

**City of Spokane,
Community Housing & Human Services (CHHS) Department
Community Development Block Grant (CDBG)
Citizen Participation Plan (CPP) 2024 Program Year**



Public Comment Draft

7.17.2023-7.31.2023





City of Spokane, Washington

Community, Housing and Human Services Department

Community Development Block Grant (CDBG)



2023 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). Federal regulations mandate that entitlement communities develop and adhere to their Citizen Participation Plan (CPP) when administering CDBG Funds. (24 CFR 91.105).

PURPOSE

1. Provide guidance to the Spokane community to 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

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, consideration 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).

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 15 calendar days. CHHS will provide a summary of all public comments received relating to amendments of the Citizen Participation Plan.

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 request technical assistance.

PROGRAMS INCLUDED IN THE CITIZEN PARTICIPATION PLAN (CPP)

The 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 HUDs objective 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 CDBG 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 jurisdictions, including the City of Spokane. The City may use HOME funds in partnership with local nonprofit groups or private developers, to fund a wide range of activities including acquisition, building, and/or rehabilitating affordable housing for rent or homeownership and may provide direct rental assistance to low-income people with tenant based rental assistance (TBRA). HOME is the largest Federal block grant to state and local governments, and it is exclusively designed to create affordable housing for low-and moderate -income households.

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

Emergency Solutions Grants (ESG) funds may 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 Community Management Information System (CMIS).

CITIZEN PARTICIPATION ENCOURAGEMENT:

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\(a\)\(1\)](#)) to encourage and inform the public of the process and opportunity to provide input. The CHHS Department is responsible for the creation of a Consolidated Plan, which set forth goals for five years, Annual Action Plan(s) to carry out the goals of the Consolidated Plan, Consolidated Annual Performance Evaluation Report(s) (CAPERs), and an Assessment of Fair Housing (AFH) which is a five-year assessment of fair housing statistics affecting the City.

Each document is discussed in greater detail below, including citations of the corresponding federal regulations. 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 and families.

Please see the chart at the end of this CPP for a quick reference on required and optional public processes and public notice methods for these and other documents used in the CDBG Program.

Consolidated Plan (24 CFR 91.200)

The Consolidated Plan is designed to help Spokane City assess affordable housing, community development needs, and market conditions to 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 on funding from the entitlement programs: CDBG, HOME, and ESG. Several community partners develop strategic plans which will be recognized and considered when the Consolidated Plan is produced, to make it a truly consolidated plan which may or may not contain CDBG, HOME or ESG eligible activities, but will acknowledge those strategic plans to show how entitlement funds may be able to leverage activities promoted in those plans. Examples of plan reviewed include but are not limited to Priority Spokane's Plan(s), Spokane's Housing Action Plan and The 5 Year Homeless Plan.

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 Health District, City/County Continuum of Care, Spokane County Housing and Community Development and Broadlink PDA, social service providers, Spokane's 29 neighborhoods and the Community Assembly, community centers (including youth and seniors), nonprofit developers, businesses, elected officials, CHHS Board and Committee members, and City departments involved with program implementation.

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)

CHHS reports on accomplishments of each Annual Action Plan, annually, to show progress toward The Consolidated Plans 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. Fair Housing barriers will be considered while developing the Consolidated Plan.

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 during initial development of the Consolidated Plan, define and explain the substantial amendment process, and provide comment opportunities. CPP regulations require and CHHS desires to have active citizen participation, with a special emphasis on 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
- low- and moderate-income residents of the City

CITIZEN COMMENT ON THE CITIZEN PARTICIPATION PLAN AND AMENDMENTS

CHHS will seek public comment on documents related to the Consolidated Plan as required by federal regulations. Interested citizens are encouraged to attend open public meetings and Public Hearings held by CHHS Board and attend City Council meetings to stay informed and provide feedback.

DEVELOPMENT OF THE CONSOLIDATED PLAN AND ASSESSMENT OF FAIR HOUSING (AFH)

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 Plans inclusive of all Spokane residents. 30-day public comment periods and a public hearing are required for Consolidated Plans and Assessments of Fair Housing.

Data for Public Review and Comment

CHHS will make information available when developing the Consolidated Plan and Assessment of Fair Housing. Citizens will be given an opportunity to review the Plans via the CHHS website (<https://my.spokanecity.org/chhs/>). Citizens will also have opportunities to comment prior to adoption of the Consolidated Plan and AFH by attending CHHS Board and other related meetings.

CHHS will publish a Request for Proposals (RFP) to identify priority projects/activities that successfully carry out high priority community needs and goals of the Consolidated Plan. The RFP will include information related to annual funding priorities as they relate to Consolidated Plan goals, the amount of funds to be directed to benefit low- and moderate-income individuals, and eligible activities for the Program Year (PY). All CHHS funded projects and activities must comply with the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs (as outlined in [49 CFR Part 24](#)).

Publishing the Consolidated Plan and Assessment of Fair Housing

CHHS will make available draft copies of the Consolidated Plan and AFH on the City's website for review and comment prior to adoption by the City Council. Citizens are encouraged to participate in public outreach efforts and provide public comment related to each draft plan. Public notice will be provided in the local newspaper legal ads. Other types of public notice may include the City newsletter, CHHS website, and communication with 29 neighborhood councils through the Community Assembly. Hard copies will be made available upon request to CHHS. Citizens requesting hard copies may retrieve their documents by reserving a time with staff and visiting Spokane City Hall.

SUBSTANTIAL AMENDMENTS TO PRIOR YEARS' PLANS

CHHS may, on occasion, be required to substantially amend the Consolidated Plan or an Annual Action Plan which has already been adopted by Council and accepted by HUD. CHHS will notify the public of substantial amendments to prior year's plans CHHS will allow 30 days for public comment on substantial amendments to the Consolidated Plan and/or prior year's Annual Action Plans. substantial amendments are the result of HUD direction (for special funding), the cancelation of a project already approved in an Action Plan, and a funding change greater than 30% of the original award. Comprehensive Plan amendments are a result of amendment requests by the community to adjust priorities to accommodate community needs not previously identified in the Consolidate Plan. Amendments to the Consolidated Plan may be submitted for consideration during any public comment period.

CONSOLIDATED ANNULA PERFORMANCE EVALUATION REPORT (CAPER)

CHHS will seek public comment as part of the Consolidated Annual Performance and Evaluation Report (CAPER). Citizens are encouraged to review the CAPER and evaluate progress being made toward achieving the goals identified in the Consolidated Plan. Interested citizens are encouraged to attend the CHHS Board Public Hearing. Staff will present accomplishments and areas for improvement during the public hearing.

Citizens will have 15 calendar days to review the CAPER and submit public comment for inclusion in the CAPER. CHHS will consider all public comment and summarize them in the Report. CHHS will accept public comment in-person, via email, phone call, or through translation.

PUBLIC MEETINGS

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

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 HEARINGS

CHHS will host no less than two separate Public Hearings with the CHHS Board during each calendar year. The first public hearing will occur prior to the submission of the Consolidated Plan, AFH Plan, Annual Action Plan, and substantial amendments for prior years' Plans. Public hearings will typically take place during the spring and fall.

The CHHS Board will host Public Hearings allowing for formal public comment periods. Public Hearings will be held for Consolidated Plans, Assessments of Fair Housing, Annual Action Plans, Substantial Amendments to Prior Years' Plans and Consolidated Annual Performance and Evaluation Report (CAPER).

Public Hearings are generally held at Spokane City Hall. CHHS will publish a legal notice announcing each public hearing and comment period in the Spokesman Review at a minimum.

CHHS will accept all public comments and summarize them in the Plans.

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.

ACCESSIBILITY

The City of Spokane website is accessible to people who do not speak English as a first language. To translate documents on the website

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 dmoos@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.

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 month (beginning annually in February) from 4 to 6 PM (Spokane City Hall: City Council Briefing Center with virtual, hybrid meeting options). The Board allows for public comment on items relevant to the CHHS Board during the first ten (10) minutes of each meeting.

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/>

CHHS Planning Documents	Legal Ads - Public Notice Required	Optional public notice methods	Minimum Comment Period	CHHS Board Public Hearing	Committee Briefing; Public Safety & Community Health, Urban Experience, Finance & Administration, Public Infrastructure	City Council Briefing	City Council Consent
Consolidated Plan and Annual Action Plans	YES	Website City newsletter Social Media	30 calendar days (NA in emergencies as defined by HUD.	YES	YES	YES	YES
Substantial Amendments to Prior Years' Plans	YES	Website City newsletter Social Media	30 calendar days (NA in emergencies as defined by HUD.	YES	YES	YES	YES
Amendments to Consolidated Plan Priorities	YES	Website City newsletter Social Media	30 calendar days (NA in emergencies as defined by HUD.	YES	YES	YES	YES
Assessment of Fair Housing	YES	Website City newsletter Social Media	15 calendar days	YES	YES	YES	YES
Funding Policies and RFP	NO	Website City newsletter Social Media	15 calendar days	YES	NO	NO	NO
Citizen Participation Plan	NO	Website City newsletter Social Media	15 calendar days	YES	NO	NO	NO
Consolidated Annual Performance Evaluation Report (CAPER)	NO	Website City newsletter Social Media	15 calendar days	YES	NO	NO	NO