



# CITY OF PHOENIX CITIZEN PARTICIPATION

Last amendment 5.5.2010

## CONSOLIDATED PLAN

### CITIZEN PARTICIPATION PLAN

The City of Phoenix encourages and promotes the involvement of its citizens in the development and implementation of its Consolidated Plan. The City's various citizens' commission, as well as its growing list of neighborhood-based groups and nonprofit organizations, are integral partners in the planning and implementation processes. It is particularly important that low- and moderate-income residents of targeted revitalization areas be involved in these processes.

In addition, the City shall elicit the participation of the residents of public and assisted housing in Consolidated Plan developments and review. The Consolidated Plan information shall be made available on a continuing basis for the purposes of making it available for any public hearing to held under the HUD Comprehensive Grant Program.

#### DEVELOPMENT OF THE CONSOLIDATED PLAN

Citizens public agencies and other interested parties will be made aware of the following information through the publishing of the draft Consolidated Plan:

The amount of Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons with AIDS (HOPWA) and HUD resources anticipated to be made available within the City on a fiscal basis, as well as the amount benefitting low- and moderate-income persons, and the eligible range of activities that may be undertaken concerning such federal programs.

Plans by the City to discourage the displacement of person from the intended use of CDBG, ESG, HOME, HOPWA and other resources anticipated to be invested during any given fiscal year.

Narrative on the City's housing and community development needs and priorities.

The City will held at least two public hearing concerning the Consolidated Plan. The first meeting will held at a time to determined by the City during the formulation and preparation of the Consolidated Plan. The second hearing will be held once a draft of the Consolidated Plan has been completed.

The City will make available its draft Consolidated Plan at selected libraries and City offices for a 30 day public comment period. The public shall be noticed of this fact in a newspaper(s) with general circulation and be apprise of the locations where citizens may review copies of the draft Consolidated Plan.

#### CRITERIA AND PROCESS FOR AMENDMENTS TO CONSOLIDATED PLAN

There are two level of changes that require amendments to the Consolidated Plan. There are lesser level changes that will require "amendments" and greater level proposed changes that will

require “substantial amendments.” For the purposes of discussion below regarding amendments to the Consolidated Plan, “activities” shall mean those projects/programs proposed to be funded through CDBG, HOME, HOPWA, ESG, Neighborhood Stabilization Program (NSP1), Neighborhood Stabilization Program II (NSP2), Housing Opportunities for People Everywhere (HOPE VI), Homelessness Prevention and Rapid Re-housing and other program as described in table in the annual action plan submitted to the U.S. Department of Housing and Urban Development.

- I. Amendment – Should any of the following items occur, it would be considered an amendment to the Consolidated Plan:
  - a) Making a change in the allocation priorities or methods of distribution of funds delineated in the Consolidated Plan.
  - b) Carrying out an activity, using funds from a program covered by the Consolidated Plan (including program income), not previously described in the action plan.
  - c) Changing the purpose, scope, location, or beneficiaries of an activity.
  - d) An amendment will be approved by the City Council before it is implemented.
  
- II. Substantial Amendment – A substantial amendment shall be defined as follows:

For HOME, HOPWA, and ESG:

- a) Any single change in the planned or actual use of HOME, HOPWA or ESG funds, as stated in the Annual Action Plan, which exceeds 20 percent of the City of Phoenix’s annual amount for each entitlement program or
- b) Any collective change in the planned or actual use of HOME, HOPWA or ESG funds that, when accumulated for a new use or adding funds to an existing use, exceeds 20 percent of the City of Phoenix’s annual amount for each entitlement program.

For NSP1, NSP2, HOPE VI, and Homelessness Prevention and Rapid Re-housing:

- a) Any single change in the planned or actual use of NSP1, NSP2, HOPE VI, Homelessness Prevention and Rapid Re-housing which exceeds 20 percent of the City Phoenix grant award, or
- b) Any collective changes in the planned or actual use of NSP1, NSP2, or HOPE VI, or Homelessness Prevention and Rapid Re-housing funds that when accumulated for a new use of adding funds to an existing use, exceeds 20 percent of the City of Phoenix grant award for each entitlement program.

For CDBG:

- a) Any single change in the planned actual use of CDBG funds, as stated in the Consolidated Plan Annual Action Plan, which exceeds 10 percent of the City of Phoenix’s annual entitlement amount, or

- b) Any collective change in the planned or actual use of CDBG Funds that when accumulated for a new use or adding funds to an existing use, exceeds 10 percent of the City of Phoenix's annual entitlement amount.

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

- a) Provide reasonable notice of the proposed amendment(s) in a newspaper(s) of general circulation to enable review and comment by the public for least 20 day unless HUD establishes a different time period.
- b) Submit the amendments to the City Council for approval.
- c) Periodically notify HUD of any amendments executed, citizen comments received and the response(s) by the City to such comment(s).

### PERFORMANCE REPORTS

The City will provide reasonable notice of the annual Performance Report in a newspaper(s) of general circulation to enable review and comment by the public for at least 15 days. The notice will state where the Performance Reports may be obtained. The City shall consider any comments made in the preparation of the final Performance Report and attach a summary of such comments to the report.

### PUBLIC HEARINGS

Public hearings will be held at time determined by the City. All public hearings will be noticed at least two weeks before the actual meetings are conducted and be noticed in a newspaper(s) with general circulation. All postings will include relevant information to permit informed citizen comment. Together, the hearings will address housing and community development needs, development of proposed activities and review of program performance.

A bilingual (Spanish/English) staff person will be present at public hearing to meet the needs of non-English speaking residents where a significant number of non-English speaking resident can be reasonably expected to participate. All public hearing to be conducted will be held at time and locations convenient to prospective program beneficiaries, and be conducted with accommodation for person with disabilities (as request in advance by at least three working days).

### COMMENTS AND COMPLIANTS

Comment on the draft Consolidated Plan or substantial amendment received in writing, or orally at the public hearing, will be considered in preparing the final Consolidated Plan or substantial amendment. A summary of these comments, and a summary of comments not accepted and the reasons there, will be attached to the final Consolidated Plan or substantial amendment.

Any citizen, organization or group desiring to make a complaint regarding the Consolidated Plan may do so in writing to the City's Neighborhood Services Department, 200 West Washington

Street, Fourth floor, Phoenix, AZ 85003. The City, where applicable and practical, will respond to written citizen complaints in writing with 15 days from their receipt of such.

#### AVAILABILITY TO THE PUBLIC

The City of Phoenix will make available the Consolidated Plan, Substantial amendments and the Performance Report to the public; including the availability of materials in a form accessible to person with disabilities, up request. These materials are available by telephoning the Neighborhood Services Department at 602-534-2528 or TTY 602-534-5500.

#### ACCESS TO RECORDS

The City will provide citizens, public agencies and other interested parties with reasonable and timely access to public records relating to its past use of HOME, ESG, CDBG, HOPWA and other HUD funds and related assistance for the previous five years.

#### TECHNICAL ASSISTANCE

The City will provide assistance to groups representative of low- and moderate-income persons that request help in developing proposal for funding und the CDBG, ESG, HOPWA, HOME and other HUD programs as described in the Consolidated Plan.

#### ANTI-DISPLACEMENT PLAN

The City discourages the displacement of person assisted through the use of CDBG, HOME, ESG, HOPWA or other HUD resources. The policies to be followed are described in the City's Residential Anti-Displacement and Relocation Assistance Plan.

#### CITIZEN COMMENT ON CITIZEN PARTICIPATION PLAN AND AMENDMENTS

Prior to the adoption of the Citizen Participation Plan noted herein, it will have been noticed in a newspaper(s) of general circulation that the Consolidated Plan Citizen Participation Plan is available for public review and comment and a reasonable amount of time will be made available for such comment. In addition, an substantial amendments to the Citizen Participation Plan will also be noticed for public review and comment.