

**MARICOPA HOME CONSORTIUM
CITIZEN PARTICIPATION PLAN
FY2005/2009
Revised May 2006**

Applicability

This document implements the citizen participation planning regulations applicable under Consolidated Plan submittal requirements noted under 24 CFR 91.105. This citizen participation plan applies to the following jurisdictions submitting Consolidated Plans covering FY 2005 through FY 2009, pursuant to:

- 24 CFR 91.400 for Consolidated Plan submission for the
 - The Maricopa HOME Consortium
 - The Maricopa Urban County
- 24 CFR 91.200 for Consolidated Plan submission for the
 - City of Avondale
 - City of Chandler
 - Town of Gilbert
 - City of Glendale
 - City of Mesa
 - City of Peoria
 - City of Scottsdale
 - City of Surprise
 - City of Tempe
 - Maricopa County

The Maricopa HOME Consortium includes the Cities of Avondale, Chandler, Glendale, Mesa, Peoria, Scottsdale, Surprise and Tempe; the Town of Gilbert and Maricopa County; with Maricopa County as the designated Lead Agency. The Consortium has elected to establish July 1 through June 30 as the Program Year under forthcoming Consolidated Plan submissions in FY 2005 through 2009. This program year corresponds with each jurisdiction's fiscal year.

Consolidated Plan Summary

HUD regulations noted in 24 CFR 91.105 require the preparation of Consolidated Plans for the Maricopa HOME Consortium, Maricopa Urban County, and the entitlement communities of Avondale, Chandler, Gilbert, Glendale, Mesa, Peoria, Scottsdale, Surprise and Tempe. The Consolidated Plan is prepared in draft form by April in the year the Plan takes effect and includes needs, priorities and long- and short-term strategies concerning affordable housing, homeless/special needs and community development in the region. The Consolidated Plan process includes a Five-Year Consolidated Plan and Annual Action Plans, and serves as a long- and short-term investment guide for federal Community Development Block Grant (CDBG), Emergency Shelter Grants (ESG), HOME Investment Partnerships Program (HOME), American Dream Downpayment Initiative, (ADDI) and

Housing Opportunities For Persons With Aids (HOPWA) resources in the region. The Consolidated Plan is also consulted prior to the award of other funding administered by the U.S. Department of Housing and Urban Development.

The Consolidated Plan prepared for the Maricopa HOME Consortium shall be regional in nature and will focus on affordable housing and homeless/special population needs, priorities and strategies pursuant to 24 CFR 91.4, while that prepared for the Urban County will address non-housing and community development needs. The Consolidated Plans prepared for the cities/town of Avondale, Chandler, Gilbert, Glendale, Mesa, Peoria, Scottsdale, Surprise and Tempe are local in nature and shall address non-housing, community development needs, priorities and strategies. Such local Consolidated Plans may refer to the Maricopa HOME Consortium Consolidated Plan to address affordable housing and homeless issues that are deemed to be regional in nature, as well as refer to data and analyses conducted concerning affordable housing for the individual locality. For more information concerning the citizen participation process associated with the Five-Year Consolidated Plan, please contact one or all of the following individuals:

- Mr. Jim Prante, Maricopa County at (602) 240-2210, ext. 204.
- Ms. Janeen Gaskins, City of Avondale at (623) 478-3025.
- Mr. Pat Tyrrell, City of Chandler at (480) 782-3210.
- Mr. Carl Harris-Morgan, Town of Gilbert (480) 503-6893.
- Mr. Gilbert Lopez, City of Glendale at (623) 930-3670.
- Ms. Kit Kelly, City of Mesa at (480) 644-2168.
- Mr. Bill Patena, City of Peoria at (623) 773-7167.
- Mr. Mark Bethel, City of Scottsdale at (480) 312-2309.
- Ms. Christina Ramirez, City of Surprise at (623) 815-5495.
- Ms. Liz Chavez, City of Tempe at (480) 350-8958.

Provisions of the Maricopa HOME Consortium Citizen Participation Plan

I and II. Encouragement of Citizen Participation and Information to Be Provided

In order to encourage citizen participation, the following efforts shall be undertaken by affected Maricopa HOME Consortium members. Affected members are Maricopa County, the City of Avondale, City of Chandler, Town of Gilbert, City of Glendale, City of Mesa, City of Peoria, City of Scottsdale, City of Surprise and the City of Tempe.

1) The Maricopa HOME Consortium members shall consult with housing authorities in their jurisdictions to elicit participation of the residents of public and assisted housing in plan development and review, which is anticipated to be derived from PHA planning activities stipulated under 24CFR Part 903. As needed and applicable, affected Maricopa HOME Consortium members will also consult with low-income residents of targeted revitalization areas in which federal projects are anticipated.

Consortium members shall make Consolidated Plan information available to local housing authorities on a continuing basis for any public hearings to be held under the HUD Comprehensive Grant Program or Public Housing Agency Plan established pursuant to 24CFR Part 903.

2) Affected members of the Maricopa HOME Consortium shall each hold at least two public hearings concerning the Consolidated Plan. The first meeting shall be held during Consolidated Plan formulation and preparation, while the second shall be held once draft Consolidated Plans have been completed. One or both of the public meetings to be conducted by affected Consortium members shall include the following items:

- The amount of CDBG, ESG, HOPWA and HOME resources anticipated to be made available within affected member jurisdictions on a fiscal year basis, and the eligible range of activities that may be undertaken concerning such federal programs.
- The amount of CDBG, ESG, HOPWA and HOME resources anticipated to benefit income qualified persons residing within affected member jurisdictions on a fiscal year basis.
- Plans by affected HOME Consortium members to minimize the displacement of persons from the intended uses of CDBG, ESG, HOPWA and HOME resources anticipated to be invested during any given fiscal year.
- Perspectives on priorities and housing and community development needs in each affected HOME Consortium member jurisdiction.
- Other aspects of the Consolidated Plans as applicable.

3) On or before April 1st of any given year, affected Maricopa HOME Consortium members will make available their draft Consolidated Plans and the previous year's Comprehensive Annual Performance Evaluation Report (CAPER) to each housing authority, selected libraries, surrounding municipal governments (as applicable), and selected other locations for the mandatory 30-day public comment period to end no later than the 1st of May of any given year. The public shall be notified of this opportunity for review and comment in newspaper/s with general circulation in each affected Consortium member's jurisdiction and shall identify the locations where citizens may review copies of draft Consolidated Plans and relevant Comprehensive Annual Performance Evaluation Reports (CAPERs).

4) In early September of each year, Maricopa HOME Consortium members shall make available their draft Comprehensive Annual Performance Evaluation Reports (CAPERs) for the previous fiscal year to each housing authority, selected libraries, surrounding municipal governments (as applicable); and selected other locations for the mandatory 15-day public comment period to end no later than September 30.

Access to Records

All affected Maricopa HOME Consortium members shall provide citizens, public agencies and other interested parties with reasonable and timely

access to public records relating to their past use of HOME, ESG, CDBG and HOPWA and related assistance for the previous five years. This information shall be made available to interested parties in alternate formats as reasonably requested and shall be so noticed.

IV. Technical Assistance

All affected Maricopa HOME Consortium members will provide assistance to very low- and low- income persons and groups representative of them that request such in developing proposals for funding under the CDBG, ESG, HOPWA, HOME or ADDI resources treated in their Consolidated Plans. Such assistance will be provided to interested parties as requested and be noticed as available to the public.

V. Public Hearings

Public hearings to be conducted by affected HOME Consortium members shall be publicly noticed with a minimum one week lead time before the actual meetings are conducted and be noticed in newspapers with general circulation in the community. All postings shall include relevant information to permit informed citizen comment.

Where appropriate to the local community or where requested in advance, a bilingual staff person or translator shall be present at public hearings to meet the needs of non-English speaking residents. All public hearings to be conducted will be held at times and locations convenient to prospective program beneficiaries, and be conducted with accommodation for persons with disabilities when requested at least three working days in advance. Specific determinations on the issues noted above shall be made by staff of each affected HOME Consortium member on a case-by-case basis.

VI. Comments and Complaints - Any citizen, organization or group desiring to make a complaint regarding the Consolidated Plans treated herein may do so in writing to affected Maricopa Consortium members or verbally during the execution of such public hearings. Any citizen, organization or group may also make their views and/or complaints known verbally or in writing to the affected City or County Managers and/or affected jurisdiction Governing Bodies (City Council and Board of Supervisors). At all times, citizens have the right to submit complaints directly to the Department of Housing and Urban Development as well. All affected HOME Consortium members shall respond in writing to written complaints, grievances, or comments or to comments made at public hearings within 15 working days from receipt of such. The Maricopa County Board of Supervisors is the final disposition authority for complaints or grievances under the purview of Maricopa County, while the City/Town Councils of Avondale, Chandler, Gilbert, Glendale, Mesa, Peoria, Scottsdale, Surprise and Tempe are the final disposition authority for complaints or grievances applicable to such jurisdictions.

VII. Adoption of Citizen Participation Plan – The Citizen Participation Plan is

a required component of the Consolidated Plan. This Citizen Participation plan is adopted by the Maricopa County Board of Supervisors and City/Town Councils of Avondale, Chandler, Gilbert, Glendale, Mesa, Peoria, Scottsdale, Surprise and Tempe concurrent with the scheduled adoption of each affected HOME Consortium member's Five-Year Consolidated Plan.

VIII. Comments Received at Public Hearings - Prior to transmitting any Consolidated Plan, Annual Plan, substantial amendment or Consolidated Annual Performance and Evaluation Report, members shall compile any comments or views of citizens received in writing or orally at public hearings. 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.

IX. Criteria and Process for Amendments to Consolidated Plan - Should any affected HOME Consortium member cause one of the following items to occur, an amendment to their Consolidated Plan would be required:

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

Changes in any method of distribution for HOME, ESG or HOPWA resources that will alter the manner in which funds are allocated to individual projects or entities *identified in the Annual Action Plan* by at least 20% of any annual allocation, subject to other program requirements in the CFR as applicable.

Changes made to *funding priorities* in the Consolidated Plans over time when not undertaken through annual submission requirements stipulated by HUD.

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 within an eligible activity *identified in its Annual Action Plan* by more than 10% of an entitlement jurisdiction's annual funding level, subject to other program requirements in the CFR as applicable.

Any new eligible activity funded with CDBG and not already identified in an Annual Action Plan, *as well as significant changes in the use of CDBG funds from one eligible activity to another, in an amount greater than 10% of the annual CDBG allocation.*

b) To carry out an eligible activity, using funds from any program covered by the Consolidated Plans (including program income), not previously described in the Annual Action Plans;

c) To substantially change the purpose, scope, location, or beneficiaries of an activity. Changes that are made to *projects to be funded* in the

Consolidated Plans over time when not undertaken through Annual Action Plan submission requirements stipulated by HUD.

Should “substantial” amendments be made to any aspect of the Consolidated Plans treated herein after its formal adoption, affected HOME Consortium members will undertake the following: [refer to 91.105(b)(2)(iv) and (b)(6)].

a) In the instance of Maricopa County, inform affected units of local government.

b) Provide reasonable notice of the proposed amendment(s) in applicable newspaper/s of general circulation to enable review and comment by the public for at least 30 days. Conduct a public hearing on the subject of the proposed amendment during the 30-day comment period consistent with Sections III through VI noted herein.

c) Submit such amendment(s) to their respective Governing Boards for approval.

d) Upon the termination of the 30-day comment period, periodically notify HUD of any amendments executed, citizen comments received and the response(s) by affected Consortium members to such comment(s).

All affected Maricopa HOME Consortium members will minimize the displacement of persons assisted through the use of CDBG, HOME, ADDI, ESG or HOPWA resources. The policies to be followed are separately included in this document, and all Maricopa HOME Consortium members have agreed to abide by the Contents. For efforts other than federally funded acquisition or rehabilitation, Consortium members may utilize adopted local policies concerning displacement assistance.

OTHER CITIZEN PARTICIPATION REQUIREMENTS

People and agencies seeking resources from individual Maricopa HOME Consortium members may need to comply with additional citizen participation requirements imposed on them by such entities. For additional information in this regard, contact the individuals or organizations noted under the “Plan Summary” in this document.