

CHESTERFIELD COUNTY'S CITIZEN PARTICIPATION PLAN, PY20-PY24

APPLICABILITY AND ADOPTION OF THE CITIZEN PARTICIPATION PLAN

The Citizen Participation Plan sets forth Chesterfield County's policies and procedures for public involvement in the Chesterfield County consolidated planning process. The Chesterfield County Department of Community Enhancement is responsible for the development and implementation of the Consolidated Plan. The Citizen Participation Plan contains the required elements listed in the Consolidated Plan regulations in accordance with Section 104(a) of the Housing and Community Development Act of 1974 as amended as well as both 24 CFR 91.105(b) and 24 CFR 91.100. The purpose of the Citizen Participation Plan is to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of decent housing, suitable living environments, and expanded economic opportunities.

This Citizen Participation Plan has been updated on May 18, 2020 to reflect the new federal guidelines that allow for virtual meetings and a reduced public comment period in the event of emergency or disaster.

ENCOURAGEMENT OF CITIZEN PARTICIPATION

Chesterfield County's Citizen Participation process will place an emphasis on involving persons of low- and moderate-income, minorities, non-English speaking persons, persons with disabilities, participants in the Housing Choice Voucher Programs, and the agencies whose programs focus on the target population (including Chesterfield County Department of Social Services). The following elements of the County's Citizen Participation Plan are designed to ensure Chesterfield County resident involvement and representation in the Consolidated Plan and/or Annual Action Plan process. In addition to individual citizen participation, the following methods will be utilized by the County:

Public Hearing

A public hearing is a public meeting that has been publicly noticed in local newspapers of general circulation or notice that follow procedures for formal noticing of public hearings. A minimum of two public hearings will be held to obtain public comments at various stages of the Consolidated Plan and Annual Action Plan development and adoption process. The comments received during the hearings will help the County to determine housing and community needs and priorities and the allocation of funds. Each public hearing will be advertised 15 calendar days prior to the scheduled date. The public, including citizens, residents, nonprofit organizations and neighborhood associations, are encouraged to participate in the citizen participation.

The Board of Supervisors establishes the budget at a board meeting following the public hearings. The proposed budget is published with a 30-day citizen comment period. All

public notices, however, must meet a 15-calendar day advertising minimum. Language and disability barriers will be addressed at each public hearing in compliance with Fair Housing and Equal Opportunity (FHEO) requirements.

Comments are recorded and submitted to the local HUD office within 45 days following the closing date of each public hearing.

DEVELOPMENT OF THE CITIZEN PARTICIPATION PLAN

Citizens will be given a reasonable opportunity to comment on the development of the Citizen Participation Plan (and/or substantial amendments to the Citizen Participation Plan) prior to the submission of the Plan to HUD. The Citizen Participation Plan, and any amendments, will be available to the public for review at:

- Chesterfield County Department of Community Enhancement
- Chesterfield County website

These locations are accessible to persons with physical disabilities; however, if a physical disability would limit a person's ability to review the plan at one of the locations listed above, upon request, the County will make a reasonable effort to make the plan (and amendments) available in an appropriate format.

DEVELOPMENT OF THE CONSOLIDATED PLAN AND ANNUAL ACTION PLANS

Citizens will be given a reasonable opportunity to comment during the development of the Consolidated Plan and Annual Action Plan prior to the submission to HUD. The County will make the plan available to citizens, public agencies, and other interested parties for review and comment. Information made accessible to the public will include the amount of grant funds the County expects to receive (including program income), and the activities to be undertaken. Information will also include the steps the County will take to eliminate the need for displacement of persons. If displacement will occur due to any planned actions, the County will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (and implementing regulations in 49 CFR part 24).

Public Hearings

During the development of the Consolidated Plan and Annual Action Plan, there will be a minimum of one public hearing to obtain public comments at various stages. The public hearings are designed to (1) assist the County to determine housing and community needs and establish priorities (2) obtain feedback on the recommended activities and allocation of funds, and (3) a review of program performance. Each public hearing is advertised 15 calendar days prior to the scheduled date. Language and disability barriers will be

addressed at each public hearing in compliance with Fair Housing and Equal Opportunity (FHEO) requirements

Public Comment

The proposed use of entitlement funds are included as part of the County's Proposed Annual Budget. The Proposed Annual Budget is published with a 30-day citizen comment period. The proposed use of entitlement funds is included in the Draft Consolidated Plan and Annual Action Plan. The draft document is available for review and comment on the County's website and in hard copy at the Chesterfield County Department of Community Enhancement located at 9800 Government Center Parkway, Chesterfield, VA 23832 during the County's 30-day public comment period.

The County will consider all oral and written comments received from residents, public agencies and other interested parties as it prepares the Final Consolidated Plan and Annual Action Plan. The summary of public comments will include a synopsis of the County response to written public comments, and an explanation of public comments not accepted, including the reasons why these comments were not accepted.

A hard copy of the Adopted Consolidated Plan and Annual Action Plan will be available for inspection at the Chesterfield County Department of Community Enhancement, located at 9800 Government Center Parkway, Chesterfield, VA 23832. The final document will also be available on the County's website.

AMENDMENTS TO THE CONSOLIDATED PLAN OR ANNUAL ACTION PLANS

The County has established the following criterion in determining what changes in planned or actual activities constitute a substantial amendment to the Consolidation Plan or Annual Action Plan

1. Increase in funding for an existing activity is more than 25% above the existing allocation.
2. Change in the purpose, scope, location, or beneficiaries of an existing activity.
3. Change in the use of funds from one eligible activity to another eligible activity.
4. Allocation of funds to an activity that was not previously included in the Adopted Consolidated Plan or Annual Action Plan when the allocation of funds is equal to or greater than \$50,000.

In the event a substantial amendment to the Consolidated Plan or Annual Action Plan is required, the County will provide reasonable notice and opportunity to comment on the

proposed amendment. The County will publish the substantial amendment for review and public comment for a period of no less than 30 days prior to implementation.

The County will consider all oral and written comments received from residents, public agencies and other interested parties as it prepares the substantial amendment to the Consolidated Plan and Annual Action Plan. The summary of public comments will include a synopsis of the County response to written public comments, and an explanation of public comments not accepted, including the reasons why these comments were not accepted.

PERFORMANCE REPORTS

The County is required to submit a Performance Report ninety days following the end of a program year. This performance report is known as the Consolidated Annual Performance and Evaluation Report (CAPER). Prior to submitting the CAPER to HUD, the County will solicit and consider the comments of residents, public agencies, and other interested parties. The County will publish a notice that its CAPER is available for review so the public will have sufficient opportunity to review and comment on the report. The public review and comment period for the CAPER will be no less than 15 calendar days.

The County will consider all oral and written comments received from residents, public agencies and other interested parties as it prepares the CAPER. The summary of public comments will include a synopsis of the County response to written public comments, and an explanation of public comments not accepted, including the reasons why these comments were not accepted.

A hard copy of the CAPER will be made available at the Chesterfield County Department of Community Enhancement, located at 9800 Government Center Parkway, Chesterfield, VA 23832 for inspection. The CAPER will also be available for download on the County's website.

PUBLIC HEARINGS ON THE PERFORMANCE REPORT (CAPER)

There will be a minimum of one public hearing to obtain public comments during the development of the CAPER report. The public hearings are designed to (1) assist the County to determine housing and community needs and establish priorities (2) obtain feedback on the recommended activities and allocation of funds, and (3) a review of program performance. Each public hearing will be advertised 15 calendar days prior to the scheduled date and a notice will be published in a local newspaper of general circulation. All notices will be of a size and type to draw the attention of casual newspaper readers and will state the time, date, location and topics to be discussed.

Public hearings will be scheduled at convenient times and held at locations accessible to potential and actual beneficiaries. All hearing notices will also be published on the County's website. The County will also utilize social media avenues such as Facebook

or Twitter to post hearing notices in order to publicize the notices. In order to ensure compliance with Fair Housing and Equal Opportunity (FHEO) requirements, assistance will be available for individuals with Limited English-Speaking skills and hearings will be held at locations that are accessible to persons with disabilities.

In the case of mass public health concerns, the County will host all public hearings and meetings virtually, allowing for citizens to submit comments at least seven (7) days prior to the budget hearing. Comments submitted online will be collected and distributed to all Board of Supervisors members and published with the minutes of the public hearing.

MEETINGS

In addition to public hearings, elected representatives of the Chesterfield County of Board of Supervisors each host regular community meetings on various topics (i.e. budget, informational meetings, etc.) in their respective districts. In addition, citizens are provided three opportunities at each Board of Supervisors meeting to speak at regularly scheduled and widely publicized Board of Supervisors meetings on topics that are not on the agenda that evening.

IN THE EVENT OF EMERGENCY OR DISASTER

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, Chesterfield County may opt to conduct public hearings and meetings virtually via conference call or live web-streaming with the ability to ask questions and provide comment in real time. Accommodations will be made for persons with disabilities or non-English speaking persons upon request, such as language interpretation services. Documents for public review will be shared via the County's website www.chesterfield.gov. Copies of the document will may be mailed or e-mailed upon request.

It may be necessary to amend the Consolidated Plan in the event of a declared disaster or emergency. These amendments may include funding new activities and/or the reprogramming of funds including canceling activities to meet needs resulting from a declared disaster or emergency. Additionally, public comment periods may be shortened or eliminated should the U.S. Department of Urban Development (HUD) issue a waiver to the requirement in order to expediate actions to respond to a declared emergency or disaster.

Given the need to expedite actions to respond to the COVID-19 pandemic, on March 31, 2020, HUD released the "Availability of Waivers of Community Planning and Development Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19". Chesterfield County has received approval from HUD to utilize the waiver that allows, when using CDBG and/or HOME funds to meet needs related to the COVID-19 pandemic, no less

than a five (5) day public comment period instead of a thirty (30) day public comment period, which is otherwise required for substantial amendments. The reduced public comment period may be utilized on amendments for reprogramming and/or programming funds through the end of Chesterfield's 2020 Program Year.

AVAILABILITY OF INFORMATION TO THE PUBLIC

As previously stated, the County will publish an announcement as to the availability of its proposed Consolidated Plan and Annual Action Plan, substantial amendments, and performance reports, so that affected residents and other interested parties have sufficient opportunity to review documents and provide comments. A summary describing the contents and purpose of the Consolidated Plan, amendments, and performance report will be published in one or more newspapers of general circulation. A hard copy of the Adopted Consolidated Plan and Annual Action Plan, substantial amendments, and performance reports will be available for review at the Chesterfield County Department of Community Enhancement, located at 9800 Government Center Parkway, Chesterfield, VA 23832. The final document will also be available on the County's website.

All selected locations are accessible to persons with physical disabilities; however, if a physical disability would limit a person's ability to review the plan at one of the locations listed above, upon request, the County will make a reasonable effort to make the plan (and amendments) available in an appropriate format.

ACCESS TO RECORDS

The County will provide access to information and records relating to the Consolidated Plan to residents, public agencies, and other interested parties. The County's use of federal funds for programs covered under the plan for the preceding five years will also be available. Requests for information and records must be made in writing to the Department of Community Enhancement. The written request must delineate the specific information that is being requested. Staff will have 15 business days to respond to these requests.

TECHNICAL ASSISTANCE

County staff will provide technical assistance to groups representing low- and moderate-income persons that request assistance in developing proposals for funding under programs covered by the Consolidated Plan. The County will determine the type and level of assistance that County staff will be able to provide for each group. Assistance does **not** include nor assure the approval or provision of funds.

COMPLAINTS

Written complaints regarding the preparation of the Consolidated Plan and Annual Action Plan, substantial amendments, and performance reports must be submitted to the

County's Department of Internal Audit. The County will provide a written response to complaints within 15 business days from the date the complaint is received.

USE OF CITIZEN PARTICIPATION PLAN

The County will comply with the process established in the County's approved Citizen Participation Plan when operating programs covered by the Consolidated Plan and Annual Action Plan. The County will provide citizens with a reasonable opportunity to comment on substantial amendments

JURISDICTION'S RESPONSIBILITY

The requirements for the Citizen Participation Plan will not restrict the responsibility or authority of the County in the development and execution of the Consolidated Plan.