement of person(s) from a dwelling unit. Such temporary displacement primarily involves demolition and reconstruction of a single-family owner-occupied home. Accordingly, the citizens involved in a temporary movement shall be fully informed of the below matters and appropriate steps shall be taken to ensure that fair and equitable provisions are made to:

1. Ensure that owners receive compensation for the value of their existing house structure prior to demolition.
1. Receive temporary living accommodations while their current home is being demolished and reconstructed.
2. Move and temporarily store household goods and effects during the demolition and reconstruction evolution.
3. Reimburse all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, including moving costs and any increased rent and utility costs.

CITY OF FLAGSTAFF

CITIZEN PARTICIPATION PLAN

CONTACT INFORMATION

Public hearing information and materials may be received by contacting the City CDBG Program at:
Community Development Department
211 W. Aspen Avenue
Flagstaff, Arizona 86001
(928) 779-7632
TDD or TTY QWest Relay Service 1-800-223-3131

The Consolidated Plan and Annual Action Plan program year begins July 1 and ends June 30th of the following year. This coincides with the City of Flagstaff fiscal year. The planning cycle begins each October with the start of regularly scheduled planning forums and ends May 14 when the draft of either the Consolidated Plan or Annual Action Plan is submitted to HUD for approval.

At least one forum shall be conducted at the beginning of the planning process to introduce the process to the public, and another to solicit comments prior to the public hearing with City Council. The April public hearing shall serve as a presentation of the recommendations for funding within the Annual Action Plan to the City Council for review and approval.

Public Hearings

The following describes the five (5) public hearings that serve to satisfy statutory requirements for the Consolidated/Annual Action Plan. The hearings are advertised in 12-point font display advertisement in the Arizona Daily Sun, Northern Arizona's daily newspaper, at least 14 days prior to the hearings. The hearings are held in public locations **and or virtual web meeting, or teleconference meeting, all of which can be accessible to large groups and physical accessibility needs.** Accommodations for those with hearing and special language needs are provided, if 24-hour notice is given to the City. Staff takes notes of the public comments received and incorporates the comments into the Consolidated Plan.

Citizen Participation Reasonable Notice and Opportunity to Comment

- 1. HUD recognizes the efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and that there is a need to respond quickly to the growing spread and effects of COVID-19. Therefore, HUD waives 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401 to allow these grantees to determine what constitutes reasonable notice and opportunity to comment given their circumstances. The City of Flagstaff constitutes a public meeting as a public hearing that may take place in a physical location, virtual web meeting or teleconference.**

Public Hearings: Neighborhood/Target Area

1. Purpose and content of Consolidated/Annual Action Plan
2. Receive public comment regarding community needs and priorities
3. Discussion of the type and amount of Federal funds available and eligible activities
4. Discussion with City of Flagstaff Capital Improvement, Planning, or Parks and Rec departments as applicable regarding upcoming City projects in target areas

Public Hearings: Consolidated or Annual Action Plan Agenda

5. Purpose and content of Consolidated/Annual Action Plan
6. Receive public comment regarding community needs and priorities
7. Discussion of the type and amount of Federal funds available and eligible activities
8. Discussion of the City's CDBG open proposal process (proposals are due in February) and dissemination of proposal packets

Public Hearing: Public Comment of Consolidated Plan Agenda

1. Presentation by City staff of activities proposed to be undertaken and funded
2. Open discussion of the proposed activities

CITY OF FLAGSTAFF

CITIZEN PARTICIPATION PLAN

3. Discussion of estimate of the low income benefit related to proposed activities
4. Discussion of displacement issues and City anti-displacement policy
5. Presentation by staff of draft Consolidated Plan and/or Annual Action Plan

April City Council Public Hearing-30 days after draft publication date Agenda

1. Presentation by City staff of Consolidated Plan or Annual Action Plan and recommendations for funding
2. Open public hearing regarding activities proposed to be undertaken
3. Approval by City Council

Public Hearing: Consolidated Annual Performance Evaluation (Report public input and comment meeting)

1. Presentation by City staff of accomplishments and progress towards goals of the Consolidated Plan over the previous program year
2. Open discussion of City's performance and the use of CDBG funds