



City of Spokane, Washington

Community, Housing and Human Services Department

2018 Citizen Participation Plan



INTRODUCTION:

The City of Spokane is designated as an entitlement community by the Department of Housing and Urban Development (HUD). As such, the Community, Housing and Human Services (CHHS) Department is responsible for conducting administrative responsibilities related to the Community Development Block Grant Program (CDBG), Home Investment Partnership Program (HOME) and the Emergency Solutions Grant (ESG). Federal regulations mandate that each entitlement community must develop and adhere to a Citizen Participation Plan (24 CFR 91.105). The following document represents the process by which the CHHS Department will facilitate public involvement and communication relating to entitlement programs (CDBG, HOME and ESG).

OBJECTIVES

1. Provide guidance to the Spokane community that will promote and expand citizen participation in the Consolidated Planning Process
2. Provide citizens with an avenue for making public comment
3. Support transparent communication between CHHS and the Spokane community

CONTACT INFORMATION:

Citizens are encouraged to offer public comments at any time. To do so, please contact CHHS Department directly by emailing spokanechhs@spokanecity.org or calling (509)625-6325. If requesting a staff meeting, please allow two working days advance notice.

Citizens are encouraged to attend CHHS Board meetings held on the first Wednesday of every other month (beginning annually in February) from 4 to 6 PM (Spokane City Hall: City Council Briefing Center). The Board allows for public comment on items relevant to the CHHS Board during the first ten (10) minutes of each meeting.

PROGRAMS

This Citizen Participation Plan focuses on three separate programs that make up the City of Spokane's Entitlement Program portfolio. The three programs are as follows:

Community Development Block Grant Program ([24 CFR Part 570](#))

The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for low- and moderate-income

persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-5301 et seq.

HOME Investment Partnerships Program ([24 CFR Part 92](#))

The HOME Investment Partnerships Program (HOME) provides formula grants to states and localities that communities use often in partnership with local nonprofit groups or private developers, to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. It is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

Emergency Solutions Grants Program ([24 CFR Part 576](#))

Emergency Solutions Grants (ESG) funds can be used to provide a wide range of services and supports under the five program components: Street Outreach, Emergency Shelter, Rapid Rehousing, Homelessness Prevention, and Homeless Management Information System (HMIS).

ENCOURAGEMENT OF CITIZEN PARTICIPATION:

The City of Spokane is required to adopt a citizen participation plan that sets forth policies and procedures for citizen participation ([24 CFR 91.105\(a\)\(1\)](#)). The CHHS Department is responsible for the creation of a five year Consolidated Plan, Annual Action Plan, Consolidated Annual Performance Evaluation Report (CAPER), Assessment of Fair Housing (AFH), and Citizen Participation Plan. Each document will be discussed in greater detail below with a citation of the corresponding federal regulation. Citizens are encouraged to become familiar with these community planning documents and offer comment on ways to make our overall community impact greater for low-and moderate-income individuals.

Consolidated Plan ([24 CFR 91.200](#))

The Consolidated Plan is designed to help local jurisdictions assess their affordable housing and community development needs and market conditions and make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the entitlement programs: CDBG, HOME, and ESG.

Annual Action Plan ([24 CFR 91.220](#))

The Consolidated Plan is carried out through Annual Action Plans, which provide concise summaries of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

Consolidated Annual Performance Evaluation Report - CAPER (24 CFR 91.520)

Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

Assessment of Fair Housing – AFH (24 CFR 5.154)

AFH is designed to improve community planning in order to overcome fair housing issues. The AFH process will begin with inclusive community participation and will result in the setting of fair housing goals to increase fair housing choice and providing equal access to opportunity for all community members.

Citizen Participation Plan - CPP (24 CFR 91.105)

The CPP sets forth the policies and procedures for citizen participation throughout the Consolidated Planning process. The CPP must facilitate citizen participation throughout the Consolidated Plan’s initial development, substantial amendment process, and annual performance report. CPP regulations require active citizen participation, with a special emphasis on efforts to encourage participation from the following populations:

- Low- and moderate-income persons
- Residents of slums, blighted areas, and predominately low- and moderate-income areas
- Non-English speaking persons
- Persons with disabilities
- Public housing residents and low-income residents of targeted revitalization areas

Community Partners

The CHHS Department will seek participation from local and regional partners related to the goals of HUD’s entitlement programs. Participation will be sought from our regional Continuum of Care, Spokane County, social service providers, neighborhoods, community centers (including youth and seniors), developers, businesses, elected officials, CHHS Board and Committee members, and City departments involved with program implementation.

CITIZEN COMMENT ON THE CITIZEN PARTICIPATION PLAN AND AMENDMENTS

CHHS will seek public comment on all documents related to the Consolidated Plan. Efforts to engage the Spokane Community will include ongoing communication with partner agencies and updates to the CHHS website as information becomes available. Interested citizens are encouraged to attend open public meetings held by Spokane City Council, CHHS Board, and related committees. Citizens are encouraged to participate in the City of Spokane Neighborhood Program for additional information related to opportunities for public comment.

The City of Spokane is committed to providing equal access to its facilities, programs, and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human

Resources at (509)625-6363, 808 W. Spokane Falls Blvd, Spokane, WA., 99201; or msteinolfson@spokanecity.org
Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

DEVELOPMENT OF THE AFH AND THE CONSOLIDATED PLAN

Citizens are encouraged to actively engage in the development of each Consolidated Plan and Assessment of Fair Housing Plan (AFH). Both plans are intended to guide current and future efforts that will benefit the Spokane community. Participation is not limited to any one group or organization. All citizens have the opportunity to provide meaningful feedback that leads to a plan inclusive of all Spokane residents.

Data for Public Review and Comment

CHHS will make data accessible as part of the development of each Consolidated Plan and Assessment of Fair Housing. Citizens will be given an opportunity to review data via the CHHS website (<https://my.spokanecity.org/chhs/>). Citizens will also have opportunities to review data prior to incorporation of the AFH and Consolidated Plan by attending CHHS Board and other related meetings.

CHHS will publish a Notice of Funding Availability (NOFA) to identify priority projects that successfully carry out community needs and goals. The NOFA will include information related to funding goals and priorities, amount of funds directed to the benefits of low and moderate-income individuals, and eligible activities. All CHHS funded projects must comply with the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs (as outlined in [49 CFR Part 24](#)).

Publish AFH Plan

CHHS will make available draft copies of the Consolidated Plan and AFH on the website for review and comment prior to publication. Citizens are encouraged to participate in public outreach efforts and provide public comment related to each draft plan. Public notice will be given prior to each community meeting seeking public input. Types of public notice include: email distribution, updates to the CHHS website, communication through neighborhood councils, and newspaper publications. Hard copies will be made available upon request to CHHS. Citizens requesting hard copies may retrieve their documents by visiting Spokane City Hall.

Public Hearing

CHHS will host regular Public Hearings to initiate a formal public comment process. Public Hearings will be held prior to the approval of each Consolidated Plan, Assessment of Fair Housing, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report (CAPER).

Public Hearings may be held at Spokane City Hall or in other community facilities throughout the City of Spokane. Generally, CHHS will host one public hearing prior to the submission of each Consolidated Plan, Annual Action Plan, and Assessment of Fair Housing (AFH). The second public hearing will occur prior to the submission of the Consolidated Annual Performance and Evaluation Report (CAPER). CHHS will publish a notice prior to each public hearing in the Spokesman Review, CHHS website, through neighborhood councils, email distribution, and City of Spokane Social Media.

Citizens will have 30 calendar days (15 calendar days for the CAPER) to submit public comment to CHHS for review and consideration. All public comments will be reviewed and considered prior to publishing the final plan. CHHS will make reasonable effort to respond to public comment within 15 working days following the end of the public comment period.

CONSOLIDATED PLAN AMENDMENTS AND AFH REVISIONS

CHHS may, on occasion, be required to substantially amend the existing Consolidated Plan. In the event that CHHS is compelled to substantially amend the Consolidated Plan, AFH or Action Plan CHHS will provide outreach to the Spokane community for public comment. CHHS will allow not less than 30 calendar days for citizens to make public comment on a substantial amendment to the Consolidated Plan. Reasons why CHHS may be compelled to substantially amend the Consolidated Plan include the cancelation of an activity already approved in the Action Plan, changes in the use of funds from one activity to another, and adapting community priorities to accommodate community needs.

Notice will be given to the Spokane community via multiple communication sources (email, CHHS website, Spokesman Review, and neighborhood councils). CHHS will accept public comment in person, by email, phone call, or through translation. Citizens are encouraged to be watchful of the CHHS website for opportunities to express public comment. CHHS will consider all public comment. Citizens who make public comment will be informed via email (unless otherwise requested) regarding their comments with a response from CHHS within 15 working days following the close of each public comment period. In the event that particular public comments are not accepted, CHHS will provide a summary that describes why comment was not considered.

PERFORMANCE REPORTS

CHHS will seek public comment at the end of each program year as part of the Annual Performance and Evaluation Report (CAPER). Citizens are encouraged to review the CAPER and evaluate progress being made toward achieving the needs and goals (5-year) identified in the Consolidated Plan. CHHS will provide public notice (email, CHHS website, Spokesman Review) in advance of the public comment period. CHHS will host the second public hearing for the year at this time. Interested citizens are encouraged to attend the public hearing. Staff will present accomplishments and areas for improvement during the public hearing. A copy of the public hearing presentation will be available for review (CHHS website) following the public hearing.

Citizens will have 15 calendar days to review the CAPER and submit public comment for inclusion in the plan. CHHS will consider all public comment and respond within 15 working days following the close of the public comment period. CHHS will accept public comment in-person, via email, phone call, or through translation. In the event that particular public comments are not accepted, CHHS will provide a summary that describes why comment was not considered.

PUBLIC HEARING

CHHS will host no less than two separate public hearings during each calendar year. The first public hearing will occur prior to the submission of the Consolidated Plan, AFH Plan, or Annual Action Plan. Public hearings will

typically take place during the spring and fall; however, circumstances beyond CHHS's control may delay public hearings.

The first public hearing will provide the community with an overview of needs and goals developed as part of the Consolidated Planning process (including the AFH and Annual Action Plan). This public hearing will present to the community projects (housing, public services, community development, economic development, affirmatively furthering fair housing and public facility improvements) and strategies identified to help the City of Spokane achieve the needs and goals outlined in each plan.

The second public hearing will take place at the end of each program year. This public hearing will focus on performance outcomes identified in the Consolidated Annual Performance and Evaluation Report (CAPER). CHHS staff will present to the community progress made during the past program year (12 months) toward achieving the needs and goals identified in the Consolidated Plan. Recommendations will be made during this meeting to address needs and goals that have not been met. Public comment is encouraged during this time to help direct future funding efforts.

Citizens have a third opportunity to provide public comment at the City Council meeting where each Consolidated Plan, Annual Action Plan, and Assessment of Fair Housing is briefed. Citizens will have an opportunity to provide public comment during the initial briefing and again prior to the final City Council vote. CHHS will take all public comments offered to City Council into consideration.

CHHS will provide public notice two weeks prior to each public hearing. Citizens will be able to locate public notice on the CHHS website, email distribution and in the Spokesman Review. Public notice will include meeting time, location, and topics for discussion.

MEETINGS

CHHS will hold all public meetings in public locations within the City of Spokane. Consideration will be given to locations meeting ADA accessibility requirements, namely Spokane City Hall and Community Centers (Northeast, West Central and East Central). Public hearing times and locations will be provided to the public two weeks prior to the meeting taking place. Additionally, CHHS will post meeting agendas and related meeting materials on the CHHS website 24 hours in advance of each public hearing. In the event that a public hearing is canceled or rescheduled, CHHS will provide written public notice.

AVAILABILITY TO THE PUBLIC

CHHS will make electronic and print copies of the Consolidated Plan, AFH, Action Plan, and CAPER available to the public for review and comment. Individuals wanting a print copy of each document must submit a formal request to CHHS by email, in-person, by written request or through a phone call.

City of Spokane Community, Housing and Human Services Department (CHHS)

6th Floor, Spokane City Hall

808 W. Spokane Falls Blvd.

Spokane, WA 99201

(509) 625-6325

spokanechhs@spokanecity.org

Hours: M-F, 8:00 AM to 5:00 PM

<https://my.spokanecity.org/chhs/>

ACCESS TO RECORDS

Citizens may make a formal records request to CHHS or the City of Spokane at any time. The City of Spokane has a formal policy ([ADMIN 0260-10-03](#)) for making a public records request. Individuals wishing to make a formal public records request are encouraged to visit the City of Spokane webpage (<https://my.spokanecity.org/administrative/public-records/>) for specific information related to making a formal request. Individuals may also contact the City Clerk's office for additional information regarding access to public records.

City Clerk's Office

5th Floor, City Hall

808 W. Spokane Falls Blvd.

Spokane, WA 99201

(509) 625-6350

cityclerk@spokanecity.org

Hours: M-F, 8:00 AM to 5:00 PM

<https://my.spokanecity.org/administrative/public-records/>

TECHNICAL ASSISTANCE

CHHS offers opportunities for technical assistance to all agencies and individual citizens requesting such assistance. CHHS works with partner agencies and neighborhood councils to ensure basic program requirements are understood. Parties wishing to meet with CHHS staff to review Consolidated Planning documents, or become more familiar with program requirements are encouraged to contact CHHS and make a formal request. Staff will schedule a meeting time and location to fill the request within two working days following receipt of the request.

COMPLAINTS

Citizens wishing to make a complaint related to the Consolidated Planning process may do so at any time. Please submit formal complaints to CHHS, be sure to make note of the requested resolution to the complaint. CHHS will respond to all formal complaints within 15 working days.

USE OF CITIZEN PARTICIPATION PLAN

CHHS will adhere to the guidance provided in this Citizen Participation Plan. Citizens may submit public comment to any alteration of this plan. CHHS reserves the right to amend and edit this document as necessary. Citizens will be notified whenever this document is amended and given an opportunity to make public comment during a period not less than 30 calendar days. No edits or revisions to this plan are allowed without completing a 30 calendar day public comment period. CHHS will provide a summary for all public comments received relating to amendments of this Citizen Participation Plan.

JURISDICTION RESPONSIBILITIES

The City of Spokane maintains responsibility for the administration of all documents and activities related to the Consolidated Planning Process. This Citizen Participation Plan is intended to outline areas for public input and participation. CHHS is responsible for drafting, presenting to the community, making edits, considering of public comment, and submission of all Consolidated Planning documents (Consolidated Plan, AFH, Action Plan and CAPER) to The Department of Housing and Urban Development (HUD).