

City of Hampton, Virginia
Consolidated Plan for Housing and Community Development
Citizen Participation Plan

-July 2020-
(Amends previous plan of May 1997)

The Citizen Participation Plan sets forth the City of Hampton's policies and procedures for public involvement in the City of Hampton's consolidated planning process for its United States Department of Housing and Urban Development (HUD) entitlement programs. The City of Hampton Community Development Department is responsible for the development and implementation of the Consolidated Plan. The purpose of the Citizen Participation Plan is to describe how Hampton will involve citizens in the development and review of the consolidated strategy for housing and community development.

This plan sets forth the minimum actions the City of Hampton will take to encourage citizen participation. The *Hampton Neighborhood Initiative* and the *Hampton Housing Venture* effort, led the City of Hampton, is a far more comprehensive approach to citizen participation and is a significant complement to the actions included in this plan. This plan has been developed in accordance with the Consolidated Plan requirements for a Citizen Participation Plan (24 CFR § 91.105).

- 1. Encouragement of Citizen Participation.** It is the policy of the City to encourage and facilitate the full and meaningful participation of residents, service providers, government agencies, and others stakeholders in the development of all HUD required consolidated planning documents including the Five-Year Consolidated Plan, Annual Action Plan, the Consolidated Annual Performance and Evaluation Report (CAPER) and any substantial amendments to these plans. The primary purpose of the participation will be in needs identification, priority setting, program recommendations, and funding allocations related to the consolidated planning process.

The City, through its over 35 council-appointed boards and commissions and ongoing interagency networks, ensures the ongoing effective participation of local and regional institutions, Continuums of Care, organizations engaged in narrowing the digital divide, agencies managing flood prone areas, public land or water resources, as well as emergency management agencies. In addition, involvement of low-, very low-, and extremely low-income residents, public housing agencies, representatives from special population (elderly, disabled, veterans), and neighborhood organizations where housing and community development funds may be spent is especially encouraged in accordance with 24 CFR § 91.105.a.2.

- 2. Notice to the Public.** A minimum of thirty (30) calendar days' notice for Public Notice shall be provided whenever a federally required document is available for public review such as the Annual Action Plan, the Five-Year Consolidated Plan, and any proposed substantial amendment is available with the exception of the CAPER where fifteen (15) days' notice shall be provided (24 CFR § 91.105.b.4 and 24 CFR § 91.105.d.1).

The primary means of notifying citizens about the Consolidated Plan and related activities, such as the Annual Action Plan, CAPER and related amendments, shall be public notices in the local newspaper of general circulation. All notices will be written in plain, simple language in accordance with HUD statutory or regulatory guidelines.

The City, at its discretion, may conduct additional outreach, public meetings, or public hearings as necessary to foster citizen access, community event participation, and engagement such as notification on the City of Hampton's official websites, direct e-mails, or press releases.

Notices will include:

- a) the availability of the plans, amendments, and any relevant data for public review and comment at government offices (the Hampton Community Development Department), on city websites, and at any other relevant public places (e.g. libraries, neighborhood centers, housing offices);
- b) the provision of a thirty (30) day comment period with the exception of the CAPER where a fifteen (15) day comment period will be provided; and
- c) the time and place of the public hearing to review program performance and obtain the views of citizens on housing and community development needs.

The City shall consider any comments or views of residents of the community received in writing or orally at all public hearings and/or meetings. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, shall be attached to the Plans.

3. **Access to Records.** Citizens of Hampton, public agencies and other interested parties will be provided access to information and records relating to Hampton's Consolidated Plan and use of assistance under the CDBG and HOME Programs for the five years which precede the date of the request for information in accordance with 24 CFR § 91.105. This information is available for viewing at the Community Development Department of the City of Hampton at the address below during regular working hours, Monday through Friday excluding City holidays or other city closures due to local emergencies:

City of Hampton, Community Development Department
22 Lincoln Street, Hampton, VA 23669
Telephone: 757-727-6140
FAX: 757-728-2449

4. **Technical Assistance.** The Community Development Department will provide technical assistance to groups which request assistance in developing proposals for funding under any of the programs covered by the Consolidated Plan.
5. **Public Hearings.** At least two (2) public hearings shall be held per year to review program performance and obtain the views of citizens on housing and community development needs. The first required Public Hearing will review proposed Annual

Action Plans, and, during every fifth year, Consolidated Plans. The second required Public Hearing will be held prior to the CAPER submission or in relation to any substantial plan amendments.

Public hearings may be held as part of the regular City Council meetings. Notification of public hearings will be posted at least 14 calendar days prior to the meeting date per local and state guidelines.

The City of Hampton is in compliance with the American with Disabilities Act of 1990 and provides reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements accommodations for persons with disabilities under the Act. Accommodations are made at public hearings and City Council meetings upon request to the Clerk of Council at least three (3) days before the meeting. Interpreters for the hearing impaired are available at the council meetings and are seen on the home television broadcast.

The City will take reasonable steps to provide language assistance to ensure meaningful access to participation by non-English-speaking residents of the community in accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, and the Department of Housing and Urban Development's (HUD) Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, effective February 21, 2007.

- 6. Criteria for Amendment to Consolidated Plan.** Any substantial change to the Consolidated Plan shall require an amendment to the plan. A substantial change is a change that involves:
- a. the reallocation of funds in excess of twenty five percent (25%) from one eligible activity (except contingency) to another;
 - b. the addition of an activity not previously described;
 - c. a change in the allocation priorities or a change in the method of distribution of funds;
 - d. a change to carry out an eligible activity, using funds from any program covered by the consolidated plan (including program income), not previously described in the action plan, or
 - e. a change to the primary purpose, scope, location or beneficiaries of an activity.

Amendments to the Consolidated Plan shall be made available for public review for a 30-day period following the Public Notice requirements in Section 2. A public hearing shall be conducted so that citizens may express their views. Written comments shall be accepted by the Director of Community Development, or their designee, during the public review period. A summary of all written comments and those received during the public hearing as well as the City's responses shall be attached to the amended Citizen Participation Plan prior to submission to HUD. Amendment to the Annual Action Plan and CAPER will follow the same procedures as an amendment to the Consolidated Plan. Minor edits to the plan, such as updating contact information, will not constitute a

“Substantial Amendment”, and therefore, will not be released for public review and comment.

7. **Criteria for Amendment to Citizen Participation Plan.** Amendments to the Citizen Participation Plan shall be made available for public review for a 30-day period following the Public Notice requirements in Section 2. A public hearing shall be conducted so that citizens may express their views. Written comments shall be accepted by the Director of Community Development, or their designee, during the public review period. A summary of all written comments and those received during the public hearing as well as the City’s responses shall be attached to the amended Citizen Participation Plan prior to submission to HUD. Minor edits to the plan, such as updating contact information, will not constitute a “Substantial Amendment”, and therefore, will not be released for public review and comment.

HUD may grant waivers or exceptions in accordance with local, state or national emergencies, which may impact some or all of the procedures in the plan. Such waivers shall not require changes to the adopted participation plan unless required by the waiver or exception.

8. **Complaint Procedure.** Complaints regarding any City of Hampton HUD entitlement program will be addressed by the City of Hampton Community Development Department in a timely and responsive manner. Any person wishing to make a formal complaint concerning any aspect of the Consolidated Plan, Annual Action Plan, and the CAPER may do so in person, by letter or by telephone to the address/phone numbers given in Section 3 above. Persons wishing to make a complaint in person should call for an appointment; appointments will be made to occur within a reasonable amount of time from the request. A substantive written response will be made to every written citizen complaint within 15 working days of receipt, where practicable.
9. **Adoption of Citizen Participation Plan.** The effective date of this plan will be July 8, 2020; with adoption of this plan all previous citizen participation plans expire.