



**August 21, 2020**

**Notice of 30-Day Public Comment Period, Public Hearing and Availability of Substantial Amendment to the 2020 One Year Action Plan**

**Notice**

Pierce County Human Services is making available a Substantial Amendment to the Human Services 2020 One Year Action Plan for public review and comment for 30-days from August 21 through September 23, 2020.

**Substantial Amendment #2 to the 2020 One Year Action Plan**

The substantial amendment to the 2020 One Year Action Plan is for the following:

- Pierce County Human Services Community Action Agency’s Home Repair Program was originally allocated \$830,000 of CDBG funds. This amendment includes an additional \$157,945.93 of CDBG funds to the Home Repair Program for a total project award of \$987,945.93. (The total amount includes \$5,000 for activity delivery for Human Services Community Development staff).
  - Of the additional \$157,945.93 - \$78,427.39 is from the Home Repair Program’s 2019 CDBG contract that they are rolling over into their 2020 CDBG contract. The remaining \$79,518.54 is from the 2014 CDBG program year. Project #5 is amended to reflect this revision.

<b>2020 Project #5</b>	<b>Project Name</b>	Pierce County Community Action Agency/Home Repair Program
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Neighborhood and Community Development
	<b>Needs Addressed</b>	Neighborhood & Community Development
	<b>Funding</b>	CDBG: \$987,945.43
	<b>Description</b>	Provides home repairs to income qualified low- and moderate-income households. The total amount funded includes \$5,000 for activity delivery for Human Services Community Development staff.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Estimated 100 households will benefit from this activity.
	<b>Location Description</b>	Clients may request home repair services at 3602 Pacific Ave, Suite 200, Tacoma, WA 98418.

	<b>Planned Activities</b>	Provides home repairs to income qualified low- and moderate-income households. The total amount funded includes \$5,000 for activity delivery for Human Services Community Development staff.
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- The Pierce County Community Development Corporation (CDC) did not spend out their entire 2019 CDBG award for their Owner Rehabilitation Revolving Loan fund (RLF) contract, so \$385,919.05 of 2019 CDBG funds will carry over into the CDC’s 2020 CDBG contract for the RLF, for a total contract amount of \$1,129,592.33. Project #7 is amended to reflect this revision.

<b>2020 Project #7</b>	<b>Project Name</b>	Pierce County Community Development Corporation/ CDBG Owner Rehabilitation Revolving Loan Fund
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Affordable Housing Preservation and Development
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$1,129,592.33
	<b>Description</b>	The Pierce County Community Development Corporation provides Housing rehabilitation loans for eligible low-income homeowners within the Pierce County Consortium. This includes the rehab admin costs to administer the program. Individual homeowners apply for loans throughout the program year. The funding amount is based on an estimate of CDBG program income received by the County generated from the NSP transfer \$400,000 (\$500k less 20% admin), and on an estimate of CDBG program income generated from existing CDBG owner rehab RLF loans \$130,000. Additional funding includes \$200,000 of 2020 CDBG entitlement funds and \$8,673.28 in CDBG funds carried over from the 2018 program year owner rehab RLF contract, and \$385,919,05 left over from the 2019 program year owner rehab RLF. Funding amount includes \$5,000 for activity delivery for Human Services Community Development staff from the CDBG grant. If the amount of CDBG program income received in PY 2020 (as described above) is less than estimated, then funding for this project will be reduced to the actual amount of program income received. If the amount of CDBG program income received in PY 2020 (as described above) is higher, then funding for this project will be increased to the actual amount of program income received.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	16 low-income families will benefit.

	<b>Location Description</b>	The program is administered from 1305 Tacoma Ave S, Ste 104, Tacoma, WA 98402. Individual project locations will be determined based on eligible homeowner applications for homes in the Consortium.
	<b>Planned Activities</b>	Provide homeowner housing rehabilitation loans.

On April 10, 2020 the US Department of Housing and Urban Development’s Office of Community Planning and Development issued a memorandum entitled Availability of Waivers and Suspensions of the HOME Program Requirements in Response to COVID - 19 Pandemic. The memo outlined several statutory and regulatory waivers for program year 2020 HOME funds. The County submitted a letter to HUD indicating its intent to utilize some of the waivers. The 2020 program year HOME Amendments below reflect the requested waivers:

- HOME Admin: The County will retain up to 25% of the HOME entitlement grant for HOME admin expenses. This revises the amount from \$143,663 to \$359,158. Project #2 is amended to reflect this revision.
- The HOME Community Housing Development Organization (CHDO) set-aside will be decreased from 15% to 0% and reallocated to HOME admin. Project #9 will be deleted to reflect this revision.
- Project #11 is revised to reflect that 75% of HOME program income in PY 2019 will go to the HOME owner rehab loan program. This revises the amount from 90% of PY 2019 program income to 75% of PY 2019 program income.
- The CDC will retain up to 25% of HOME program income for HOME admin expenses. This revises the amount from \$80,000 to \$283,602. Project #12 is amended to reflect this revision.

2020 Project #2	<b>Project Name</b>	Pierce County Human Services Administration for CDBG and HOME programs
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Provides Basic Needs and Services Neighborhood and Community Development Affordable Housing Preservation and Development
	<b>Needs Addressed</b>	Public Services Neighborhood & Community Development Affordable Housing Preservation and Development
	<b>Funding</b>	CDBG: \$635,301 HOME: \$359,158 (Amount was originally \$143,663)

	<b>Description</b>	The Human Services Department administers the annual CDBG and HOME grant programs. Human Services retains 20% of the CDBG funds for administration and 25% of the HOME funds for administration. Fair housing activities will be funded out of CDBG and/or HOME administration. Activities will include Fair Housing Enforcement and Outreach to address insufficient fair housing education and discriminatory patterns in lending as identified in Pierce County's 2019 Analysis of Impediments to Fair Housing Choice
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	The CDBG and HOME programs are administered at 1305 Tacoma Ave S, Ste 104, Tacoma, WA 98402.
	<b>Planned Activities</b>	Pierce County Human Services Community Development division's administration activities associated with the CDBG and HOME programs. Human Services retains 20% of the CDBG funds for administration and 25% of the HOME funds for administration. Fair housing activities will be funded out of CDBG and/or HOME administration. Activities will include Fair Housing Enforcement and Outreach to address insufficient fair housing education and discriminatory patterns in lending as identified in Pierce County's 2019 Analysis of Impediments to Fair Housing Choice

2020 Project #9	<b>Project Name</b>	<del>Pierce County Community Development Corporation / Community Housing Development Organizations</del>
	<b>Target Area</b>	<del>Pierce County Consortium</del>
	<b>Goals Supported</b>	<del>Affordable Housing Preservation and Development</del>
	<b>Needs Addressed</b>	<del>Affordable Housing Preservation and Development</del>
	<b>Funding</b>	<del>HOME: \$215,495</del>
	<b>Description</b>	<del>The Pierce County Community Development Corporation will provide funding to community housing development organizations (CHDO's) for acquisition, rehabilitation, and/or new construction of affordable rental or homeownership housing. Individual projects are identified and selected through a Notice of Funds Availability (NOFA) process. Funding for this activity will be 15% of the 2020 HOME entitlement grant amount.</del>
	<b>Target Date</b>	<del>6/30/2023</del>
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<del>It is estimated that up to eight low income households could benefit from CHDO activities.</del>

	<b>Location Description</b>	Program administered from 1305 Tacoma Ave S, Ste 104, Tacoma, WA 98402. Project locations will be determined by the organization chosen through a NOFA process.
	<b>Planned Activities</b>	Acquisition, rehabilitation and/or new construction of affordable rental and/or homeownership housing by CHDO's.

2020 Project #11	<b>Project Name</b>	Pierce County Community Development Corporation/HOME Owner Rehabilitation
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Affordable Housing Preservation and Development
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	HOME: \$850,807 (Amount was originally \$720,000)
	<b>Description</b>	The Pierce County Community Development Corporation provides loans to homeowners for the rehabilitation of substandard single-family homes to code, and the replacement of substandard manufactured homes to code. Individual homeowners apply for loans throughout the program year. All the funding allocated to this project is from PY 2019 HOME Program Income. If the amount of HOME program income in PY 2019 is less than estimated the amount allocated to this project will be reduced to the amount of actual program income received (excluding 10% admin). If the amount of HOME program income is more than estimated the amount allocated to this project will be increased to the amount of actual program income received (less the 25% admin).
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	8 families will benefit.
	<b>Location Description</b>	Program is administered from 1305 Tacoma Ave S, Ste 104, Tacoma, WA 98402. Project locations to be determined based on eligible applications received.
<b>Planned Activities</b>	Homeowner housing rehabilitation.	

2020 Project #12	<b>Project Name</b>	Pierce County Community Development Corporation/HOME Administration
	<b>Target Area</b>	Pierce County Consortium
	<b>Goals Supported</b>	Affordable Housing Preservation and Development
	<b>Needs Addressed</b>	Affordable Housing Preservation and Development
	<b>Funding</b>	HOME: \$283,602 (Amount was originally \$80,000)

<b>Description</b>	The CDC administers the HOME program on behalf of Pierce County Human Services. The CDC provides HOME funded loans for, substantial homeowner housing rehabilitation, and affordable housing development and preservation. The CDC will be sub-granted 25% of administration funding from HOME program income in the estimated amount of \$8283,602. If the actual amount of program income received in PY 2019 is less this amount would be reduced to 25% of the actual program income received in PY19. If the actual amount of program income received in PY 2019 is greater the amount will be increased to 25% of the actual program income received.
<b>Target Date</b>	6/30/2022
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
<b>Location Description</b>	Activities undertaken at 1305 Tacoma Ave S, Ste 104, Tacoma, WA 98402.
<b>Planned Activities</b>	Administration of the HOME program by the Pierce County Community Development Corporation.

- The Citizen Participation Plan (CPP) for CDBG, HOME, and ESG is being amended to include language for CARES Act Waivers, address how work related to HUD funding will move forward if the Citizens’ Advisory Board is unable to finish business at board meetings, and a few other minor changes. Please see revisions to the CPP on the following pages. Any revisions are noted in blue or red in tracked changes.

**Notice is hereby given** A 30-day public comment period for review of these documents begins August 21 and closes on September 23, 2020. To view the substantial amendment in its entirety, please go to: [www.piercecountywa.org/2781/Program-Plans](http://www.piercecountywa.org/2781/Program-Plans). On September 23, 2020 at 6:00 p.m., Human Services will present the substantial amendment during the Citizens’ Advisory Board (CAB) virtual meeting and the CAB will hold a public hearing on the substantial amendment. For information on how to attend the virtual meeting, go to: <https://www.co.pierce.wa.us/5936/Human-Services-Citizens-Advisory-Board>. The public is encouraged to attend and offer feedback at the CAB meeting. During the 30-day public comment period, Stephanie Bray, Community Development Supervisor, will accept written comments at: Human Services, 1305 Tacoma Ave South, Suite 104, Tacoma, WA 98402 or [stephanie.bray@piercecountywa.gov](mailto:stephanie.bray@piercecountywa.gov). For questions about accessibility or to request a translator at the CAB meeting, contact Stephanie Bray: [stephanie.bray@piercecountywa.gov](mailto:stephanie.bray@piercecountywa.gov), (253) 798-6917 (TDD/Voice (800) 833-6388) five business days prior to the CAB meeting.

**Any comments received will be written here.**

# Citizen Participation Plan

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For CDBG, HOME and ESG Funds Received through the  
U.S. Department of Housing and Urban Development  
2020 - 2024



**Pierce County Human Services**  
1305 Tacoma Ave South, Suite 104  
Tacoma, Washington 98402  
April 1, 2020

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# CITIZEN PARTICIPATION PLAN

## I. INTRODUCTION

Pierce County is required by regulation 24 CFR 91.100 to have a detailed Citizen Participation Plan that contains the County's policies and procedures for public involvement in the Consolidated Plan process, the Assessment of Fair Housing process and the use of Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG) funds. This Citizen Participation Plan (CPP) must be available to the public.

### A. PURPOSE

The law requires that our Citizen Participation Plan provide for and encourage public participation, emphasizing involvement by low- and moderate-income persons — especially those living in low- and moderate-income neighborhoods. The U.S. Department of Housing and Urban Development (HUD) expects Pierce County to take whatever actions are appropriate to encourage the participation of minorities, persons who do not speak English, and persons with disabilities.

### B. THE ROLE OF LOWER-INCOME PERSONS

The primary purpose of the programs covered by this Citizen Participation Plan is to improve communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for low- and moderate-income persons.

Since the amount of federal CDBG, ESG, and HOME funds that the County receives each year from HUD is based upon the level of both poverty and substandard housing conditions in Pierce County, it is necessary that public participation genuinely involve lower-income residents who experience these conditions. Involvement by low- and moderate-income residents is encouraged at all stages of the process, including needs and activities determination and funding allocation.

### C. THE CONSOLIDATED PLAN AND ASSESSMENT OF FAIR HOUSING PROCESS

The policies and procedures in this Citizen Participation Plan relate to several stages of action mentioned in law or regulation. In general, these stages or events include the following:

- 1) Identification of housing and community development needs.
- 2) Assessment of Fair Housing.
- 3) Preparation of a draft use of funds for the upcoming year called the proposed Annual Action Plan. Every five years, a proposed new Five-Year Consolidated Plan will also be developed.
- 4) Formal approval by the Human Services Director of an Annual Action Plan and/or Five-Year Strategic Plan.
- 5) On occasion during the year, it might be necessary to change the use of the money already budgeted in an Annual Action Plan or to change the priorities established in the Five-Year Consolidated Plan. In that case a formal Substantial Amendment will be proposed, considered, and acted upon as outlined in Section II. B. 3. of this document.
- 6) After a program year is complete, a Consolidated Annual Performance and Evaluation Report (CAPER) must be drafted for public review and comment, after which it is sent to HUD.

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- 7) Preparation of an Analysis of Impediments to Fair Housing and/or an Assessment of Fair Housing every five years.

## II. CITIZEN PARTICIPATION

The Citizen Participation Plan is designed to facilitate and encourage public participation in the Consolidated Plan and Assessment of Fair Housing process. In particular, the Citizen Participation Plan seeks to encourage the involvement of low- and moderate-income persons.

### A. CONSOLIDATED PLAN, ANNUAL ACTION PLAN AND ASSESSMENT OF FAIR HOUSING

The Consolidated Plan is a five-year plan that identifies the needs of low- and moderate-income persons and areas of the county and sets forth a five-year strategy to address those needs. The Action Plan identifies the specific needs to be addressed each year based on the priorities established in the Five-Year Consolidated Plan. The County is required to assess fair housing needs in the community in accordance with HUD requirements. Following are the opportunities for public involvement in the Consolidated Plan, Annual Action Plan, and Assessment of Fair Housing.

#### 1. Preparation

The County must identify the needs of low- and moderate-income persons and areas of the County and set priorities in order to decide which needs should get more attention and more resources than other needs. In order to solicit community input, which is essential to determining these needs and priorities, the County will:

- Consult with local public agencies that assist low- and moderate-income persons and areas, including County staff, state and federal agencies, regional agencies and members of the Pierce County Consortium including every city in Pierce County except for the cities of Auburn, Enumclaw, Pacific, Tacoma, ~~Bonney Lake~~, and Lakewood.
- Consult with private agencies, including local nonprofit service providers and advocates such as the local public housing authority, health agencies, homeless service providers, nonprofit housing developers, and social service agencies (including those focusing on services to children, the elderly, persons with disabilities, persons with HIV/AIDS, persons with substance abuse problems, etc).
- Publicly notice and conduct a public hearing to solicit input on needs and priorities.
- Develop an assessment of needs in Pierce County as well as a strategic plan to address those needs.
- Issue Notices of Funding Availability (NOFA) for CDBG public service and public facilities projects in the fall and for ESG in the winter. The NOFA for CDBG public services will cover a two-year funding cycle; the first two-year public services NOFA will be issued in the fall of 2021 (for FY 2022 & FY 2023 funds). The NOFA for CDBG public facilities will be issued annually, and funds will be awarded for a one-year term. The NOFAs that will include ESG funding will be issued annually, and funds will be awarded for a one-year term. NOFA's will identify the amount of assistance Pierce County expects to receive (including grant funds and program income) and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income. Technical assistance workshop(s) regarding the funding processes will be provided to interested organizations.

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- Publicly notice a 30-day review and comment period where a complete draft of the Consolidated Plan, Annual Action Plan, and/or Assessment of Fair Housing will be made available to the public.
- Conduct a public hearing before the Citizens' Advisory Board to accept public comment and finalize a recommendation to the Human Services Director for signature enacting the Consolidated Plan, Annual Action Plan, and/or Assessment of Fair Housing.

## 2. Adoption

The County will provide several opportunities for citizen involvement in the Consolidated Plan process prior to recommendation of the Consolidated Plan, Annual Action Plan, and/or Assessment of Fair Housing to the Human Services Director. These opportunities include:

- Published notice seven (7) days in advance of a public meeting on the County's website.
- A public meeting on needs and priorities for the Consolidated Plan/Annual Action Plan.
- A public notice announcing the 30-day comment period and public hearing for the Draft Consolidated Plan and/or Draft Annual Action Plan will be published in the Pierce County paper of record and posted on the County's website at <http://www.co.pierce.wa.us/index.aspx?nid=2781>. The notice will list how to access the document(s) that will be available for review, and the notice will be posted prior to the start of the comment period.
- A public notice announcing the 30-day comment period and public hearing for an Assessment of Fair Housing and/or Analysis of Impediments to Fair Housing will be published in the Pierce County paper of record and posted on the County's website at <http://www.co.pierce.wa.us/index.aspx?nid=2781>. The notice will list how to access the document(s) that will be available for review, and the notice will be posted prior to the start of the comment period.
- The Draft Consolidated Plan, Draft Annual Action Plan, and/or Assessment of Fair Housing will be available at the following locations in Pierce County:
  - Pierce County Human Services Building, 1305 Tacoma Ave South, Suite 104, Tacoma, WA 98402.
  - Pierce County website: <http://www.co.pierce.wa.us/index.aspx?nid=2781>

The Draft Consolidated Plan, Draft Annual Action Plan and/or Assessment of Fair Housing will be made accessible to persons with disabilities upon request (contact the Community Development Supervisor at 253-798-6917 or TDD/Voice 1-800-833-6388). In addition, a reasonable number of free copies will be provided to citizens or groups requesting copies of the document(s).

- At the end of the 30-day comment period, the Citizens' Advisory Board will hold a publicly noticed meeting and public hearing. A majority vote of the CAB is needed for formal recommendation to the Human Services Director for signature enacting the Consolidated Plan and Annual Action Plan. In finalizing the Consolidated Plan and Annual Action Plan, careful consideration will be given to all comments and views expressed by the public, whether given as

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verbal testimony at the public hearing or submitted in writing during the review and comment period. The final documents will have a section that presents all comments and explains why any comments were not accepted.

## 3. Amendments

The Consolidated Plan or Annual Action Plan will be amended anytime there is a change in one of the priorities presented on the HUD-required Priority Table; a change in the use of money to an activity not mentioned in the Annual Action Plan; or a change in the purpose, location, scope, or beneficiaries of an activity (described more fully later). Pierce County is responsible for providing citizens with reasonable notice in their local newspaper and an opportunity for citizens to comment when substantial amendments are made to the Plan, as indicated below:

### Minor Changes

Minor changes, defined as a change in the amount of any single source of federal funds awarded to a project by 50% or less, do not require a public notice or the citizen participation process.

### Substantial Amendments

Substantial changes require public notice and the opportunity for public participation. Substantial changes are:

- Funding of an activity type not described in the Annual Action Plan.
- Changing the priorities contained in the Five-Year Strategic Plan of the Consolidated Plan.
- Increasing or reducing the amount allocated to an activity by more than 50%, except when the activity must be dropped due to circumstances beyond the County's control (e.g., a subrecipient elects not to do an activity).
- A change in the purpose, location, scope, or beneficiaries of an activity:
  - The activity will no longer principally benefit the targeted population as identified in the Action Plan (e.g., senior citizens in certain areas, low- and moderate-income homeowners, residents of x neighborhood instead of y neighborhood).
  - The activity will no longer address the low- and moderate-income need identified in the Action Plan or the activity ceases to address the elimination of slums and blight as identified in the Action Plan.
  - The activity location of an area-benefiting activity changes so that the completed activity will principally serve beneficiaries other than those originally intended.

There must be reasonable notice of a proposed Substantial Amendment so that residents will have an opportunity to review it and comment on it.

- Pierce County will accept comments for a period of not less than 30 days beginning the day after the official publication date of the substantial amendment to the Consolidated Plan, Annual Action Plan., and/or Assessment of Fair Housing The Citizens' Advisory Board will hold a public hearing the last day of the comment period to take and consider public comment. A

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majority vote of the CAB is needed for formal recommendation to the Human Services Director.

- Public notice of the 30-day comment period and public hearing held by the CAB will be published on the County's website at <http://www.co.pierce.wa.us/index.aspx?nid=2781> and in the Pierce County paper of record. During the public comment period the amendment document will be available for review at the following location:
  - Pierce County Human Services Building, 1305 Tacoma Avenue South, Suite 104, Tacoma, WA 98402 (during regular business hours).
- Paper copies of the document will be available to the public free of charge within five days of a request.
- In finalizing a Substantial Amendment, careful consideration will be given to all comments and views expressed by the public, whether given as verbal testimony at the public hearing or submitted in writing during the review and comment period. The Substantial Amendment will include all comments, plus explanations as to why any comments were not accepted.

## C. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

Every year Pierce County must submit to HUD a Consolidated Annual Performance and Evaluation Report (CAPER) within 90 days of the close of the program year. In general, the CAPER must describe how funds were used and the extent to which these funds were used for activities that benefited low- and moderate-income people. The following steps outline the opportunities for public involvement in the CAPER:

- A public notice announcing a 15-day comment period and public hearing for the CAPER will be published in the Pierce County paper of record and posted on the County's website at <http://www.co.pierce.wa.us/index.aspx?nid=2781>. The notice will list the locations where the document will be available for review, and the notice will be posted prior to the start of the comment period.
- During the 15-day public review period, the document will be available for review at the following locations:
  - Pierce County Human Services Building, 1305 Tacoma Ave South, Suite 104 Tacoma, WA 98402 (during regular business hours)
  - Pierce County website: <http://www.co.pierce.wa.us/index.aspx?nid=2781>
- Careful consideration will be given to all written comments submitted by the public. These comments will be addressed in the CAPER.
- A majority vote of the CAB is needed for formal recommendation to the Human Services Director for signature enacting the CAPER and submitting the document to HUD.

## A. CITIZEN PARTICIPATION PLAN AMENDMENTS

According to the federal law regulating the expenditure of CDBG, ESG and HOME funds, jurisdictions must provide improved accountability to the public. Any change in the public participation process as outlined in this document will require an amendment to the Citizen Participation Plan, including public

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notice; public review; a public hearing; and majority vote of the Citizens' Advisory Board for recommendation to the Human Services Director.

Pierce County will use the following public consultation for amendments to the Citizen Participation Plan:

- Pierce County will accept comments for a period of not less than 30 days beginning the day after the official publication date of the amendment to the Citizen Participation Plan. The Citizens' Advisory Board will hold a public hearing the last day of the comment period to take and consider public comment. A majority vote of the CAB is needed for formal recommendation to the Human Services Director.
- Public notice of the 30-day comment period and public hearing held by the CAB will be published on the County's website (<http://www.co.pierce.wa.us/index.aspx?nid=2781>) and in the Pierce County paper of record. During the public comment period the amendment document will be available for review at the following location:
  - Pierce County Human Services Building, 1305 Tacoma Avenue South, Suite 104, Tacoma, WA 98402 (during regular business hours)
  - Pierce County website: <http://www.co.pierce.wa.us/index.aspx?nid=2781>
- Paper copies of the document will be available to the public free of charge within five days of a request.

## III. PUBLIC NOTICE

### A. PUBLIC NOTICE REQUIREMENTS

There shall be advance public notice once a federally required document is available, such as the proposed Annual Action Plan, Five-Year Consolidated Plan, any proposed Substantial Amendment to the Action Plan or Consolidated Plan, the Assessment of Fair Housing and the Consolidated Annual Performance and Evaluation Report (CAPER). In addition, there shall be advance public notice of all public hearings and all public meetings such as the Citizens' Advisory Board and other County committee and commission meetings relating to the funds or planning process covered by this Citizen Participation Plan.

### B. "ADEQUATE" PUBLIC NOTICE

Adequate advance notice is "timely;" it is given with enough lead time for the public to take informed action. The amount of lead time can vary, depending on the event. The content of notices will give residents a clear understanding of the event being announced.

### C. FORMS OF PUBLIC NOTICE

Pierce County Human Services staff will ensure adequate advance notice of all Citizens' Advisory Board public meetings and hearings. Adequate noticing will include:

- Printing notices in the Pierce County paper of record at least seven (7) days prior to the public hearings.
- Posting notices on the Pierce County website regarding public meetings and public hearings: <http://www.co.pierce.wa.us/index.aspx?nid=2781>.

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Citizens' Advisory Board meetings are usually held the first Wednesday of the month at 6 PM. The CAB calendar is posted on the Pierce County website: <http://www.co.pierce.wa.us/index.aspx?nid=2781> or contact the Community Development Supervisor at (253) 798-6917.

## IV. PUBLIC HEARINGS

Public hearings are required by law in order to obtain the public's views and to provide the public with the County's responses to public questions and proposals. The law requires public hearings at all stages of the process, including at least a hearing about community needs, a public hearing to review proposed uses of funds, and a public hearing to assess how funds were spent during the previous program year.

Public hearings will be held only after there has been adequate notice as described in the Public Notice part of this Citizen Participation Plan. Public hearings will usually be held in the evening at a time convenient to most residents, especially those who might benefit from the use of funds.

Public hearings may be held at County facility locations, neighborhood or Community centers, or local libraries, all of which are accessible by public transportation. The final recommendation to the Human Services Director, of the Annual Action Plan, Five-Year Strategic Plan, and CAPER will be conducted at the Pierce County Human Services Building, 3602 Pacific Avenue, Tacoma, WA 98418 in the Sound View Conference Room. All these locations are accessible to people with disabilities, and accommodations will be made for people with disabilities when requests are made at least five working days prior to a hearing. Translators will also be provided for people who do not speak English when requests are made at least five working days prior to a hearing. To request accommodations and/or a translator contact the Community Development Supervisor at 253-798-6917 or TDD/Voice 1-800-833-6388.

## V. PUBLIC ACCESS TO INFORMATION

As required by law, Pierce County will provide the public with reasonable and timely access to information and records relating to the data or content of the Consolidated Plan, as well as the proposed, actual, and past use of funds covered by this Citizen Participation Plan. The County will also provide reasonable public access to records about any uses of these funds during the previous five years. Also, as required by law, the County will provide the public with reasonable and timely access to local meetings relating to the proposed or actual use of funds (such as Citizens' Advisory Board meetings).

### A. CONSOLIDATED PLAN DOCUMENTS

Consolidated Plan documents include the Annual Action Plans, the Five-Year Consolidated Plan, the Consolidated Annual Performance Evaluation Report (CAPER), and the Analysis of Impediments to Fair Housing Choice, as well as substantial amendments to the Annual Action Plan or the Five-Year Strategic Plan, Consolidated Annual Performance and Evaluation Reports, and the Citizen Participation Plan.

### B. ADOPTION OF CONSOLIDATED PLAN DOCUMENTS

All finalized documents are recommended by the Citizens' Advisory Board with final approval by the Human Services Director.

### B. AVAILABILITY OF CONSOLIDATED PLAN DOCUMENTS

In the spirit of encouraging public participation, copies of Consolidated Plan documents will be provided to the public at no cost and within one week of a request. These materials will be available in a form accessible to persons with disabilities, when requested.

# CITIZEN PARTICIPATION PLAN

## C. LOCATION OF DOCUMENTS

Consolidated Plan documents will also be available at the following locations during their respective review periods:

- Pierce County Human Services Building, 1305 Tacoma Ave South, Suite 104, Tacoma, WA 98402.
- Pierce County website <http://www.co.pierce.wa.us/index.aspx?nid=2781>.

Copies of the final documents will be available at the Pierce County Human Services Building, 1305 Tacoma Ave South, Suite 104, Tacoma, WA 98402.

## VI. TECHNICAL ASSISTANCE

Throughout the year County staff will offer technical assistance to organizations and individual representatives of low- and moderate-income people who may be interested in submitting a proposal to obtain funding for a HOME, CDBG or ESG activity. This technical assistance may include reviewing applicable federal regulations, project/program eligibility, potential sources of funding in addition to HOME, CDBG and/or ESG, reviewing financial details of the project and other technical questions related to project eligibility. For all HOME, CDBG, and ESG Notice of Fund Availability's (NOFA) the County will conduct a minimum of one application workshop. The purpose of the workshop is to review the process for submitting the application, review the applicable federal requirements, and review the application materials. After the NOFA is published all applicable questions will be answered in writing and in accordance with the timeline outlined in the NOFA.

## VII. COMMENT AND COMPLAINT PROCEDURES

Pierce County will provide a period of at least 30 days to receive comments on the draft Consolidated Plan and on any substantial amendments. The County must also provide public notice regarding the availability of documents and the dates of the 30-day comment period.

For performance reports, the County will provide at least 15 days to receive public comments.

The County will consider all comments received. The County will respond to all complaints, in writing, within 15 business days. All comments and responses will be attached to each document.

## VIII. ACCOMMODATION OF PERSONS WITH SPECIAL NEEDS

The County complies with the Americans with Disabilities Act and will make accommodations for persons with special needs. Public hearings and the review of Consolidated Plan documents will be held at the Citizens' Advisory Board meetings in the Sound View Conference Room in the Pierce County Human Services Building (1305 Tacoma Ave South, Suite 104, Tacoma, WA 98402), which is accessible to people with disabilities. Additional accommodations will be made for people with disabilities when requests are made at least five working days prior to a hearing. Translators will also be provided for people who do not speak English when requests are made at least five working days prior to a hearing. To request accommodations and/or a translator contact the Community Development Supervisor at 253-798-6917 or TDD/Voice 1-800-833-6388.

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## IX. ANTI-DISPLACEMENT

If, as a result of a program activity, any residential displacement and relocation must occur, Pierce County ensures that it will develop an Anti-Displacement and Relocation Plan in connection with that project in accordance with federal regulations. Specifically, the County will comply with the anti-displacement and relocation requirements of the Uniform Relocation Act and the Housing and Community Development Act of 1974, as amended, and implementing regulations of 24 CFR Part 42. To view Pierce County's Anti-Displacement and Relocation Assistance Plan, please contact the Community Development Supervisor at 253-798-6917.

## X. MAJORITY VOTE OF THE CITIZENS' ADVISORY BOARD FOR RECOMMENDATION TO THE HUMAN SERVICES DIRECTOR

As the Citizens' Advisory Board is an advisory board and there are federal requirements for the submittal of the Consolidated Plan, Annual Action Plan, CAPER, Substantial Amendments, etc. If any business at the board meeting is not accomplished and is not able to be rescheduled timely, such as funding recommendations, approval of funding recommendations, and approval of Plans and Reports, Human Services staff may have to proceed with the work and submittal of Plans and Reports to HUD without the majority vote of the Citizens' Advisory Board to the Human Services Director.

## X. CARES ACT WAIVERS TO CITIZEN PARTICIPATION PLAN

The County may use the following waivers to amend an Action Plan for any CARES Act funds per #8 and #9 in HUD's memo, "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 Cause by COVID-19":

- o The ESG funds will only be subject to publishing how the funds will be used in Pierce County's paper of legal record and on the Pierce County Human Services website.
- o The CDBG funds will be subject to publishing how the funds will be used in Pierce County's paper of legal record and on the Pierce County Human Services website. The funds will also be subject to a 5-day public comment period followed by a public hearing and approval by the Citizens' Advisory Board. Notice of the amendment to the Action Plan for the allocation of the CDBG funds will begin on the first day of the 5-day public comment period.
  - o In-person public hearings are not required, and virtual public hearings may be used instead. Virtual public hearings will allow public access to all questions and responses.
- o Pursuant to HUD's memo entitled "Availability of Waivers and Suspensions of the HOME Program Requirements in Response to COVID-19 Pandemic" the HOME funds will be subject to publishing how the funds will be used in Pierce County's paper of legal record and on the Pierce County Human Services website. The funds will also be subject to a 5-day public comment period followed by a public hearing and approval by the Citizens' Advisory Board. Notice of the amendment to the Action Plan for the allocation of the HOME funds will begin on the first day of the 5-day public comment period. Note this waiver is in effect for any substantial amendments to PY 2020 and earlier Consolidated and/or Action Plans.

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## X. GLOSSARY

**Annual Action Plan:** This document allocates one year’s funding (entitlement and program income) to specific projects and activities for the CDBG, ESG and HOME program. It is submitted to HUD 45 days prior to the start of the County’s fiscal year or no later than May 15 and is developed in accordance with federal regulations (24 CFR Part 91).

**Assessment of Fair Housing:** is a legal requirement that federal agencies and federal grantees further the purposes of the Fair Housing Act. The County is currently required to complete an Analysis of Impediments to Fair Housing Choice (AI). The AI was completed in 2019. In 2024 the County will be required to complete an Assessment of Fair Housing.

**Citizen Participation Plan:** This plan is prepared to facilitate and encourage public participation and involvement in the Consolidated Plan process and the County’s CDBG program, especially by low- and moderate-income persons. The plan identifies the public participation requirements as identified by federal regulations (24 CFR Part 91).

**Community Development Block Grant (CDBG) Program:** This is a federal grants program administered by the U.S. Department of Housing and Urban Development (HUD). The program allocates money to eligible cities and counties throughout the nation to assist low- and moderate-income households and neighborhoods. The grant program may be used for such activities as housing rehabilitation, affordable housing assistance, community services, and community development activities such as the construction or rehabilitation of community facilities and economic development.

**Emergency Solutions Grant (ESG):** This is a federal grants program administered by the U.S. Department of Housing and Urban Development (HUD). ESG assists people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The grant program may be used for street outreach and emergency shelter services, homeless prevention, housing relocation, and short- and medium-term rental assistance.

**HOME:** The **HOME Investment Partnerships Program (HOME)** is a federal grants program administered by the U.S. Department of Housing and Urban Development (HUD) in order to provide decent and affordable housing, particularly housing for low- and very low-income Americans.

**Consolidated Annual Performance Evaluation Report (CAPER):** This document reports on the progress in carrying out the Consolidated Plan and Annual Action Plan. The report is prepared annually by the County in accordance with federal regulations (24 CFR Part 91). It is due to HUD no later than 90 days after the end of the County’s fiscal year or September 30.

**Consolidated Plan:** This document serves as the County’s application for CDBG, ESG and HOME funds and sets forth the priorities and strategies to address the needs of primarily low- and moderate-income persons and areas in the county. It typically covers a five- or three-year time period. It is submitted to HUD 45 days prior to the start of the County’s fiscal year or no later than May 15 and is developed in accordance with federal regulations (24 CFR Part 91).

**Consolidated Plan Documents:** These include the Consolidated Plan, the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER).

# CITIZEN PARTICIPATION PLAN

**Low- and Moderate-Income Households:** These are households earning less than 80% of the area median income. They are broken down into the following income designations:

- **Extremely Low-Income:** households with incomes less than 30% of the area median family income, adjusted for household size
- **Low-Income:** households with incomes between 31 and 50% of the area median family income, adjusted for household size
- **Moderate-Income:** households with incomes between 51 and 80% of the area median family income, adjusted for household size

**Low- and Moderate-Income Neighborhood:** In general, this is defined a census tract(s) or block group(s) where a minimum of 51% of the residents have low or moderate incomes (i.e., not exceeding 80% of the area median family income).

**Median Family Income (MFI):** HUD surveys major metropolitan areas annually to develop an index of median family income by household size. Most CDBG-funded activities and programs must benefit primarily the lower- and moderate-income households.

**Program Year:** The "program year" chosen by Pierce County is July 1 through June 30.